

# Preparatory work for EMS

Key issues when preparing for EMS  
Assignments for companies

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# Preparing for EMS

**Key issue:** Anchoring

- The top management must:
  - Be committed
  - Be motivated
  - Make resources available, both human and capital
  - Knowledge of EMS and environmental issues is essential
- Securing responsibilities
  - Project manager / responsible for EMS implementation
  - Clear mandate from the management
- Tasks to perform:
  - Appoint project manager
  - Receive written mandate from CEO with defined ambitions for EMS in the company
  - Selection criteria for phase 2

# Preparing for EMS

**Key issue:** Project group

- Establishing an EMS project group
  - Identify colleagues with motivation and competence
  - Recruit members from various departments and/or levels
  - Share all information from seminars
- The project group shall:
  - Define scope and goal of the EMS project
    - Establish a defined framework for the project in collaboration with the management
    - Implement EMS
    - Improve environmental performance and competence in the whole organization
    - Certification?
- Tasks to perform:
  - Establish a EMS project group
  - Inform all other employees

# Preparing for EMS

**Key issue:** Involving other employees

- Two-way communication
  - Involve all employees if possible
    - Inform about EMS
  - Be open to their ideas and concerns
    - Do they see potential actions with positive environmental impacts at their work stations?
- Education and motivation
  - Increase the knowledge about environmental issues, both in general and individually at their work stations.
  - Motivate the employees – They will all benefit from an increased environmental focus
  - Motivated employees is key to a successful EMS and improved environmental performance
- Tasks to perform:
  - Inform all employees about EMS
  - Formulate a plan for educating employees

# Preparing for EMS

Summary: **Tasks / assignments**

- Anchoring – to be done before next seminar
  - Appoint a project manager
  - Get a written clear mandate from top management
  - Ensure that top management understands EMS
    - **Benefits from EMS**
    - **Need for resources**
- Project group
  - Establish a working project group
    - **Include people from various departments**
    - **Identify people with motivation and skills**
  - Define the project: Scope and goals

# Preparing for EMS

**Summary:** Tasks / assignments

- Inform other employees
  - Tell them about EMS – Benefits and challenges
  - Involve them; ask for ideas and environmental concerns
  - Formulate a plan for internal environmental education / seminars
  
- This is only a tentative assignment plan. New or revised task will be given depending on actual progress and/or challenges which may arise.

Thank you for your attention!

Questions?

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