



Environmental Management System Manual

Centric Health

February 2009

Purpose of this Manual

This Manual defines the Environmental Management System (EMS) of Centric Health's activities and contains:

- a) The Environmental Policy
- b) Environmental Procedures
- c) EMS Responsibilities

Environmental Policy

Centric Health is currently putting an energy management system in place to manage energy consumption and costs across its practices and clinics so as to limit any negative impact on the environment.

We are working towards the ISO Global Environmental Management Standard 14001 and are committed to continuing to improve our environmental performance, minimising our environmental impact and making resource efficiency a core requirement of all our operations.

We are constantly assessing our environmental performance and have registered with SEI's (Sustainable Energy Ireland) programme. A specialist energy advisor will help us to assess our own energy use, to identify opportunities for savings and to take action to realise these savings.

Centric Health will meet the following objectives:

- Reducing electricity consumption
- Regulating use of heating
- Energy saving lighting
- Ensuring that IT equipment is energy efficient
- Recycling, reusing and repairing

To this end, we will:

- Obtain management commitment
- Assess current situation
- Set goals and targets
- Allocate resources
- Implement plan
- Review and evaluate
- Promote good practice by all staff

As an organisation working with UK counterparts, we will comply with the UK Government's Sustainable Development principles:

- Working within Environmental Limits - respecting the planet's environment resources and biodiversity and ensuring natural resources are unimpaired and remain so for future generations

- Ensuring Strong, Healthy and Just Society - meeting diverse needs of all people
- Achieving a Sustainable economy – building a business which provides prosperity and opportunities for all
- Using Sound Science responsibly – Ensuring policy is developed and implemented on the basis of strong scientific evidence
- Promoting good governance – engaging people’s creativity, energy and diversity

Environmental Procedures

In order to minimize environmental impacts concerning our activities and services, we shall:

- Comply with applicable legal requirements and other requirements to which Centric Health subscribes which relate to its environmental aspects
- Encourage employees to:
 - Implement the environmental management system to recycle, re-use and conserve resources such as electricity and heating
 - Report problems related to environmental issues
- Encourage environmental protection among suppliers and subcontractors

The Company is committed to continual improvement of environmental performance. This Policy will be communicated to all staff, contractors and suppliers, and be available for the public.

To date we have considered the following:

1. Green IT

Power Management

Airtricity, a renewable energy company who operate wind farms across Europe, powers Centric Health’s computers. To maximise energy savings all employees must turn off their computers and monitors before they leave work. In the future, we hope to configure our systems to automatically hibernate or turn off monitors and hard drives after set periods of inactivity for guaranteed energy savings.

As a measure to limit air travel, we are hoping to introduce video conferencing so that we can communicate with our international counterparts.

Teleworking is also an option we are considering so that people can work effectively from home several days a week thereby limiting their carbon footprint.

Virtualisation, the process of running two or more logical computer systems on one set of physical hardware, also appeals as a way of reducing the energy that is presently required to run a server.

Newer hardware

Centric Health's computers are new, environmentally friendly and therefore draw less energy.

Recycling

When the time comes to recycle our computers, we will either send them for recycling in Ireland or if they are in reasonable condition send them to Africa to be used in schools and universities.

2. Energy

As previously mentioned Centric Health uses a renewable energy company that supplies green energy to Ireland. We nevertheless will continue to monitor and manage its consumption and to reduce our contribution of pollutants that are believed to contribute to climate change.

3. Water

We are working to reduce the consumption of water within our buildings and reduce discharges within reason for a medical centre.

4. Waste

Centric Health will continue to reduce the volume of waste within its buildings and estate, by reducing consumption of, repairing, re-using and recycling all materials used within its buildings and estates both in daily operations and in construction and other projects.

