

# **ISO 14001:2004 Environmental Management System (EMS) Overview Softail Facility**

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**ISO 14001**

# Outline of EMS Overview



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- **Annual Training Requirement**
- **ISO 14001:2004 Environmental Management System (EMS)**
- **Environmental Policy**
- **Roles and Responsibilities**
- **Key Definitions**
- **Significant Environmental Aspects / Objectives and Targets**
- **Things to Know**

# Why is annual training required?

- To communicate updated information on the ISO 14001:2004 EMS
  - Policy Updates
  - System Modifications
  - New or Changed Requirements



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# ISO 14001:2004 Environmental Management System (EMS)



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Part of overall management system which includes:

- Organizational Structure and Responsibilities
- Maintaining Conformance to Environmental Policy
- Improving Environmental Performance
  - Reducing Waste/Increasing Recycling
  - Assuring Environmental Compliance
  - Increasing Environmental Awareness

The EMS is a way to conduct our everyday business to reduce our environmental footprint.

# Environmental Policy

## York Vehicle Operations' Environmental Policy

**Harley-Davidson Motor Company - York Vehicle Operations** - is committed to managing environmental matters as an integral part of the business. In particular, it is HDMC - York Vehicle Operations' policy to assure the environmental integrity of the processes and facilities at all times. Our environmental guidelines and practices include a commitment to:

- Comply with environmental laws, regulations and other requirements.
- Communicate the Company's commitment to environmental quality to our employees, contractors, and stakeholders.
- Educate for understanding and train for adherence to procedures for each process.
- Waste minimization through waste reduction, reuse or recycling.
- Evaluate waste minimization practices during operating, purchasing and leadership decisions.
- Regular assessment of the impact of our operations on the environment and establishing objectives and targets with a goal of continual improvement.



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# Roles and Responsibilities

- **Every individual working on behalf of Harley-Davidson has a role and responsibility for the success of the EMS**
- **Contractors working on behalf of Harley-Davidson are responsible for:**
  - Complying with all current federal, state, local and corporate environmental legislation
  - Adhering to Harley-Davidson requirements and procedures
  - Reviewing the current significant/ environmental aspects and objectives and targets as posted on the kiosks and understanding how your job may impact them
  - Maintaining records of any applicable education, training or experience and being able to provide at any time when requested by Harley-Davidson
  - Appointing a competent individual as a project/site supervisor
  - Reviewing the Contractor Orientation Presentation and completing/signing the Harley-Davidson Contractor (Supplier) Employee Tracking Form



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# Roles and Responsibilities cont'd

- **H-D Contact for Contractor / Supplier / Visitor is responsible for:**

- Providing any Environmental requirements within any scope of work, contract requirements or purchasing agreement (as appropriate).
- Defining specific training or certification requirements.
- Defining any Environmental Aspects that the Contractor may impact when doing work within the EMS scope.
- Supervising their contractor/supplier/visitor working within the EMS scope for conformance to Environmental and EMS requirements.

QWeb Work Instruction YS2.03.639



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# Key Definitions

- **Environmental Impact**

Any effect on the environment resulting from an environmental aspect at H-D

(ISO definition: Any change to the environment, adverse or beneficial, wholly or partially resulting from the organization's environmental aspects)

- **Environmental Aspect**

Any activity or process at H-D that can affect the environment

(ISO definition: An element of the organization's activities or products or services that can interact with the environment)

- **Significant Environmental Aspect**

An Environmental Aspect, which has or can have a significant environmental impact



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# Key Definitions (cont'd)

- **Environmental Failure Mode and Effects Analysis (EFMEA)**

Analysis of processes within the plant to determine the environmental aspects and significant environmental aspects. This is done by a Cross Functional Team consisting of Management and Union Representatives.

- **Objective**

Method to address current year's selected significant/ environmental aspects.

- **Target**

A goal for the current year that is typically quantifiable, such as a reduction of a certain volume or a calendar date.



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# Significant Environmental Aspects / Objectives and Targets



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- The current significant aspects and objectives and targets are posted on the kiosks located throughout the Softail Facility
- The significant aspects and objectives and targets are updated annually
- It is your responsibility to view the current version of the significant aspects and objectives and targets posted on the kiosks and understand how your job may impact these items
- Ask your supervisor/project champion if you have questions on the significant aspects or objectives and targets

# Things to Know

- **Scope of EMS – physical boundary (access road encircling plant)**
  - Excludes groundwater treatment system, employee parking lot, product development lab and stormwater outfalls 004 and 006
- **EMS Policy**
- **Objectives and Targets**
- **Does your job affect Significant/Environmental Aspects?**
- **How to respond in an Evacuation?**
  - Employee Emergency Action Plan YS2.03.518
- **What to do in Case of a Spill?**
  - Employee Emergency Action Plan YS2.03.518
- **How to Properly Handle/Dispose of Waste?**
  - Waste Disposal Activities YS2.03.637



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**Information is posted on Kiosks throughout Softail Plant**

**9/15/10**



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# Questions??

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9/15/10