

Environmental Management Organisation

SECTION 2: ENVIRONMENTAL MANAGEMENT ORGANISATION

2.1 Scope

This procedure describes how the Environmental Management System is structured.

The Environmental Management System covers the entirety of Salcombe Harbour, Kingsbridge estuary and the associated activities therein.

2.2 Management Representative

The Management Representative is responsible for ensuring that the Environmental Management System (EMS) is being implemented and maintained. The Management Representative is the **Harbour Master**.

2.3 Staff Responsibilities

Key personnel who manage or verify effects to the environment are identified in the list below, together with the responsibilities defined. All staff will report to the Management Representative on all issues relating to the environmental management system.

Moorings and afloat operations	Assistant Harbour Master (Moorings)
Logistics and maintenance	Assistant Harbour Master (Logs & Maintenance)
Administration and personnel	Assistant Harbour Master (Admin)

These key personnel are responsible for ensuring that the EMS is being followed, and they are responsible for taking action should breaches to the system be found.

All other Harbour Authority staff are responsible for ensuring that the EMS is being followed on a day to day basis, reporting breaches of the EMS to their immediate supervisor who is responsible for reporting to the senior authority.

2.4 Training

A successful harbour environmental management system (EMS) relies upon a sound training programme for all staff within the Harbour Authority so that they are able to maintain the EMS. Just as importantly, they will be seen to be setting an example by others to be acting and working in an environmentally acceptable manner.

All staff need to fully understand the rationale behind the EMS and understand what is expected of them to maintain and improve the system. This will be achieved by an initial all-staff meeting to explain the importance of the EMS and their responsibilities, and regular team briefings. All new staff will be presented with information on the EMS at their initial induction.

Once the system has been adopted by all it will seek to encourage a responsible attitude from all staff.

2.5 Contractors

The AHM (Logs and Maint) is responsible for ensuring that contractors are made aware of the policy statement and objectives of the EMS, and explaining that they will be expected to adhere to these.