

Palma Pictures Environmental Management System

USER'S GUIDE FOR GOOD WORKING PRACTICE IN THE STUDIO & WORKSHOPS



Main environmental impacts associated with working in the workshops:

➤ **Consumption of Natural Resources:**

The consumption of certain raw materials and energy can bring about the exhaustion of natural resources. Inefficient consumption, as well as increasing costs, can have a significant impact on the environment on a global level. The main areas of consumption of raw materials and energy in workshops are as follows:

- Water
- Electricity for lighting and machinery
- Fuel
- Chemical products
- Wood

To limit this impact, the company and all its staff should make an effort to be efficient with the use of these resources.

➤ **Air pollution:**

Every day use of the workshops can generate the emission of polluting compounds into the atmosphere. The main ones are:

- Combustion gases coming from the use of the boilers
- The emission of VOCs: (Volatile Organic Compounds or vapours released into the atmosphere which can have negative effects on people and the atmosphere), coming from the use of solvents, varnish and polish.
- The emission of particles coming from machine work (cutting, sanding, grinding, filing etc.)

In this document we will see how to help limit these emissions.

➤ **Water pollution:**

Water pollution is one of the highest environmental risks in the everyday running of a workshop. Some of the activities which can lead to water pollution are:

- Water from cleaning, containing contaminating particles being mixed with the main water supply.
- Accidental spillages of hazardous products.
- Pouring of hazardous waste down the sink, drain or into the water system in any way.

Our sewage water gets analysed every year. In a recent analysis the results were very borderline and we must make sure that the quality of the water improves before the next analysis.

The company and everyone working here must help to avoid any hazardous products getting into the water system in any way.

➤ **Ground contamination**

This area is of particular importance when shooting on location. Ground contamination can reduce the quality of underground water, which can be dangerous for the health of people and animals. The main activities that can cause contamination of the ground are:

- Badly stored oils and fuel
- Irresponsible and uncontrolled washing of tools covered in varnish or polish or other hazardous products
- Irresponsible and uncontrolled cleaning up of accidental spillages

To avoid the contamination of the ground on location, we must make sure we carry out any potentially risky activities on paved ground, and make sure that there are materials available to contain and correctly clean any spillages of hazardous products.

➤ **Waste production & management**

All workshops produce waste. Serious damage can be done to the environment and our health can be put at risk if this waste is not correctly separated, stored and handed over to an authorized dealer. The main waste products arising from the workshop are:

- GENERAL HOUSEHOLD WASTE: Leftover food, plastic bottles, cans and empties of non-hazardous waste, paper and cardboard, office material, waste packaging...
- INERT WASTE: Leftover wood, metal and plastics
- HAZARDOUS WASTE: Leftover products such as glues, oil, solvents *or any product that has any orange "danger" sign on it* (see later in this document) **AND their empty containers**, residue liquids from the machines, fluorescent lights and batteries, etc.

All waste should be managed according to current legislation about storage, labelling and handing over to authorized dealers. We must be especially aware of how we dispose of any product *or empty container* of any product that has any orange "danger" sign on it as these can be particularly damaging to the environment.

➤ **Noise Pollution**

Some of the machines that can produce the most noise are:

- Chainsaw
- Grinder
- Filing machines
- Dust extraction machines

REDUCING OUR ENVIRONMENTAL IMPACT IN THE CLEANING PROCESS

The basic premise for reducing our environmental impact while cleaning is to **clean without water whenever possible**, and not to mix different types of products as this can provoke a damaging effect. Whenever possible, use non-hazardous products. When we use ABSORBENT MATERIAL (sawdust, paper or cloths) to dispose of spillages of any hazardous product, we must make sure we dispose of this contaminated absorbent material in the correct container.

REDUCE the amount of waste we produce:

- Use only the required amount of absorbent material to clean up, without wasting.
- Use only the required amount of soaps, cleaning products, papers and cloths, without wasting.
- Make sure we have waste separation containers at hand so that we can deposit all of our waste products in the correct containers.
- Keep separate cleaning materials for cleaning un-contaminated items such as sweeping up clean sawdust.

AVOID polluting the water:

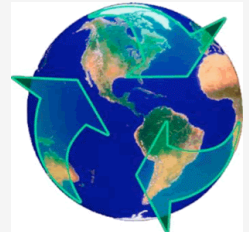
- **Do not pour any hazardous product down the drain.**
- Do not rinse containers that have had hazardous product in them.
- Keep a clean workplace so that any accidental spillage of hazardous product will be contained.

Keep the flooring in good repair (alert maintenance if you notice any flooring in a bad state as this can lead to contamination of the ground).

