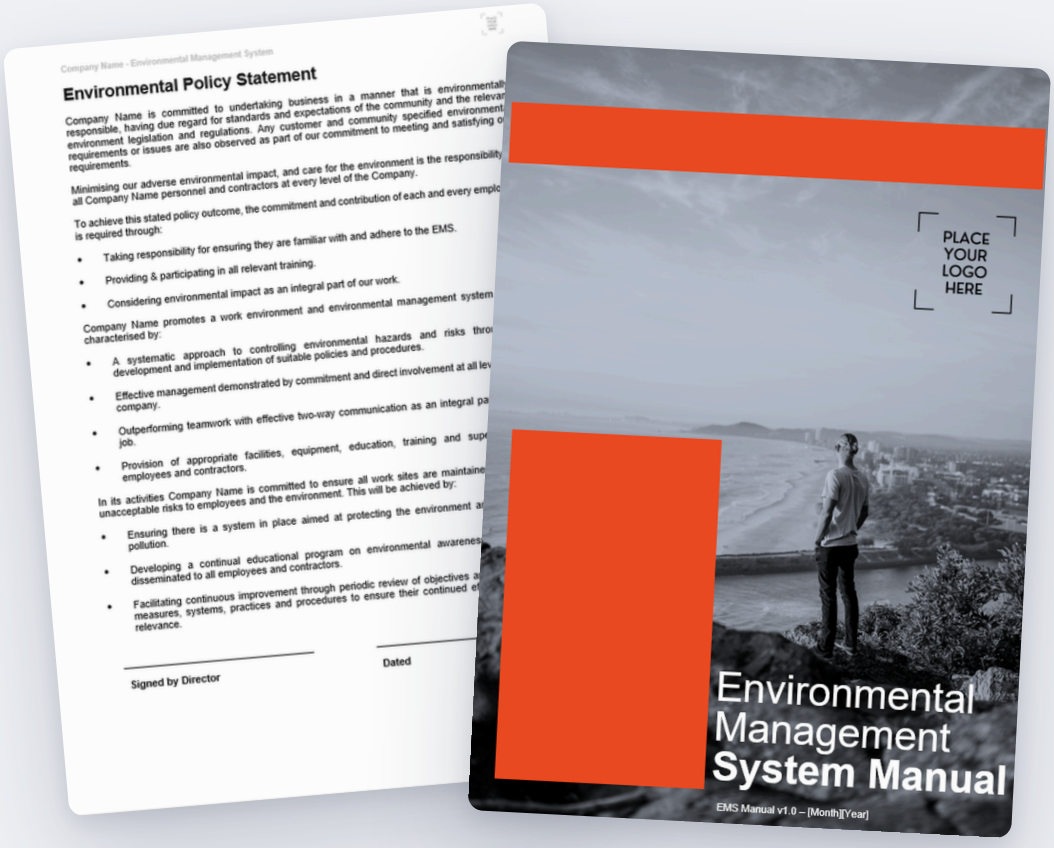
EVERYTHING OHS

IMPLEMENTATION GUIDE

SET UP YOUR EMS. CUT YOUR IMPACT.

A step-by-step guide to personalising your Environmental Management System manual, building your registers, and running the system day to day.



Before you start, have these handy

- Your business name, logo and the sites your EMS will cover
- A list of your activities that use energy, water or materials, or create waste
- Any environmental documents you already have, such as permits or waste records
- The person who'll coordinate your EMS

START HERE

HOW YOUR EMS FITS TOGETHER

An Environmental Management System (EMS) is a set of policies, procedures, registers and forms that help your business manage its impact on the environment in a planned, consistent way.

Your manual follows the structure of ISO 14001, the international environmental management standard. It identifies your **environmental aspects** (the parts of your work that interact with the environment, like energy use or waste) and the **impacts** they can cause, then sets out how you'll control and reduce them.

Your manual is a strong starting point, not the finished product.

