



Process Document: Environmental Management System - Roles and Responsibilities

 SHYFT GROUP Proprietary & Confidential	Date: 10/21/19	Document Number: EHS-PD-0033
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1. **Purpose:** The purpose of this process is to define, document and communicate the roles, responsibilities and authority of personnel in order to facilitate effective environmental management. Management shall integrate environmental planning into organizational decision-making, including plans and decisions on capital improvements, product and process design, training programs and maintenance activities.
2. **Scope:** This instruction applies to all of The Shyft Group, Inc.
3. **Procedure/Instruction:**
 - 3.1. **Responsibility**
 - 3.1.1. **Top management is responsible for:**
 - a) Establishing, implementing and maintaining the environmental policy and ensuring that it remains appropriate within the context of the organization.
 - b) Ensuring appropriate resource allocation and assigning responsibility and authority to enable the effective operation and continual improvement of the Environmental Management System (EMS).
 - 3.1.2. **Environmental Health and Safety (EHS)**
 - a) Ensuring that EMS requirements are established, implemented and maintained in accordance with local, state, and federal regulations, industry best standards, the US EPA CFEMS and the ISO 14001 standard.
 - b) Facilitating allocated resources for the proper implementation of the environmental policy and the EMS.
 - c) Routinely updating the environmental manual, and verifying the effectiveness of the EMS.
 - d) Facilitating compliance with all federal, state and local legal requirements.
 - e) Ensuring federal, state and local reporting is completed.
 - f) Communicating potential consequences of non-conformity with top management.
 - 3.1.3. **Supervisors/Managers**
 - a) Establishing controls for the identified significant environmental aspects for operations within their departments according to procedures and instructions.
 - b) Ensuring that the EMS is properly implemented and that environmental matters are properly handled;

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c) Assisting with the submission of federal, state and local environmental reports.

3.1.4. All Employees

a) Working in accordance with the documented environmental procedures and instructions, specific responsibilities defined in individual procedures and instructions; and

b) Reporting problems or deviations associated with environmental issues and the EMS to EHS (or his/her Management).

4. Definitions: N/A

5. Related Documents: N/A

6. Records: N/A

7. Process Flow: N/A

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