

Environmental Policy

We at Sense2 aim to achieve continual environmental improvement through implementing a management system with objectives and targets, to minimise our environmental footprint, by working with staff and other stakeholders, through pollution prevention practices, in compliance with legal and other requirements & be a role model for others to follow.

Sense2 Environmental achievements :

Energy consumed being produced by solar power, water being recycled and rainwater being collected, materials recycled whenever possible at our offices.

We choose suppliers that conform with environmental codes of conduct whenever possible, for example suppliers that use wood and bamboo from renewable sources.

Sense2 also makes every effort to educate customers on more environmentally sound choices.

Register of Environmental Objectives and Targets.

Aspect no.	Aspect description	Objective	Target & date	Action plan, improvement program or control	Key Performance Indicator (KPI)
1	Use of electricity for office lighting	Reduce annual electricity consumption for lighting	10% reduction annually	Business Plan	kWh
2	Use of electricity for air-conditioning	Reduce annual electricity consumption for air-conditioning	10% reduction annually	Business Plan	kWh
3	Use of electricity for computer & other office equipment	Reduce annual electricity consumption for air-conditioning	10% reduction annually	Business Plan	kWh
6	Consumption of paper	Reduce annual paper & printing purchases by 5%	10% reduction annually	Business Plan	kg
10	Use of fuel for staff & fleet vehicles	Increase % of LPG vehicles	50% of LPG vehicles by 31/12/14	Business Plan	% of LPG vehicles
		Decrease petrol consumption	10% reduction annually	Business Plan	litres

Corrective and Preventive Action Form

CPA No:	<input type="checkbox"/> Environmental incident	<input type="checkbox"/> Nonconformity from audits	<input type="checkbox"/> Suggestion for improvement	<input type="checkbox"/> From complaints/notices/external parties	<input type="checkbox"/> Other
Category	<input type="checkbox"/> Document control	<input type="checkbox"/> System failure	<input type="checkbox"/> Wrong instructions	<input type="checkbox"/> Training	<input type="checkbox"/> Contractor fault
Raised by:	Assigned to:		Date:	Remarks:	
Description:					
Proposed immediate action (correction):					
Completed by:	Date:	Remarks:			
Root cause analysis required: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Underlying / root cause:					
Determined by:	Date:	Remarks:			
Proposed action for long term solution (corrective/preventive action):					
Completed by:	Date:	Remarks:			
Comments on effectiveness of action taken:					
Closed out by:	Date:	Remarks:			

Internal Audit Report Template

Audit No.

Audit team:

Site/section/function audited:

Audit date:

AUDIT FINDINGS

Element	Code	Findings	CPA no.
Scope of EMS			
Environmental policy			
Environmental aspects			
Legal & other requirements			
Objectives, targets & programs			
Resources, roles & responsibilities			
Competence, training & awareness			
Communication			
Documentation			
Control of documents			
Operational control			
Emergency preparedness & response			
Monitoring & measurement			
Nonconformity, corrective action & preventive action			
Control of records			
Internal audit			
Management review			

Explanation of codes: **Ma** = Major nonconformity
 Mi = Minor nonconformity
 C = Conformity
 O = Observation

Register of Environmental Aspects

No.	Environmental aspect	Associated environmental impact	Likelihood	Consequence	Risk rating	Other criteria	Significant
			A: Almost certain/daily B: Likely/weekly C: Possible/monthly D: Unlikely/annually E: Rare	1: Catastrophic 2: Major 3: Moderate 4: Minor 5: Insignificant	Extreme High Medium Low	Legal requirement Other requirement	Yes No
1	Use of electricity for office lighting	Generation of greenhouse gases	A	4	High		Yes
2	Use of electricity for office air-conditioning	Generation of greenhouse gases	A	4	High		Yes
3	Use of electricity for computers & other office equipment	Generation of greenhouse gases	A	4	High		Yes
4	Generation of waste paper & cardboard in office	Use of forest resources	A	5	High		Yes
5	Generation of general office waste	Use of landfill	A	4	High		Yes
6	Consumption of paper	Use of forest resources & generation of greenhouse gas	A	4	High		Yes
7	Office fit-out	Use of resources for furniture & fitting manufacture & landfill for discarded furniture	D	3	Medium		No
8	Purchase/lease of vehicles for staff & fleet	Use of natural resources for vehicle manufacture	D	3	Medium		Yes
9	Use of fuel for staff & fleet vehicles	Generation of greenhouse gases & use of fossil fuel	A	3	Extreme		Yes
10	Use of fuel for air travel	Generation of greenhouse gases & use of fossil fuel	B	4	High		Yes
11	Use of fuel for travel by taxi	Generation of greenhouse gases & use of fossil fuel	B	4	High		Yes
12	Energy use in Kitchen	Generation of greenhouse gases	A	4	High		Yes
13	Generation of waste from staff kitchen	Use of landfill	A	4	High		Yes
14	Use of water in staff kitchen & toilets	Use of limited water resources	A	4	High		Yes

Legal and Other Requirements

The following is a list of some Commonwealth and State legislation, policies and guidelines that may apply to Sense2 It is provided as a starting point for the identification of legal requirements that apply to us. Note that the list is only accurate at the time of publishing.

Commonwealth legislation

Environment Protection (Impact of Proposals) Act 1974

Significant environmental matters must be fully examined and taken into consideration in relation to actions, proposals and decisions taken on or behalf of the Commonwealth Government and its agencies.

National Environment Protection Council Act 1994

Establishes the National Environment Protection Council (NEPC). This is a national ministerial body which makes national environment protection measures to ensure that Australians have equivalent protection from air, water, soil and noise pollution. This Act is mirrored in all States and Territories.

