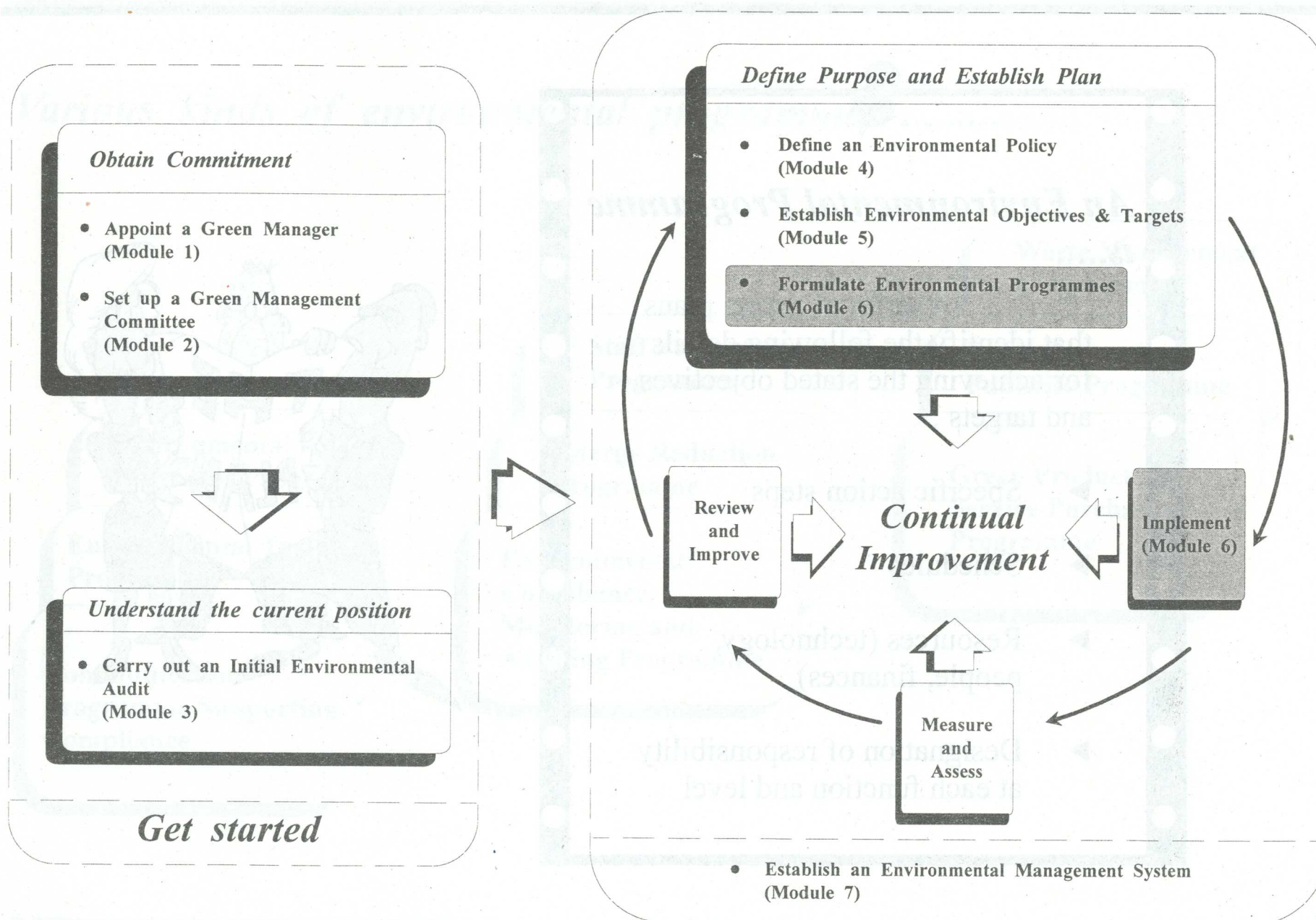




Module 6

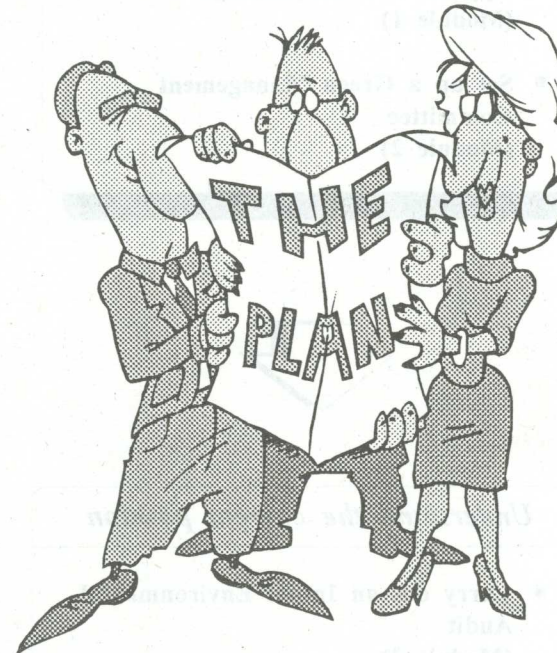