The registers include sample entries. They become your EMS when they list *your* activities, *your* legal obligations and *your* targets.

WHAT'S INSIDE YOUR MANUAL

1. **The EMS Manual, sections 1 to 10**
   Context of the organisation, leadership and the Environmental Policy, planning, support, operation, performance evaluation and improvement, following ISO 14001.

2. **Registers**
   Environmental aspects, objectives and targets, compliance obligations, documents and records, emergency response tests and monitoring.

3. **Audit and review forms**
   Internal audit schedule, checklist and report, management review, nonconformity register and corrective action form.

4. **Operational procedures**
   Waste, energy, noise, dust, water pollution, flora and fauna, spills, fuel storage, contaminated land, heritage and more.

5. **Highlighted text**
   Highlighted entries are samples or prompts. Check, replace or delete each one.

YOUR ROADMAP

SEVEN STEPS TO A WORKING EMS

Don't just fill in the blanks. Read each section and edit anything that doesn't match how your business runs. If we tailored parts of your manual to your business, those sections still need checking. Delete procedures that don't apply, and add anything that's missing.

WEEK 1 SET IT UP

1. **Choose your coordinator and see what you already have**
   Use the contents page to spot what's already in place
2. **Add your business details**
   Logo, business name and the scope of your EMS
3. **Review and edit the manual and procedures**
   Make it match your sites, activities and state laws

WEEKS 2 TO 4 BUILD AND PUT IN PLACE

4. **Build your registers**
   Aspects, objectives and targets, and compliance obligations
5. **Sign the policy and train your team**
   Inductions, task training and the responsibility matrix
6. **Set up records and emergency readiness**
   Where records live, emergency tests and monitoring

ONGOING KEEP IT RUNNING

7. **Monitor, audit and improve**
   Measurements, internal audits, management reviews and corrective actions

STEP 1

CHOOSE YOUR COORDINATOR AND SEE WHAT YOU ALREADY HAVE

Every system needs an owner. Then check what you already do, so you build on it rather than starting from scratch.

APPOINT AN ENVIRONMENTAL COORDINATOR

Choose one person to work through this guide and keep the EMS running. They can bring in others to help at any step, and they make sure each step is finished before moving on.

- Coordinates updates to the manual and registers
- Keeps records organised and up to date
- Books audits, emergency tests and reviews
- Is the go-to person for environmental questions

CHECK WHAT'S ALREADY IN PLACE

Use the manual's contents page as a checklist. Tick off anything you already do or have documented, such as:

- Waste and recycling arrangements and receipts
- Spill kits and spill procedures
- Environmental permits or licences
- Energy, water or fuel records
- Client environmental requirements

Bring anything useful into your new EMS, using the templates so everything has the same look.

Leadership makes the difference.

The success of your EMS depends on commitment at every level, especially from the people running the business. Your director signs the policy and leads the management reviews.

STEP 2

ADD YOUR BUSINESS DETAILS

Open the manual in Microsoft Word. Your logo goes on the cover and in the header, and your business name appears throughout.

Ordered a tailored manual? If we've already added your details and tailored sections to your business, check them carefully and correct anything that isn't right.

