

Guidance for Worksheet 2 – Management Policies

Worksheet 2 is one of three Worksheets comprising the Plan Summary and must be submitted to the Environmental Assistance Office.

Management Policy Statement regarding toxics use reduction and hazardous waste reduction:

Owners and managers set the tone of the facility's activities. The management policy statement is a way to explain to employees and others how reduction of toxic substances and hazardous waste fits into company policies and practices. Policy statements should include a commitment to implementation of plan goals wherever it is technically and economically feasible to do so and reference other company policies that encourage toxics use reduction and hazardous waste reduction, (e.g, purchasing restrictions) as applicable.

Employee Training and Awareness Programs. Please provide a description of employee awareness and training programs that are related to the implementation of this plan. Many facilities have integrated pollution prevention into their existing training programs dealing with environmental compliance and employee health and safety.

Employee involvement is important, even vital, to the successful implementation of pollution prevention initiatives. Consider forming a pollution prevention team, if you haven't already done so. Personnel in purchasing, production, materials and inventory control, engineering and maintenance are important to involve. Once you have assembled a team, let people know about it.

Indicate on Worksheet 2 how employees are made aware of your company's management policy, for example, posting it in a conspicuous place, sending out facility-wide email, discussion at staff or safety meetings.

Tips for involving employees in P2 Planning and Implementation:

Include Pollution Prevention as a part of new employee orientation

Encourage two-way communication between employees and management

Make P2 a topic for monthly or quarterly health & safety meetings

Post information about P2 goals, projects and achievements on bulletin boards and include in staff newsletters

Ask for employee ideas on toxics use and hazardous waste reduction and other environmental, health & safety issues

Reward employees for good ideas and active participation in planning and implementation of P2 projects

Include P2 in continuous improvement (e.g. Lean) efforts

Worksheet 2 - Policy and Employee Training

Management Policy Statement

Employee Training and Awareness Program(s)

How are the above policies shared with employees?

Management Signature: _____

Title: _____ Date: _____