Formulate and Implement Environmental Programmes



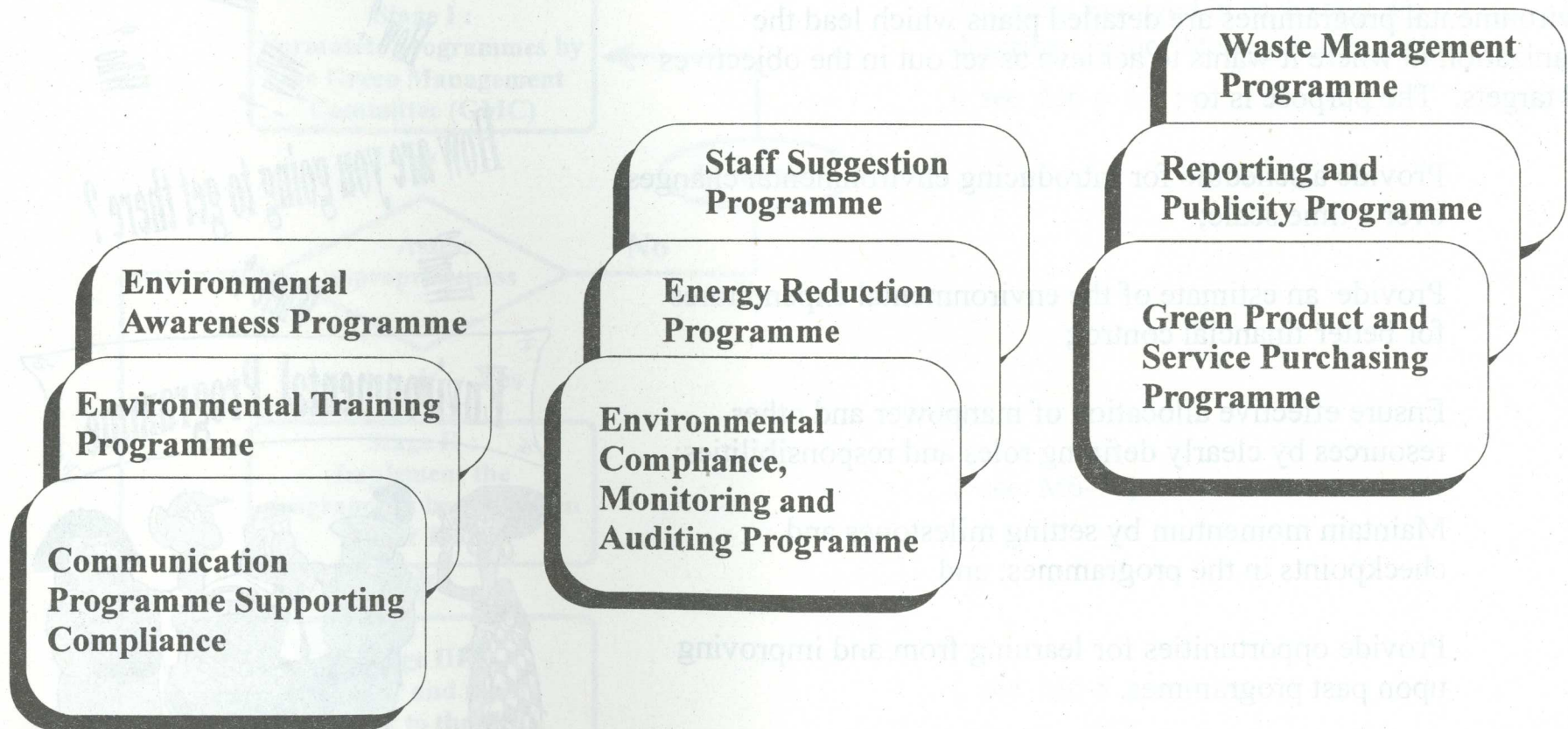
An Environmental Programme is.....