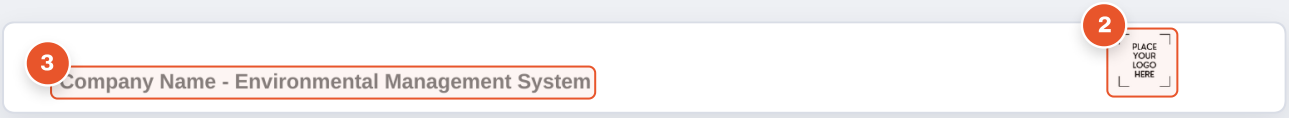


The manual cover

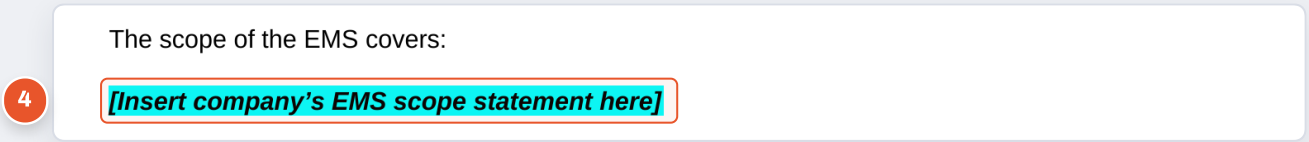
1. **Add your logo to the cover**
   Right-click the "Place your logo here" image and choose *Change Picture* › *From a File*.

2. **Update the header**
   Double-click the header at the top of any inside page, swap the small logo the same way, then double-click the page body to close it. It changes on every page.

3. **Replace "Company Name" everywhere**
   Press Ctrl + H, find *Company Name* and choose *Replace All* with your business name. Skim a few pages to check it reads well.



The header on every inside page



Section 4.3, Scope

4. **Write your scope statement**
   Replace *[Insert company's EMS scope statement here]* with what your EMS covers: your activities, products or services, and every site or location. For example, "Commercial cleaning services delivered from our Brisbane depot and at client premises across South East Queensland."

STEP 3

REVIEW AND EDIT THE MANUAL AND PROCEDURES

Read the manual with your business in mind. Change what doesn't fit, delete what doesn't apply and add what's missing.

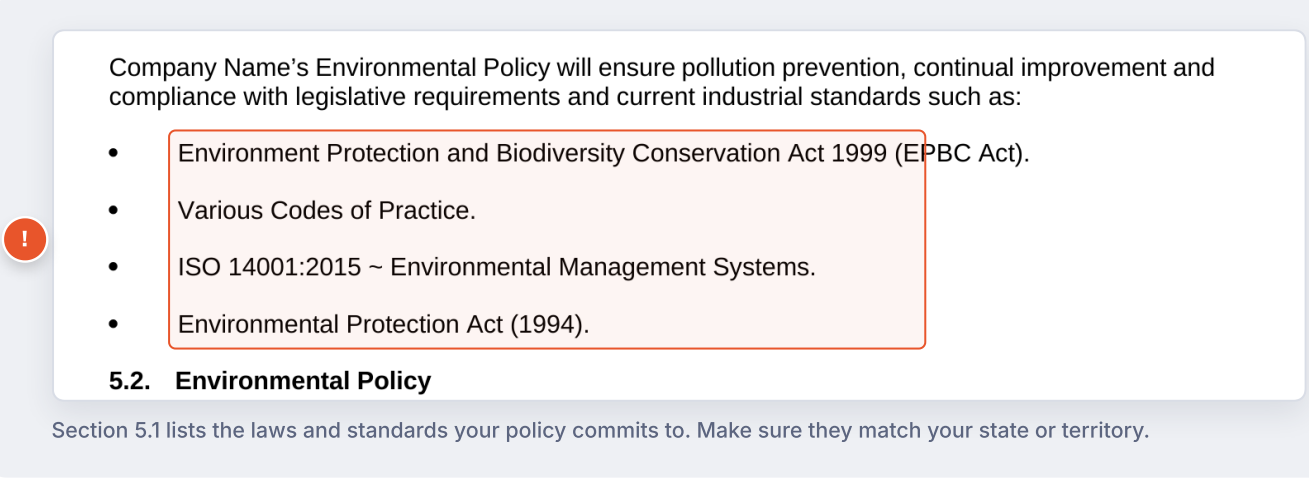
WORK THROUGH IT SECTION BY SECTION

- **Mark it up.** Printing the manual and marking changes on paper is often the fastest way. Then make the changes in Word.
- **Delete procedures that don't apply.** No workshop, wash-down bay or fuel storage? Remove those procedures and their forms.
- **Change what you do differently.** Update roles, frequencies and methods so they describe how your business actually works.
- **Update the contents page** after deleting sections. Right-click it and choose *Update Field* › *Update entire table*.

