
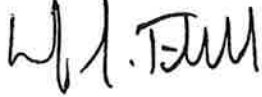


Oregon Department of Transportation  POLICY	NUMBER MAI 31	SUPERSEDES 08/26/04
	EFFECTIVE DATE 01/23/08	PAGE NUMBER 01 OF 03
	VALIDATION DATE	
	REFERENCE ODOT Sustainability Plan; Executive Order 06-02	
SUBJECT ENVIRONMENTAL MANAGEMENT AND OPERATIONS OF MAINTENANCE COMPOUNDS	APPROVED SIGNATURE 	

PURPOSE

The Oregon Department of Transportation (Department) is committed to safe and healthy workplaces but also recognize the potential impact of maintenance compounds and maintenance activities on the environment. This policy sets up principles that shall guide the management of, and activities at, Department highway maintenance compounds toward improvements in environmental stewardship, sustainability, and compliance with state and federal waste management laws. This policy supports both the Executive Order 06-02 on sustainability and the Department Sustainability Plan.

POLICY

The Department recognizes that operations at highway maintenance compounds may affect soils, surface water, ground water, air, land, natural resources, and ecological systems.

The Department Maintenance crews and those sections within Support Services Branch that support or work out of or are housed at maintenance compounds shall conduct all operations in a manner that provides for protection of the environment, conservation of natural resources, and compliance with state and federal waste laws as directed through the Environmental Management System Policy and Procedures Manual.

The Department Maintenance and Operations Leadership Team (MLT), in conjunction with Support Services Leadership Team, shall periodically evaluate the environmental aspects and risks of compound operation and activities, and name priorities for management action, and update the EMS Policy and Procedures Manual as needed.

GUIDELINES

This policy extends to all maintenance compounds, whether staffed or unstaffed, that include buildings or structures that carry a facilities identification number. This policy extends to all crews that work out of or are housed at maintenance compounds. This policy does not extend to Safety Rest Areas or areas along the roadway that are not specifically for maintenance activities.

This policy, as well as the Environmental Management System (EMS) Policy and Procedures Manual, is developed with the following assumptions:

- Safety of the employee is an overarching consideration and is to be considered at all times. The Department Safety and Health Manual is referenced throughout the EMS procedures.
- All procedures and directives shall apply to all situations, regardless of location (along the road where maintenance activities occur, at stockpiles sites, and so on).
- Emergency situations may present themselves that are outside the EMS procedures and would need review and coordination with the Department Emergency Operations Plan.

RESPONSIBILITY ACTION

State Maintenance
and Operations
Engineer,
Maintenance and
Operations
Leadership Team
(MLT), Support
Services Leadership
Team

MLT, in conjunction with Support Services Leadership Team, shall establish objectives and targets for priority procedures that demonstrate continuous improvement in overall environmental stewardship.

Develop and periodically review proper environmental management systems that are suitable for protecting the environment and for achieving specific environmental objectives and targets for priority procedures that shall be set by MLT, in conjunction with Support Services Leadership Team.

Establish and maintain practices and procedures to prevent or reduce impact on the environment. Ensure compliance with applicable environmental laws and regulations. Continuously evaluate and update the procedures as needed.

Encourage use of methods and materials that reduce burdens on the environment, or by modifying certain activities which may not be environmentally sustainable or which may risk undue harm to the environment.

Provide appropriate training to the Maintenance employees, Support Services employees, and other employees that are required to follow this policy to allow them to perform their jobs according to safe, established procedures, and to be aware of opportunities to reduce environmental impact.

Communicate the environmental operational directives and procedures where applicable to contractors and work with Support Services to incorporate environmental concerns into maintenance contracts.

Maintain emergency preparedness and response plans where required by law or where appropriate to safeguard the health and safety of Department employees.

Communicate with interested stakeholders including Department management, employees, and other state and local governments to inform them of the environmental programs, goals and progress.

Department
Maintenance Staff
and Regional and
Support Services
Representatives

Conduct periodic audits to determine the effectiveness of the EMS and ability to comply with laws and regulations. Department Maintenance staff, in conjunction with Regional and Support Services representatives will conduct these audits. The audit will include structured, scheduled reviews and assessments of the implementation effectiveness and compliance to the EMS procedures.

Managers and
Supervisors

Be responsible and accountable for work performance.

Foster a positive attitude toward worker protection, environmental stewardship, and sustainability.

Implement procedures developed for environmental management.

Communicate and coordinate results of reviews, audits and any required procedural updates with MLT and the EMS Steering Team.

Ensure training is available and attended by employees to implement the policy.

All Employees at
Maintenance
Compounds

Utilize and follow Department environmental policies, procedures and management best practices developed for maintenance compounds.

Set a positive example, coordinate and contribute toward the overall success of the EMS program.

Identify and report areas of noncompliance and correct as appropriate.

Participate in program discussions to identify environmental risks or noncompliance issues at maintenance compounds.

Report all environmental concerns to supervisor.