A series of action plans that identify the following details for achieving the stated objectives and targets :

- ▶ Specific action steps
- ▶ Schedules
- ▶ Resources (technology, people, finances)
- ▶ Designation of responsibility at each function and level



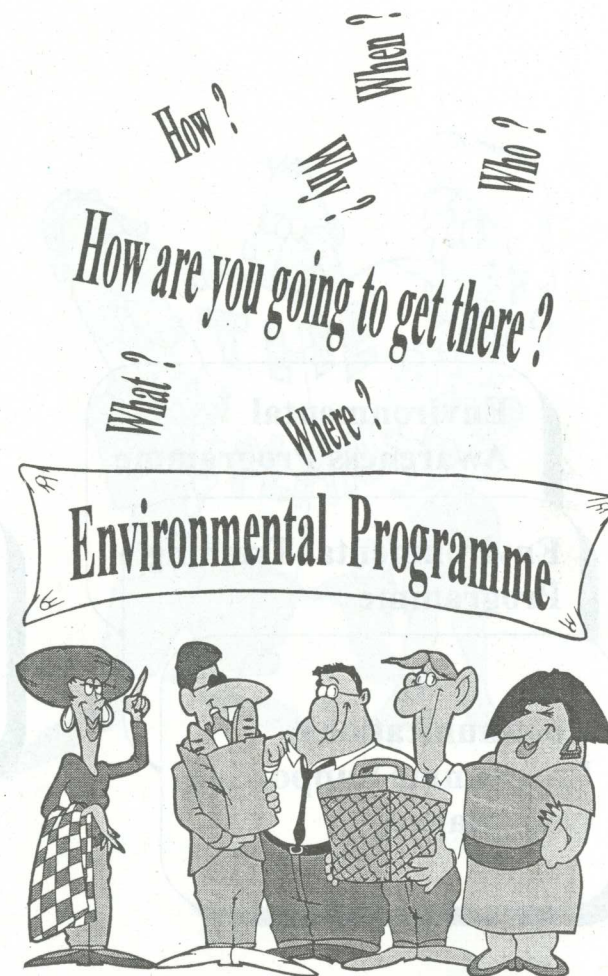
Various kinds of environmental programmes



Why do you need environmental programmes ?

Environmental programmes are detailed plans which lead the organization to where it wants to achieve as set out in the objectives and targets. The purpose is to :