CHECK THE LAWS LISTED ARE YOURS

Environmental laws differ between states and territories. Check the legislation named in the manual, and in your Register of Compliance Obligations, matches where you operate.

Replace any Act that doesn't apply with your own state's environment protection laws, and add any local council requirements, permits or licences that apply to your sites.



Section 5.1 lists the laws and standards your policy commits to. Make sure they match your state or territory.

Talk to your workers

Ask the people who do the work to check the procedures for their area. They'll know where waste, spills and energy use really happen.

Get advice if you need it

If your activities need environmental licences or carry higher risks, have an environmental professional review your finished manual.

STEP 4

BUILD YOUR REGISTERS

Your registers are the working heart of the EMS. Each one comes with sample entries to show you how it works. Replace them with your own.

Form 6.2 - Register of Environmental Aspects

No.	Environmental aspect	Associated environmental impact	Life Cycle Stage	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	Internal Operations	A	4	High		Yes
2	Use of electricity for office air-conditioning	Generation of greenhouse gases	Internal Operations	A	4	High		Yes
3	Use of electricity for computers & other office equipment	Generation of greenhouse gases	Internal Operations	A	4	High		Yes
4	Generation of waste paper & cardboard in office	Use of forest resources	End-of-Life	A	4	High		Yes

Register of Environmental Aspects

A **Register of Environmental Aspects**

Your environmental risk register. List each activity that interacts with the environment, such as electricity use, waste, chemical storage or noise, with its impact, likelihood, consequence and risk rating. Mark which aspects are significant.

Form 6.1 - 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	Energy consumption awareness	kWh
2	Use of electricity for air-conditioning	Reduce annual electricity consumption for air conditioning			kWh
3	Use of electricity for computer & other office equipment				kWh
6	Consumption of paper	Reduce annual paper & printing purchases by 5%	5% reduction		
10	Use of fuel for employees vehicles	Increase public transport use		Move premises closer to tunnel	Public transport trips/week

Register of Environmental Objectives and Targets

B **Objectives and Targets**

Set objectives for your significant aspects, each with a measurable target, a date, an action plan and a KPI. For example, "Reduce office electricity use by 10% within 12 months, measured in kWh."

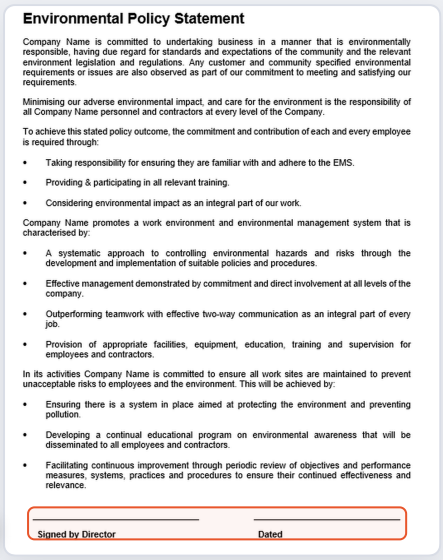
+ **Compliance Obligations**

List the laws, permits, codes and client requirements that apply to each aspect, the evidence that shows you comply, and whether you do. Review it at least once a year.

STEP 5

SIGN THE POLICY AND TRAIN YOUR TEAM

Your Environmental Policy shows where the business stands. Training makes sure every worker knows their part.



Environmental Policy Statement

Company Name is committed to undertaking business in a manner that is environmentally responsible, having due regard for standards and expectations of the community and the relevant environment legislation and regulations. Any customer and community specified environmental requirements or issues are also observed as part of our commitment to meeting and satisfying our requirements.

Minimising our adverse environmental impact, and care for the environment is the responsibility of all Company Name personnel and contractors at every level of the Company.