We already:

- Recycle our print cartridges
- Re-use paper for notes or internal printing
- Shred and recycle confidential or external documents
- Recycle and reuse furniture across the company
- Turn off lights when they are not in use
- The air-conditioning is only operational when the buildings/offices are in use

5. Transport

Centric Health will monitor and work to reduce its contribution to environmental emissions from travel undertaken for business purposes. This will be done in the form of car-pooling.

6. Procurement

Centric Health uses local suppliers where appropriate and will encourage its suppliers to commit to improving environmental performance.

Centric Health will seek to undertake sustainable procurement actions that comply with EC regulatory requirements and UK Government policy on public procurement and its requirement to provide best value.

7. New Buildings

Building Energy Ratings came in to force in July '08. We have to adhere to our rating and if we do not we will have to make retrospective changes. Centric Health will strive to achieve superior standards of energy conservation.

Areas where we can reduce energy consumption in new builds:

a) Heating

- Geothermal heat pump
- Airtight build
- Radiators and natural ventilation
- Good insulation
- Heat reflective windows

b) Lighting

- Maximize natural light
- Sensor lighting for lavatories
- Energy saving lights elsewhere
- Individual switches in rooms

c) Water

- Plumbing provision for rainwater harvester with ultimate installation of harvesting tank- grey water for lavatories
- Water saving tap fixtures
- Dual flush lavatory fixtures

8. Other

Where possible, Centric Health will monitor and manage its consumption and use of other resources and materials used within its business, working to minimise our reliance on non-renewable resources and to avoid use of any hazardous substances.

9. Our business partners

Centric Health will promote environmental good practice to its business partners, encouraging a shared responsibility to protect the environment.

Environmental Instructions

This section documents the operational control procedures/instructions, with defined responsibilities, to control the identified significant environmental aspects associated with Centric Health's operations and activities.

The roles and responsibilities of the EMS staff are detailed below:

- Operations Director, David Sheehan – Top Management Representative
- Property Manager, Georgia Scott – EMS Representative
- Health and Safety Officer, Edward Kelly – Deputy environmental Management Representative

The Top Management representative is responsible for:

- Supporting the environmental policy
- Ensuring that the policy is in accordance with ISO 14001
- Ensuring that sufficient resources are allocated for the effective implementation of the EMS, particularly in the operations area

The EMS Representative is responsible for:

- Ensuring that the EMS policy is implemented and adhered to across Centric Health in accordance with the ISO 14001 standard
- Reviewing the effectiveness of the policy and making any necessary changes to it

The EMS Committee will be made up of:

- Property Manager, Georgia Scott – EMS Representative
- Operations Director, David Sheehan – Top Management representative
- Health and Safety Officer, Edward Kelly – Deputy environmental Management Representative
- IT Manager – Darragh Flynn

Departmental / Practice Managers are responsible for:

- Identifying significant environmental aspects for their team according to procedures and instructions
- Ensuring that the EMS is properly implemented and that environmental matters are properly dealt with

Objectives and Targets

Centric Health will establish, implement and maintain a procedure to identify the environmental aspects of its activities, products or services that it can control and those that it can influence taking into account planned or new developments, or new or modified activities and services. Centric Health shall ensure that all environmental aspects that may pose significant impacts to the environment are under control and prioritised for improvements.

Communication

For internal communication, the EMR shall ensure information regarding the EMS (such as the policy, objectives, targets and programmes) and environmental performance is readily available to employees. Any enquiries/complaints regarding the EMS should be brought to the Practice Manager who will communicate the issues with the EMS Representative. A log will be kept and the matters discussed with the committee.

The EMS Committee will review the following issues:

- The environmental policy, objectives, targets, and programmes
- Review of legal compliance
- Review of nonconformities and the status of corrective/preventive actions
- Areas for improvement with respect to environmental performance
- Changing circumstances, including developments in legal and other requirements related to its environmental aspects
- Identify the need for modification of the existing EMS in light of the above items, and
- Follow-up action from previous management reviews

An up-to-date version of relevant documents shall be available at all locations relevant to the effective functioning of the environmental management system.