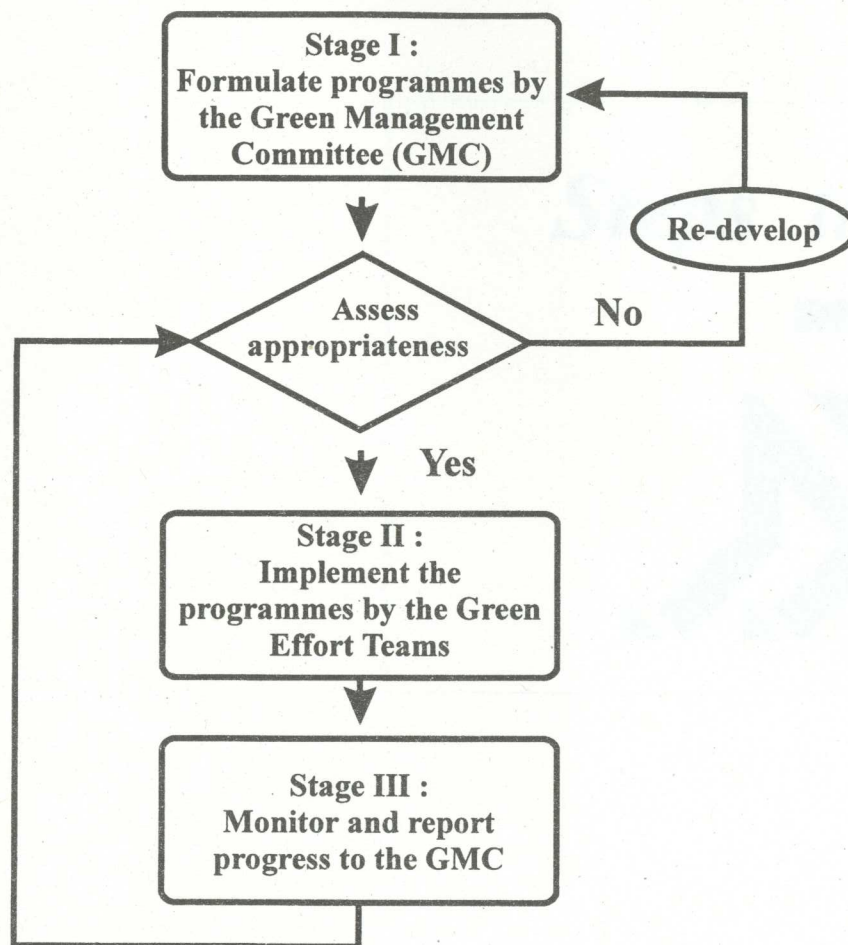
- ▶ Provide a schedule for introducing environmental changes over a time scale;
- ▶ Provide an estimate of the environmental expenditures for better financial control;
- ▶ Ensure effective allocation of manpower and other resources by clearly defining roles and responsibilities;
- ▶ Maintain momentum by setting milestones and checkpoints in the programmes; and
- ▶ Provide opportunities for learning from and improving upon past programmes.



Formulate and Implement Environmental Programmes

What are involved in formulating & implementing environmental programmes ?

It involves the following stages :



The steps involved in each stage are described in the "Steps to Take" section.
(see M6-6)

(see M6-7)

(see M6-8)

Steps to Take



Formulate and Implement Environmental Programmes

Steps to Take : Stage I - Formulate the Environmental Programmes by the Green Management Committee

- STEP 1: Based on each objective and target, discuss and work out a plan on the following items in the Green Management Committee meetings:
- (1) What are the available options to achieve the objective / target?
 - (2) What are the tasks involved?
 - (3) Who will be responsible for implementing the various tasks?
 - (4) When will it be done?
 - (5) What are the resources required?
- STEP 2: Start with those programmes with practically little cost implication, e.g. through good housekeeping.
- STEP 3: For those programmes that require significant capital investment, calculate the cost required and the pay-back period of the available options. Select the one with the highest cost benefit.
- STEP 4: Consolidate items (1)- (5) in STEP 1 into a plan and submit it to the top management for endorsement.
- STEP 5: Once the plan was endorsed, implement it.

PLANNING



EXPENSE REPORT

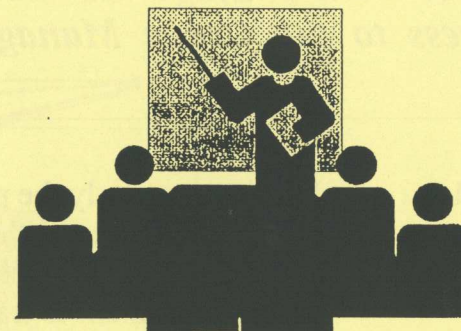


Steps to Take : Stage II - Implement the Environmental Programmes by the Green Effort Teams

STEP 1: Clearly define and document the roles and responsibilities of each Green Effort Team member and other staff involved.

STEP 2: Implement the planned tasks, and during the process, undertake the following support activities which are crucial for implementing a successful environmental programme:

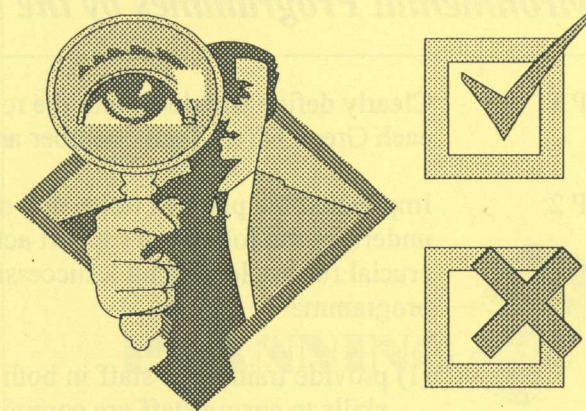
- (1) provide training to staff in both awareness and technical skills to ensure staff are committed and competent to perform the tasks.
- (2) develop manuals, procedures or work instructions so that all staff perform in a consistent and reliable manner.
- (3) Acknowledge successes and keep staff informed of the progress, and further action for improvement, etc.