To achieve this stated policy outcome, the commitment and contribution of each and every employee is required through:

- Taking responsibility for ensuring they are familiar with and adhere to the EMS.
- Providing & participating in all relevant training.
- Considering environmental impact as an integral part of our work.

Company Name promotes a work environment and environmental management system that is characterised by:

- A systematic approach to controlling environmental hazards and risks through the development and implementation of suitable policies and procedures.
- Effective management demonstrated by commitment and direct involvement at all levels of the company.
- Outperforming teamwork with effective two-way communication as an integral part of every job.
- Provision of appropriate facilities, equipment, education, training and supervision for employees and contractors.

In its activities Company Name is committed to ensure all work sites are maintained to prevent unacceptable risks to employees and the environment. This will be achieved by:

- Ensuring there is a system in place aimed at protecting the environment and preventing pollution.
- Developing a continual educational program on environmental awareness that will be disseminated to all employees and contractors.
- Facilitating continuous improvement through periodic review of objectives and performance measures, systems, practices and procedures to ensure their continued effectiveness and relevance.

1

Signed by Director _____ Dated _____

The Environmental Policy Statement

1 Sign and display the policy

Read the policy and edit anything that doesn't fit. Your director signs and dates it. Display it where workers and visitors will see it, and review it each year.

2 Induct every worker

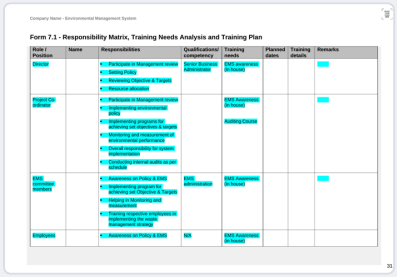
Within their first couple of days, give every worker an overview of your EMS: the policy, your significant aspects, the procedures that affect them and how to report incidents. Run a refresher every 12 months.

3 Train for specific tasks

Take workers through the procedures for their tasks, such as waste control, spill management or fuel storage.

4 Record who was trained

Record each session, what it covered and who attended, with signatures and dates. File the records with your EMS.



Company Name - Environmental Management System

Form 7.1 - Responsibility Matrix, Training Needs Analysis and Training Plan

Role / Position	Name	Responsibilities	Qualifications/ competency	Training needs	Planned dates	Training details	Remarks
Director		• Participate in Management review • Setting Policy • Reviewing Objective & Targets • Resource allocation	Senior Business Administrator	EMS awareness (In-house)			
Project Co-ordinator		• Participate in Management review • Implementing environmental EMS • Implementing programs for achieving set objectives & targets • Monitoring and measurement of environmental performance • Overall responsibility for system implementation • Conducting internal audits as per schedule		EMS Awareness (In-house) Auditing Course			
EMS Management members		• Awareness on Policy & EMS • Implementing program for achieving set Objectives & Targets • Helping in Monitoring and Measurement • Training respective employees on Awareness Program for Environmental Policy	EMS Administrator	EMS Awareness (In-house)			
Employees		• Awareness on Policy & EMS	N/A	EMS Awareness (In-house)			

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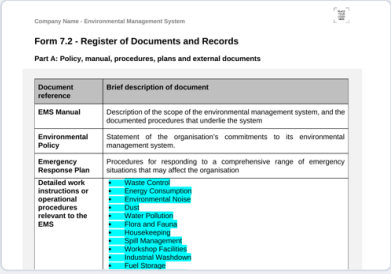
RESPONSIBILITY MATRIX AND TRAINING PLAN

Sets out each role's environmental responsibilities, the competencies they need, their training needs and when training is planned. Replace the sample roles with your own.

STEP 6

SET UP RECORDS AND EMERGENCY READINESS

Good records show your EMS is working. Emergency tests make sure your team is ready if something goes wrong.



