

Fact-sheet - How to establish an Environmental Awareness training?



What is the objective?

The factory should provide an environmental awareness training to all the employees for two main reasons:

- 1) **To inform** them about what are the environmental aspects and impacts of the production site and how they are controlled to avoid any risk of pollution and to ensure a safe working environment;
- 2) **To make them contribute** to the implementation of the EMS¹ and the environmental good practices in the factory (the training has to provide key examples of practices all employees can adopt to save water, save energy, reduce the waste generation, avoid incidents, etc.).



How to achieve this objective?

- **Who needs to be trained?** All the employees including the management.
- **What should be the content of this training?** See below a possible structure of this training:

1 - General awareness	2 - Factory specific environmental considerations	3 - Good practices
<ul style="list-style-type: none"> • What means "Environment"? • What are the major pollution problems nowadays affecting our country? 	<ul style="list-style-type: none"> • What are the factory activities and processes with potential impacts on the environment? • How the factory is controlling the main environmental impacts to reduce the pollution generated? • What are the environmental objectives of the factory? 	<ul style="list-style-type: none"> • How can employees save water and energy during their daily work? • How can employees contribute to a better waste management? • Other ideas of good practices employees can easily implement at work.



No generic training content ! Make sure the content of the training is aligned with the environmental policy and relevant given the factory's practices and processes.

- **What should be the frequency of the training?** New employees should be trained on environmental awareness as part of the induction training (short version of the content above) AND at least once a year a training should be provided to all employees.
- **Who should be the trainer?** Make sure **the trainer is competent**; the manager in charge of the compliance / the environmental coordinator with tasks and responsibilities related to the environmental topics in the factory should be the trainer (see fact-sheet about the manager in charge of the environmental compliance).
- **How to evaluate if the training is effective?** **Test the knowledge** of the workers trained after the training and **identify workers** who need to be trained again.

¹ An environmental management system (or commonly referred to as an EMS) is a set of practices and processes helping organizations to manage their environmental impacts and improve environmental performance caused by their products, services and activities. An environmental management system provides structure to environmental management and covers areas such as training, record management, inspections, objectives and policies.

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Common non-compliances

Environmental awareness training not effective

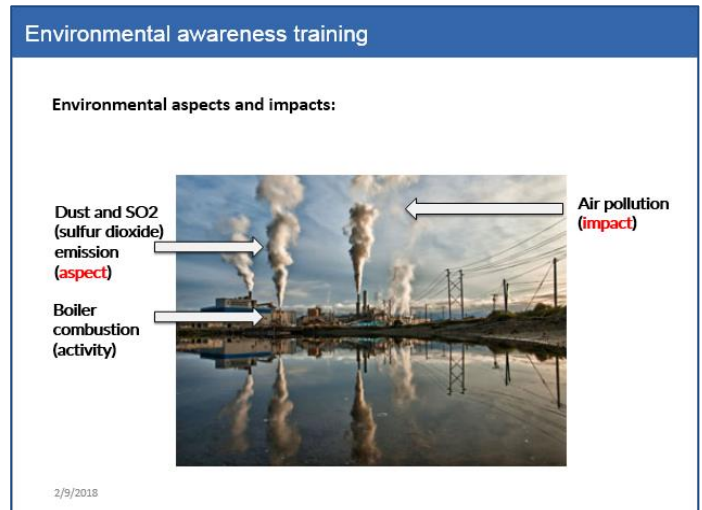
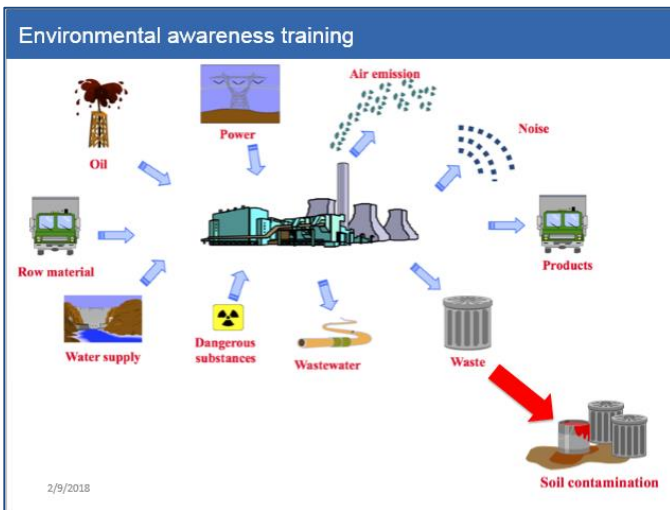
The employees are trained as per the records but based on interview they are not able to give examples of what are the potential pollution sources of the factory neither they can mention good practices to implement. What can be the root causes?

- 1) The content of the training is too generic;
- 2) The training was maybe not provided to all the employees but only some of them;
- 3) The trainer’s knowledge is poor.



Good practices

Examples of slides that can be used to train the factory employees about environmental topics:



At the end of the training, the trainer can test the knowledge of the trainees organizing an oral quiz. See below examples of questions that can be asked to the trainees:

Question: what is the meaning of this hazard symbol?

Question: is this picture showing hazardous waste?