Formulate and Implement Environmental Programmes

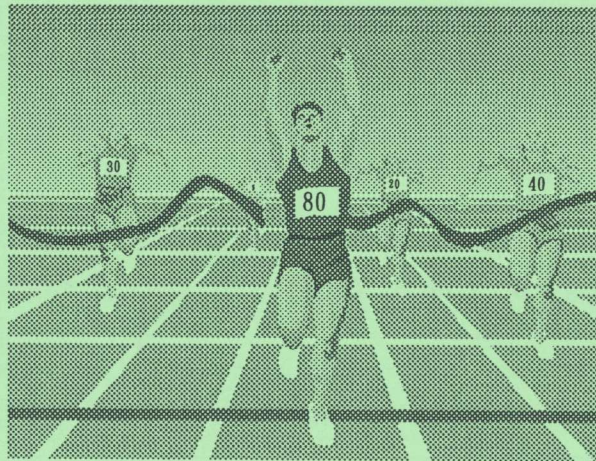
Steps to Take : Stage III - Monitor and Report Progress to the Green Management Committee

- STEP 1 : Monitor regularly the progress of the programmes at a defined interval through
(1) inspection to check adherence to action plans;
(2) measurement to track results.
- STEP 2 : Summarize and report the progress to the GMC.
- STEP 3 : Based on the progress, review the effectiveness of the programmes against the set objectives and targets.
- STEP 4 : If the objectives and targets are not met, discuss and suggest corrective actions or alternative action plans for improvement. Revise targets, if necessary.



Formulate and Implement Environmental Programmes

RECORD YOUR ACHIEVEMENTS



RECORD YOUR ACHIEVEMENTS

Stage I - Formulate the Environmental Programme

Environmental Policy and Commitment e.g. conserve natural resources

Our environmental policy and commitment _____

Objective e.g. minimise water use wherever technically & commercially resources

Objective _____

Target e.g. reduce water consumption at selected sites by 15% of present levels within one year

Target _____

Environmental programme e.g. water reuse

Environmental programme _____

Keep in mind



An effective programme should :

- work with realistic expectations about how much can be accomplished based on the organization's state of readiness;
- has a strong focus of action, taking on one or just a few big improvement opportunities, rather than attempting a wall-to-wall attack on everything at once;
- achieve some respectable early successes;
- deal with past, present and future activities;
- be dynamic and be revised regularly to reflect changes in organizational objectives, targets and procedures.

Activities	Person responsible	Resources required (financial, personnel & training)	Target date for completion of installation	Endorsed by management (✓/X)
● Install equipment to recycle rinse water for process A for re-use in process B	K.Y. Ho	\$ 50,000	mm/yy	_____
● Install meters to measure water	K.Y. Ho	\$ 50,000	mm/yy	_____
● _____	_____	_____	_____	_____
● _____	_____	_____	_____	_____
● _____	_____	_____	_____	_____

RECORD YOUR ACHIEVEMENTS

Stage II - Implement the Environmental Programme

Check off your progress :

- ☐ Budget approved by management.
- ☐ Roles and responsibilities of persons involved clearly defined, documented and communicated.
- ☐ Appropriate training provided and equipment installed.
- ☐ Procedures, manuals and work instructions developed.
- ☐ Internal monitoring and reporting system in place.

RECORD YOUR ACHIEVEMENTS

Stage III - Monitor and Report the Environmental Programmes' Progress

Programme	Actions	Action results (figures, charts, descriptions)	Targets achieved ? (assessment of effectiveness)	Suggestion of corrective actions	Action plan for improvement
<i>e.g. Water Reuse</i>	<ul style="list-style-type: none"> - Install equipment to recycle rinse water for process A for re-use in process B - Install meters to measure water consumption 	- 16% of water was saved from process B (compared yr2 Vs yr1)	<i>Effective, target achieved (target set : 15%)</i>	<i>No</i>	<i>Nil</i>