Company Name - Environmental Management System

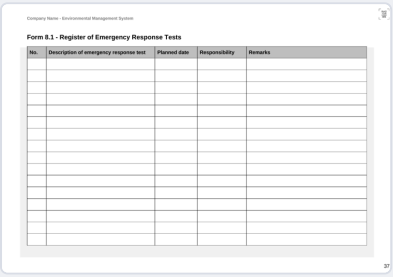
Form 7.2 - Register of Documents and Records

Part A: Policy, manual, procedures, plans and external documents

Document reference	Brief description of document
EMS Manual	Description of the scope of the environmental management system, and the documented procedures that underlie the system
Environmental Policy	Statement of the organisation's commitments to its environmental management system.
Emergency Response Plan	Procedures for responding to a comprehensive range of emergency situations that may affect the organisation
Detailed work instructions or operational procedures relevant to the EMS	• Waste Control • Energy Consumption • Environmental Noise • Dust • Water Pollution • Flora and Fauna • Housekeeping • Spill Management • Workshop Facilities • Industrial Washdown • Fuel Storage

REGISTER OF DOCUMENTS AND RECORDS

Lists your EMS documents and the records you keep, such as waste receipts, training records and incident reports. Update it to match the documents and records you actually have.



Company Name - Environmental Management System

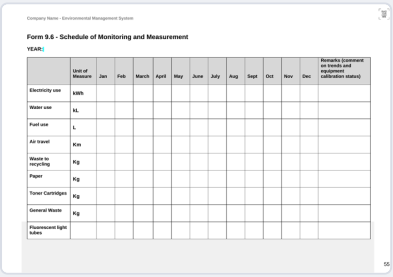
Form 8.1 - Register of Emergency Response Tests

No.	Description of emergency response test	Planned date	Responsibility	Remarks

37

EMERGENCY RESPONSE TESTS

Plan and record tests of your environmental emergency responses, such as a spill drill, in the **Register of Emergency Response Tests**. Review each test or incident with the **Emergency Test and Incident Review Form**.



Company Name - Environmental Management System

Form 9.6 - Schedule of Monitoring and Measurement

YEAR:

	Unit of Measure	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Remarks (comment on trends and equipment calibration status)
Electricity use	kWh													
Water use	kL													
Fuel use	L													
Air travel	Km													
Waste to recycling	Kg													
Paper	Kg													
Toner Cartridges	Kg													
General Waste	Kg													
Fluorescent light tubes														

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SCHEDULE OF MONITORING AND MEASUREMENT

Record what you measure each month, such as electricity, water, fuel and waste, so you can track progress against your targets.

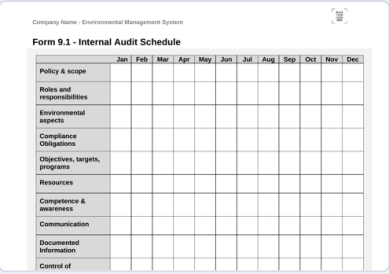
ORGANISE YOUR RECORDS

- Set up an EMS folder, paper or digital, with sections for the manual, procedures, registers, blank forms and completed records.
- Keep confidential records, such as incident reports and community complaints, somewhere secure.
- Keep a current electronic copy of your EMS ready to send to clients who ask for it.
- Print forms as you need them, so you're always using the latest version.

STEP 7

MONITOR, AUDIT AND IMPROVE

An EMS keeps working when checking and improving are built into your calendar.

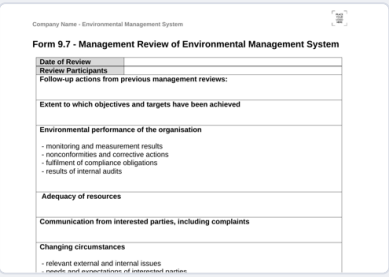

Company Name - Environmental Management System

Form 9.1 - Internal Audit Schedule

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Policy & scope												
Roles and responsibilities												
Environmental aspects												
Compliance Obligations												
Objectives, targets, programs												
Resources												
Competence & awareness												
Communication												
Documented Information												
Control of												

INTERNAL AUDITS

Plan audits across the year with the **Internal Audit Schedule**, carry them out with the **Internal Audit Checklist** and record findings in the **Internal Audit Report**.

