

## EMS Example Responsibility Matrix

	Plant Manager	EHS Manager	HR Manager	Maintenance	Purchasing / Materials	Engineering	Production Supervisor(s)	Finance	EMS Mgmt Rep.	Employees
Communicate importance of environmental management	L	S					S			
Coordinate auditing efforts		L		S			S			
Track / analyze new regulations		L								
Obtain permits and compliance plans		L				S				
Prepare reports required by regulations		L								
Communications with interested parties			L							
Train employees		S					L			
Integrate env. into recruiting practices			L							
Integrate environmental into performance appraisal process			L							
Communicate with contractors on environmental expectations					L					
Comply with regulatory requirements	L	L	S	S	S	S	S	S	S	S
Conform with EMS requirements	L	L	S	S	S	S	S	S	S	S
Maintain equipment / tools to control environmental impact				L						
Monitor key processes		S					L			
Coordinate emergency response efforts	L	S								
Identify environmental aspects of products, activities, or services	S	L	S	S	S	S	S	S	S	
Establish env. objectives and targets	L	S					S			
Develop budget for EMS		S						L		
Maintain EMS records (training, etc.)		L								
Coordinate EMS document controls					S				L	

**Legend: L = Lead Role; S = Supporting Role**