

POLICY MANUAL

SIR SANDFORD FLEMING COLLEGE

POLICY NO. 4-418	APPROVED BY: BOARD OF GOVERNORS
PAGE 1 OF	SUPERSEDES: NEW
DATE APPROVED: January 9, 2002	
SUBJECT: Environmental Policy	

Sir Sandford Fleming College will strive to be an environmental leader, recognized nationally and internationally for modelling environmentally progressive approaches to the design and operation of its buildings, and the stewardship of College lands and resources. The College will ensure that the curriculum is integrated with the operation of the buildings and care of lands, thus providing learning opportunities as well as continuous enhancement of the environmental program

Procedures:

In addition to complying with all legislated requirements, Sir Sandford Fleming College will:

- Establish an Environmental Management System modelled similar to ISO 14001
 - detailing organizational responsibilities and college commitment.
- Processes required under ISO 14001 include:
 - Establishment of the EMS
 - Development of a policy meeting stipulated criteria

- Identification of legal requirements
- Setting of objectives for those with environmental accountability.
- Organizational structure identifying environmental roles and responsibilities
- Training , communication and documentation
- Monitoring, measurement, and corrective action procedures
- Regular review by senior management.

- Annually review the College Master Energy Plan endorsed by Natural Resources Canada to address continuous improvement of energy efficiency, and to reduce harmful emissions.
- Design new buildings which will exceed Energy Code standards and which will promote a sustainable, healthy and productive workplace. Continuously improve existing facilities to increase efficiencies as well as occupant comfort.
- Purchase products and services which are environmentally friendly, ensuring that tendering practices reflect the goal of minimizing the overall College impact on the natural environment.
- Continuously review operational practices and procedures in key areas such as recycling, hazardous waste management, property maintenance, cleaning operations, disposal of assets, water and air quality management, and environmental remediation.
- Encourage the participation of students in environment related curriculum, by providing assistance required for assignments, and incorporating feedback from them regarding improvement of college environmental practices.
- Through educational programs and partnerships, promote and demonstrate the importance of sound environmental practices that contribute to a sustainable community and to the achievement of global objectives. The College will encourage the public to visit facilities, which showcase alternative energy systems and provide an educational experience.
- Ensure that the policies are publicly available through web services, that appropriate training is provided, and that procedures are communicated effectively to staff.

The responsibility for the Environmental Policy resides with the Vice-President, Finance and Facilities.

Organizational Responsibilities

President and Board of Governors

Environmental Policy

Leadership; National participation

Board of Governors: Responsibilities as Director

Vice-President, Finance and Administration

Leadership

Objectives

Risk management

Director, College Facilities and Manager, Frost Facilities

Procedures
Recycling; Hazardous Waste;
Furnishings & finishes;
Grounds care & products
Energy management & conservation
Air and Water quality
Building specifications
Training and supervision
Legislated requirement

Director of Purchasing
Purchasing standards
Tendering
Construction project management
Ancillary operations

Sodexo Corporation
Cleaning products
Recycling program
Waste management

Steering Committee
C.I.O, Executive Leaders Team
Faculty Environmental Specialist, Sutherland Campus
Vice President, Human and Organizational Development,
Executive Leaders Team
Director, College Facilities
Faculty, Environment Specialist, Haliburton Campus
Principal and Environment Specialist, Frost campus
Manager, Frost Campus Facilities

The Steering group shall:

Recommend policy and initiatives
Monitor progress of Environment Management System

Campus Operational Groups
Campus leader or designate
Health and Safety representative
Program Curriculum representative

Student representative
Facilities Manager

The Operational Groups shall:

Identify issues
Make Recommendations
Advocate for continuous improvement

Updated February 15, 2007.