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



#### **Outline of EMS Overview**





- 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

# ISO 14001:2004 Environmental Management System (EMS)



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Performance
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Tomorrow"



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.





# Roles and Responsibilities

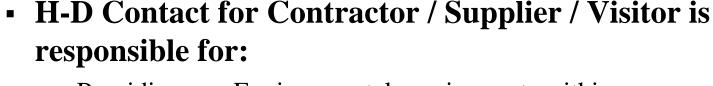


- Contractors working on behalf of Harley-Davidson are responsible for:
  - > Complying with all current federal, state, local and corporate environmental legislation
  - ➤ Adhering to Harley-Davidson requirements and procedures
  - ➤ Reviewing the current significant/ environmental aspects and objectives 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





# Roles and Responsibilities cont'd



- > 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





# **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





# **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.





# Significant Environmental Aspects / Objectives and Targets





- 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



- > 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

**E** ISO 14001

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**Information is posted on Kiosks throughout Softail Plant**9/15/10



"Improving Environmental Performance for a Greener Tomorrow"





Sharon Fisher, Env. Manager – 852-6544

Brenda Barber, Sr. Env. Engineer – 852-6587

Lisa Smith - 852-6341

Tim Scripko – 852-6096