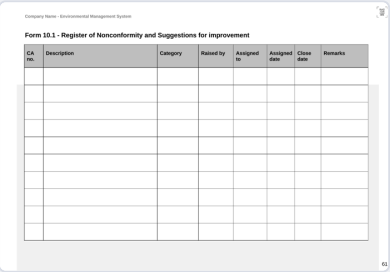

Company Name - Environmental Management System

Form 9.7 - 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 achieved
Environmental performance of the organisation - monitoring and measurement results - nonconformities and corrective actions - fulfilment of compliance obligations - results of internal audits
Adequacy of resources
Communication from interested parties, including complaints
Changing circumstances - relevant external and internal issues

MANAGEMENT REVIEWS

Your director and managers review how the EMS is performing, using the **Management Review** form as the agenda and record. Hold one at least once a year.


Company Name - Environmental Management System

Form 10.1 - Register of Nonconformity and Suggestions for improvement

CA no.	Description	Category	Raised by	Assigned to	Assigned date	Close date	Remarks

NONCONFORMITIES AND IMPROVEMENTS

Record problems and improvement ideas in the **Register of Nonconformity and Suggestions for Improvement**, and use the **Corrective Action Form** to fix the cause.

MONTHLY

- Record monitoring and measurement
- Check progress against targets
- Follow up open corrective actions

AS SCHEDULED

- Internal audits
- Emergency response tests
- Inductions for new workers

EVERY YEAR

- Management review
- Review and re-sign the policy
- Review aspects and compliance registers
- Set new objectives and targets
- Refresher training

NEXT STEP

GOING FOR ISO 14001 CERTIFICATION?

Certification is optional. Many businesses use their EMS without it. If your clients or tenders ask for it, an independent certification body audits your EMS against ISO 14001. Before that audit, you'll usually need:

1. **A few months of records**
   Evidence the system is being used, such as monitoring records, training records and corrective actions.

2. **A signed Environmental Policy**
   Signed by your director and communicated to your team.

3. **Completed registers**
   Aspects, objectives and targets, and compliance obligations, all specific to your business.

4. **Internal audits and a management review**
   At least one completed, with any actions followed up.

A new edition is out. ISO 14001:2026 was published in April 2026, with a transition period for businesses certified to the 2015 edition. If you're certified, or planning to be, ask your certification body which edition they'll audit against.

Need a hand?

Get in touch through the Everything OHS website at workplace-safety.com.au with any questions about your EMS.

CHECKLIST

IS YOUR EMS READY?

- [ ] Environmental Coordinator appointed
- [ ] Existing documents and practices identified
- [ ] Logo on the cover and in the header
- [ ] Company Name replaced throughout
- [ ] Scope statement written
- [ ] Procedures that don't apply deleted
- [ ] Manual changed to match how you work
- [ ] Legislation checked for your state or territory
- [ ] Contents page updated
- [ ] Aspects register built for your activities
- [ ] Objectives and targets set, with KPIs
- [ ] Compliance obligations listed
- [ ] Environmental Policy signed and displayed
- [ ] All workers inducted
- [ ] Task training done and recorded
- [ ] Responsibility matrix completed
- [ ] Records folder set up
- [ ] Emergency response test planned
- [ ] Monitoring schedule started
- [ ] Audit schedule and management review booked

Disclaimer: We cannot, and do not, give you legal or any other professional advice. While every reasonable effort has been made to ensure that the information we provide is comprehensive, accurate and clear, it may not cover your particular circumstances. Only you are aware of the purpose for which you intend to apply a product or service you order from us. For this reason we provide this to you on an "as is" basis, and it does not constitute legal or professional advice of any kind. If you do require personalised legal or professional advice we recommend that you consult a suitably qualified person. If you think you may have noticed any error or omission, please let us know through the Everything OHS website.