



HAWKS CRANE HIRE LIMITED

Environment Policy and Procedures

Environment Policy

At Hawks Crane Hire we recognise that our operations, activities and services can have an impact on the environment and therefore to address any adverse impacts, we are in the process of developing and implementing an Environmental Management System in line with ISO 14001, which is an internationally recognised standard for environmental management.

Hawks Crane Hire regards the promotion of an environmental strategy as a key element in operating a successful business and appreciates that it has a responsibility to work together with internal and external stakeholders to deliver continual improvements in environmental performance. Our business approach is sensitive to the environment in order to reduce waste, prevent pollution and reduce our carbon footprint.

In order to achieve this we are committed to managing our environmental impacts through the adoption of objectives and complementary targets. Our objectives are:

- Minimising our contribution to climate change through the reduction of energy used in our offices
- Encouraging the efficient use of natural resources including water and materials, and recycled products
- Reducing our waste streams through the adoption of a recycling policy
- Managing our environmental risks with regard to suppliers and contractors
- Implementing a successful Green Travel policy
- Developing the environmental focus to the services that we provide our clients

Hawks Crane Hire are committed to:

- Provide adequate resources to enable environmental objectives to be developed and delivered
- Continuous improvement of our environmental performance by way of relevant objectives and targets
- Monitoring the use of utilities and identifying reductions
- Reducing energy consumption and where not practicable, optimising energy efficiency
- Reducing paper consumption
- Reducing waste generation and in particular, the amount of waste sent to landfill
- Use of environmentally responsible suppliers and products
- Comply with relevant environmental legislation and regulations

Hawks Crane Hire is increasing staff awareness of environmental matters by providing information and training to employees. All employees are encouraged to support the objectives set out above and to take all reasonable care to prevent harm to the environment.

The following initiatives are currently in place:

Recycling Bins

- Green bins are provided for all paper recycling in the office
- Recycle containers for plastic, cans, cardboard, glass, non recyclable and food stuff bins are provided
- Shredder to shred all recyclable paper to condense waste
- Recycling policy for printer toner cartridges

It is estimated that Hawks Crane Hire currently recycle 94.3% of its paper, kitchen and bathroom products.

Office Set up

- A Responsible Printing Policy has been implemented which includes printing double sided and only printing when necessary.
- If an item needs to be read by more than one member of staff, one copy is printed and sent round with a "tick sheet" to ensure the appropriate staff are able to see it
- Singular subscriptions to professional magazines using the "tick sheet" system above.
- Items to be switched off completely at night or when not in use for several hours and not left on standby as this still consumes a high level of power
- Lights turned on only where necessary
- Plants in and around the building off set some of the CO2 emissions created by machinery
- A purchasing policy encourages recycled paper and plastic items to be used. It is estimated that 95% of purchases are from recyclable materials
- The use of conference calling is promoted and the facilitation of meetings at Hawks Crane Hire's offices are encouraged to reduce the company's carbon footprint
- Eco-friendly cleaning products are used wherever possible
- A No-Smoking policy is in operation in accordance with Government guidelines.

Transportation

- We encourage employees to car share and walk to work.

Energy Savings

Investigations are currently being carried out with regard to the use of renewable energy solutions at Hawks Crane Hire offices, including wind power and solar photo-voltaic systems.

Hawks Crane Hire will communicate and make this policy available to the general public and all persons employed by, for or on behalf of Hawks Crane Hire Ltd

Record of Periodic Review of our Health and Safety Policy

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews we have undertaken. Our Peninsula Health and Safety Consultant will also review our system and documentation during their routine visits to ensure that they meet current statutory requirements and good practice relevant to our business.

This record should be endorsed by all persons who carry out these periodic reviews (including Peninsula Health and Safety Consultants).

DATE	NAME OF REVIEWER(S)	OUTCOME <i>(State – No change required or explain any required changes)</i>	Signature
16/10/18	Elliot Hawkins	First Revision	