



# Procedure

Procedure Name	<b><i>Environmental Procedure</i></b>		
Procedure #	HS 1.9	Parent Policy	HS1.0 Health, Safety and Environmental
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	February 1, 2021
Procedure Owner	Associate Vice President Campus Services	Next Review Date	February 1, 2026
Approved by	Associate Vice President Campus Services	Approval Date	January 27, 2021

## 1.0 Purpose/ Background

This procedure outlines how NAIT demonstrates its commitment to minimizing the potential impact of operations on the environment.

## 2.0 Definitions

Term	Definition
Environmental Aspects	Elements of an organization’s activities, products or services that can interact with the environment.
Environmental Management System (EMS)	A management system that is used to manage environmental aspects of operations, fulfill compliance obligations, and address risks and opportunities.

## 3.0 Procedure

Consistent with NAIT’s commitment to the continuous improvement of environmental performance an EMS has been developed in accordance with industry standards and legislative requirements that will:

- 3.1 Provide information related to site history for each campus.
- 3.2 Outline roles, responsibilities, and training.
- 3.3 Be maintained and managed by Health, Safety and Environment Services (HSES), with feedback and support from the NAIT Environmental Management Advisory Committee.
- 3.4 Provide a regulatory summary for applicable legislation.
- 3.5 Outline methods for maintaining compliance and preventing environmental incidents.
- 3.6 Track and rank all environmental aspects.
- 3.7 Describe the plans that are in place to manage environmental aspects.

#### 4.0 Exceptions to the Procedure

4.1 Exceptions to this procedure must be documented and formally approved by the Policy Lead.

Procedure exceptions must include:

- The nature of the exception.
- A reasonable explanation for why the procedure exception is required.
- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

#### 5.0 Related Documentation

- [Environmental Management System Manual](#)
- Alberta Environmental Protection and Enhancement Act
- Canadian Environmental Protection Act

#### ***Document History***

<i>Date</i>	<i>Action/ Change</i>
November 15, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.