CHOOSING RESOURCES AND RAW MATERIALS

The basic premise we should follow is to plan in such a way that we minimize the amount of materials we use in order to avoid waste of energy and resources and minimize our waste production.

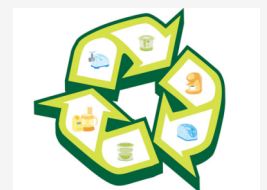
REDUCING our energy consumption.



- **Disconnect the machinery when it is not being used.**
- Make the most of natural light where possible.
- Be aware that fluorescent tube lighting uses up the most energy during its first minute so try not to switch these on and off.
- Minimize water consumption.

REDUCE the consumption of materials and CHOOSE them well.

- Re-use off-cuts wherever possible.
- Re-use waste papers to protect areas when working with hazardous products.
- Use quality tools and always try to repair rather than buy new ones.
- Rent props whenever possible rather than buying.
- Use NON-HAZARDOUS products whenever possible.
- Wherever possible, use natural glues such as collagen, resins etc.
- Wherever possible, use water-based paints rather than synthetic ones.
- Use biodegradable detergents.
- Wherever possible, use responsibly produced materials such as FSC wood, recycled paper, PET instead of PVC etc.



STORAGE

The basic premise we should follow is to keep the work area tidy to avoid accidents and to avoid products drying up due to being hidden at the back of the cupboard or toolbox. We should always have the Security Data Sheets for all hazardous products handy.

REDUCE waste production



- Keep products in their proper place. This helps prevent possible accidents and helps prevent products getting out of use and turning into waste products.
- Use up the oldest products first and avoid having more than one of the same product open at the same time.
- Always keep products in their original containers and keep the labels on. This avoids confusions which can lead to the production of more waste.

AVOID ground and water pollution

- Keep the workshop floor clean.
- Immediately remove any leaking containers and clean up the spillage as soon as possible. The main priority is that the product does not reach the drain and get into the water system.

AVOID air pollution

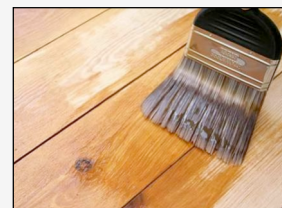
- Keep the lids of all paints, solvents and glues tightly closed. These contain substances called VOCs (Volatile Organic Compounds), vapours that are released into the atmosphere when the lids are not on properly and which can have negative effects on people and the atmosphere.

VARNISHING

The main premise to keep in mind here is to minimize the use of varnish and avoid the product getting into the water system in any way.

REDUCE the amount of waste we produce

- When cleaning up hazardous products such as varnishes and solvents, try to use up papers and cloths already contaminated rather than take new materials.
- Use up all the product in a container before throwing it away.



AVOID contaminating the ground or water supply

- When cleaning brushes, re-use the thinners again and again. Use a dirtier liquid for the first rinse and then a cleaner one for the final rinse
- When choosing a place to carry out varnishing and painting jobs, making sure that you are far away from any drains so that any accidental spillage does not reach the water system.
- Make sure you have absorbent material handy when working with varnish, solvents and paints.
- Don't tip water down the drain if it has been contaminated with hazardous products.

AVOID contaminating the air:

- Use extraction systems wherever possible
- Keep the lids firmly on your products, especially hazardous ones such as paints, varnish, thinners etc. This helps prevent toxic gases being released into the atmosphere.

MANAGING OUR WASTE

The main premise to follow in the correct management of our waste is that first we need to know exactly what kind of waste product we are dealing with and then dispose of it in the correct container.

Classifying the waste products we are dealing with:

Of the materials which are usual in the workshop, those which are considered as “hazardous” are those containing any of the following substances: heavy metals, hydrocarbons (this will be specified on the label), organic solvents, asbestos dust and fibres, acids and mineral or synthetic oils, including water-oil mixtures and emulsions. Also considered hazardous are any products or *the empty containers* of any products bearing the following signs:



- Keep all products in their original container and leave the original label on.
- DISPOSE CORRECTLY of your waste products:
- Familiarize yourself with the different types of containers available and where they are.
- Deposit your waste products inside the container and not outside it.
- Take care not to damage materials such as batteries and fluorescent lights when we are placing them in their container.
- When containers still hold product but can no longer be used and are ready to be thrown away, do not empty these out. Deposit the container as it is, with its lid firmly on, into the correct bin.
- The waste separation area should be under a roof and should be well-labelled informing of what they should contain.
- IF YOU BELIEVE THE CORRECT BIN IS NOT AVAILABLE, PLEASE INFORM THE SUSTAINABILITY PROJECT MANAGER (TRACY COURTNEY).

THANK YOU FOR YOUR COOPERATION!