Environmental Management System

Management of contractors on site.
EN102W1

1 Purpose

This work instruction outlines the actions and responsibilities associated with procurement at Oxford Brookes University, to ensure compliance with environmental requirements.

2 Scope

2.1 The Scope of the Environmental Management System Certification includes the Wheatley Campus, the Harcourt Hill Campus and Headington Campus (excluding Clive Booth Student Village). All other campus, sites and student accommodations are at present excluded from the EMS Scope of certification. In addition, construction, demolition and refurbishment sites where legal responsibility for the area has been handed over to contractor/s (usually surrounded by an area of hoarding) are excluded from the scope of certification.

2.2 This work instruction applies to the management of contractors on the above mentioned sites. However, it does not apply to the contractors commissioned to construct buildings as they have legal responsibility for the building sites while they are operational.

3 References

• EN102OP - Management of Purchasing, specification and contracts

4 Definitions

Employee

All persons who are employed full time, part time or temporarily on Campus, including both direct employees and outside Contractors

FDD

Faculties/ Directorates/ Departments

Stakeholder

All persons with legitimate interest in the performance of the Campus, including but not exclusive to: employees, students and other customers, neighbours, regulators, grant-making bodies, non-governmental organisations and the media.

5 Responsibility

5.1 All staff who have employed the services of contractors should work with the Sustainability Team to ensure that the contractors are meeting the requirements of Environmental legislation and the University’s sustainability policies.

5.2 The Purchasing Team and Sustainable Team have responsibility for acting as a sustainable procurement champions and advising employees about the requirements that the University has for contractors operations on site.

5.3 The Sustainability Manager and Sustainability Team have a responsibility to ensure that FDD that employ the services of contractors are aware of environmental legal require relating to those contractors and work with FDD to ensure that the contractors meet the University’s requirements.

6 Procedure
6.1 Writing procurement contracts

6.1.1 Employees putting together procurement contracts for third party supplied goods and services are responsible for ensuring (as relevant) that the requirements of the following procedures and work instructions are referenced as appropriate. The employees should consider the requirements of EN102OP - Management of Purchasing, specification and contracts when managing the contract tenders.

- EN103OP Management of Waste
- EN103W1 Non-Hazardous waste management
- EN103W2 Haz & WEEE waste management
- EN104OP Management of Materials and Resources
- EN104W1 Management of Spills
- EN104W2 Fuelling of powered plant

6.1.2 A summary document for operational environmental impacts, "Contractor Requirements", is be distributed to the University maintenance contractors.

6.1.3 As a minimum, tenders and contracts will specify that contractors must abide by all relevant laws and regulations, including all environmental laws.

6.1.4 Specialist contracts such as catering will make references to specific policies such as Sustainable Food and Fairtrade Policy.

6.2 Management of contractors on site

6.2.1 Contractors at the University are expected to meet the requirements of the following procedures and work instructions available at http://www.brookes.ac.uk/about-brookes/sustainability/about-net-positive-impact/resources/.

- EN103OP Management of Waste
- EN103W1 Non-Hazardous waste management
- EN103W2 Haz & WEEE waste management
- EN104OP Management of Materials and Resources
- EN104W1 Management of Spills
- EN104W2 Fuelling of powered plant

6.2.2 The Sustainability Team will work with FDD to ensure that their contractors are meeting the requirements of these and other relevant policies, procedures and work instructions.

6.2.3 A summary document for operational environmental impacts, "Contractor Requirements", is be distributed to the University maintenance contractors.

6.2.4 Where there has been a change in environmental laws or requirements, and/or a contractor has been discovered not to be meeting the environmental legal requirements the Sustainability Team will work with the relevant FDD to ensure that the contractor meets its legal obligations.

7 Impacts and actions required in relation to Non-Conformance
Environmental Management System
Management of contractors on site.
EN102W1

7.1 Failure to apply this Work Instruction may result in:
- a failure to meet the conditions of one or more policies and procedures. Failure may result in the University breaching environmental legislation resulting in a fine or other regulatory control being put into place.
- Failure to comply with this procedure may be identified in a number of different ways – both formal and informal – but will be addressed using Environmental Manual Section 21 Incident Investigation, non-conformance, corrective and preventive action.

8 Records and Related Documents

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Title</th>
<th>Storage custodian</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN102OP</td>
<td>Management of Purchasing, specification and contracts</td>
<td>Purchasing Manager</td>
<td>Until 3 years after revision</td>
</tr>
<tr>
<td>EN103OP</td>
<td>Management of Waste</td>
<td>Environmental Services Manager</td>
<td>Until 3 years after revision</td>
</tr>
<tr>
<td>EN103W1</td>
<td>Non-Hazardous waste management</td>
<td>Environmental Services Manager</td>
<td>Until 3 years after revision</td>
</tr>
<tr>
<td>EN103W2</td>
<td>Haz &amp; WEEE waste management</td>
<td>Environmental Services Manager</td>
<td>Until 3 years after revision</td>
</tr>
<tr>
<td>EN104OP</td>
<td>Management of Materials and Resources</td>
<td>Environmental Services Manager</td>
<td>Until 3 years after revision</td>
</tr>
<tr>
<td>EN104W1</td>
<td>Management of Spills</td>
<td>Environmental Services Manager</td>
<td>Until 3 years after revision</td>
</tr>
<tr>
<td>EN104W2</td>
<td>Fuelling of powered plant</td>
<td>Environmental Services Manager</td>
<td>Until 3 years after revision</td>
</tr>
</tbody>
</table>

9 Custodian and Review Panel
The author of this procedure is: Sustainability Specialists Environmental Services Manager
The owner of this procedure is: Environmental Services Manager
This procedure was reviewed by: Environmental Services Manager

10 Change history
Environmental Management System
Management of contractors on site.
EN102W1

Version 1.0 New procedure issued 19/06/2013
Version 2.0 New procedure issued 16/05/2014
Version 3.0 New procedure issued 03/06/2015