**INTEGRATED MANAGEMENT SYSTEM**

(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018)

Procedure for Environmental Aspects and Impacts monitoring

Code: IMS/HSE/PROC06.25v0

MARCH, 2024

Amendment record  
This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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# Approval

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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|  | **Name** | **Signature** | **Position** | **Date** |
| Prepared By | Sergius Katushabe |  | Lead Implementor | 15/03/2024 |
| Reviewed By | Christine Arupo-Maloba |  | Lead Implementor | 22/03/2024 |
| Approved By | Bernard Ongodia |  | Principal | 27/03/2024 |

1. **Policy brief & purpose**

UPIK’s environmental aspects and impacts procedure defines a process that is used to identify, assess, and control the environmental aspects and impacts of an organization’s activities, products, and services.

The purpose of this procedure is to establish the methodology for identifying the aspects of UPIK activities, and their impact to the environment, in order to determine those environmental aspects, which have or can have significant impacts on the environment. • This procedure covers the activities of UPIK, including instruction and teaching activities, research activities, and administrative and business activities.

1. **Scope**

This procedure is applicable to all UPIK departments, and all activities carried out in campus.

1. **References**

ISO 9001:2015 – Quality Management Systems

ISO 14001:2015 – Environmental Management Systems

ISO 45001:2018 – OH&S Management Systems

“Integrated Management System Manual”

Form: Environmental Aspect and Impact register

1. **The framework for evaluating aspects and impacts**

**4.1 The framework for evaluating aspects and impacts of a project, product, or process can be divided into five main steps:**

1. Defining the scope.
2. Identifying the environmental aspects and impacts.
3. Analyzing the environmental aspects and impacts and any related emergencies.
4. Deciding on controls for the environmental aspects and impacts.
5. Monitoring and reviewing the effectiveness of the controls.
   1. **Things to Consider When Identifying Actual and Potential Environmental Aspects and Impacts**

Things to Consider When Identifying Actual and Potential Environmental Aspects and Impacts UPIK’s activities must be considered when identifying actual and potential environmental aspects and impacts, for example:

* Air emissions to the atmosphere.
* Water usage and discharges to surface water groundwater and sewers.
* Land contamination caused by spillages.
* The storage and management of materials.
* Activities upon local ecology of operations, sites and premises.
* Environmental noise.
* Energy use and management thereof.
* Use of transport and vehicles.
* Legal issues and other regulatory requirements.
* Raw materials and packaging.
* Office activities.
* Landscaping and infrastructure.
* Other relevant issues such as odors, particulates, lighting and pests.
  1. **Roles and responsibilities**

The Principal authorizes and allocates resources for effective implementation of this procedure

QHSE officer supervises the implementation of this procedure

The QHSE officer Establishes & maintains procedures to identify environmental aspects.

He in addition he completes aspects & impacts survey for each process & sub-process.

Heads of Department determines aspects & impacts by process &/or sub-process.

1. **Method for aspect/impact evaluation**

1. Identify the processes associated with the activities of UPIK.

2. Consider the potential and actual impacts to the environment from each process and sub-process.

3. Identify the environmental aspects as the source or cause of each impact to the environment.

4. Identify legal requirements using Identification & Access to Legal & Other Requirements.

5. Identify the potential for emergency situations.

6. Consider the environmental aspects associated with legal requirements as Significant Environmental Aspects.

7. When determining significance, also consider the ease of changing the environmental impacts, the affect the impact may have on UPIK's public image, and the concerns of interested parties.