Motor Vehicles Standards Act 1989 Imposes emission standards for exhaust fumes on road vehicles and their component parts.

National policies

National Packaging Covenant The National Packaging Covenant is a voluntary initiative by government and Industry, to reduce the environmental effects of packaging on the environment. It is designed to minimise the environmental impacts arising from the disposal of used packaging, conserve resources through better design and production processes and facilitate the re-use and recycling of used packaging materials.

NSW legislation

Coastal Protection and Management Act 1995

Dangerous Goods Safety Management Act 2001 and Regulation 2001

Environmental Protection Act 1994

Environmental Protection (Water) Policy 1997

Environmental Protection (Waste Management) Regulation 2000

Environmental Protection (Air) Policy 1997

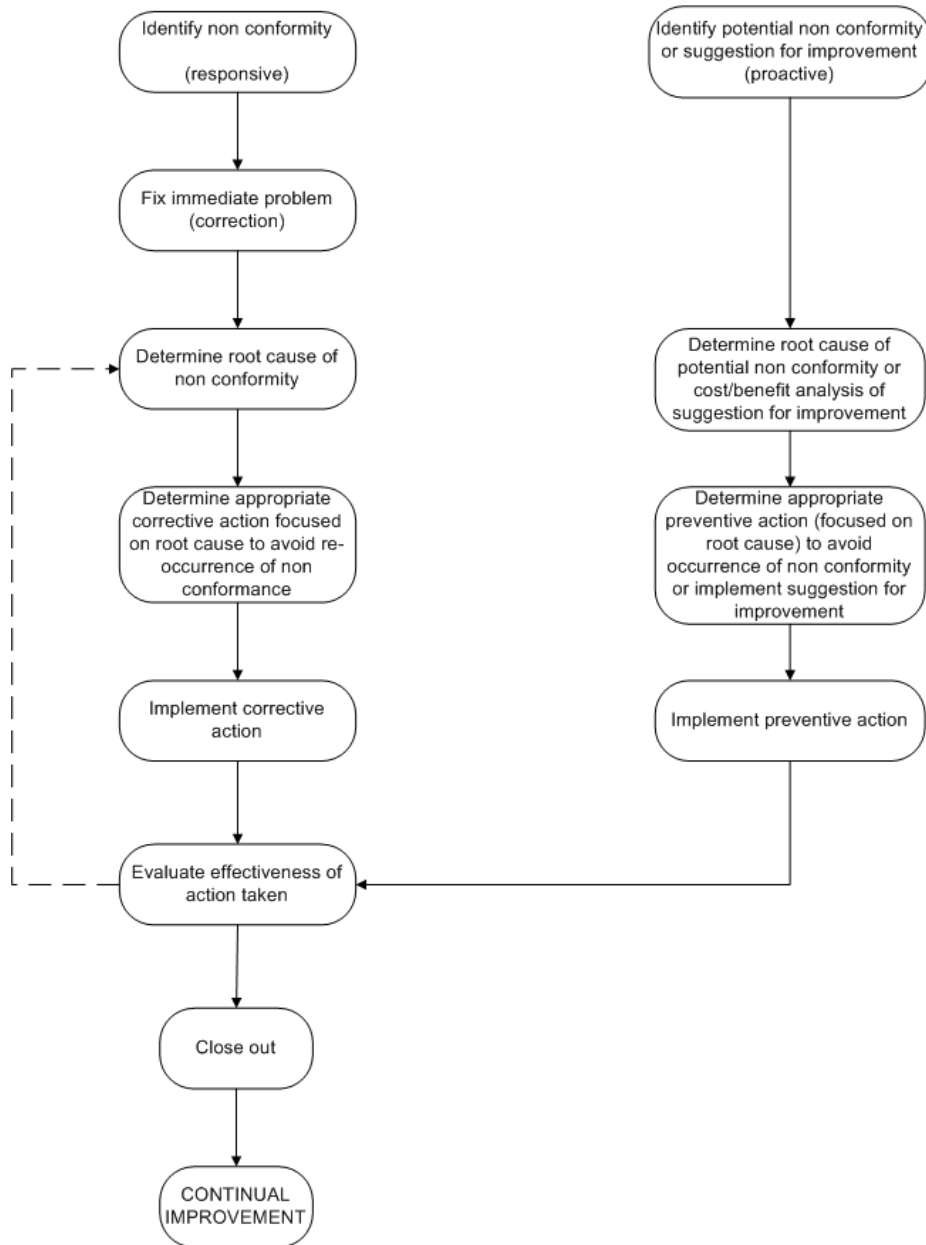
Integrated Planning Act 1997

Land Act 1994

Radiation Safety Act 1999

Queensland Heritage Act 1992 and Regulation 2003

Corrective & Preventive Action



The above chart illustrates the organizations process for identifying actual and potential environmental nonconformity, recording suggestions for improvement to environmental management, taking appropriate action to correct nonconformity and mitigate environmental impact, taking corrective action to avoid recurrence

Management Review of Environmental Management System

Date of review:

Review participants:

Follow-up actions from previous management reviews:

Extent to which objectives and targets have been met:

Results of internal audits:

Status of corrective and preventive action:

Communication from external parties, including complaints:

Changing circumstances, including developments in legal and other requirements:

Other recommendations for improvement:

Proposed changes to environmental management system:

Environmental policy:

Risk assessment procedure and environmental aspects:

Objectives, targets and programs/plans:

Other elements:

Date of next management review: