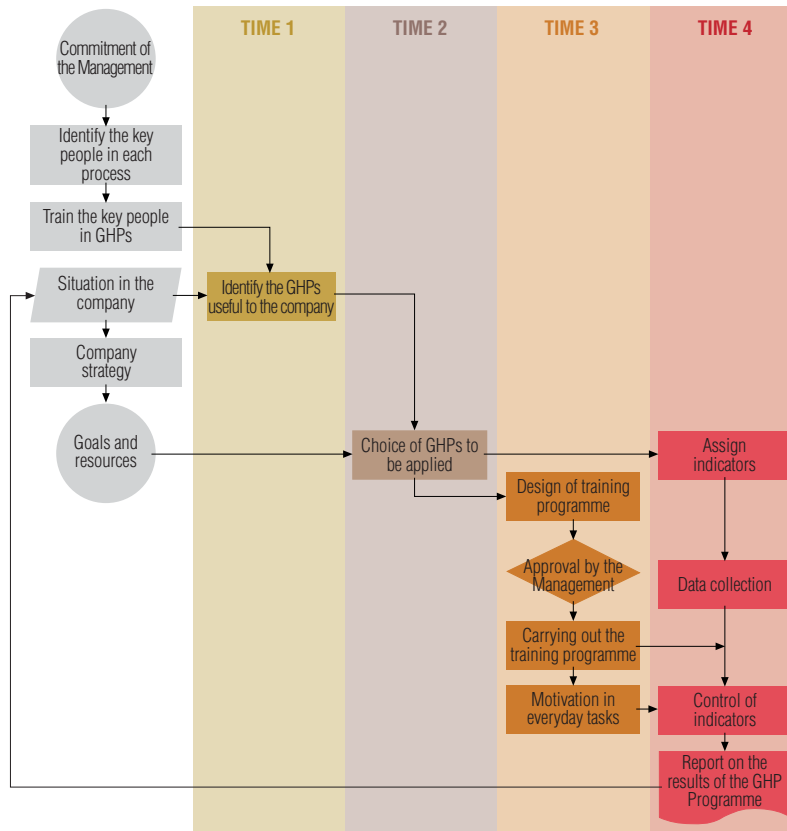


Basic strategy for applying a GHP programme (GHPP)



Agents

Companies

Of interest to ...

- Companies that wish to effectively manage their industrial activity with respect to the environment and base it on the active participation of the workers in achieving it.
- Particularly companies that are involved in, or aim to become involved in, an environmental management system based on the ISO 14001 or on the community system of eco-management and audit scheme (EMAS), to achieve the requirements of training.
- At the same time, it is a tool that is essential for companies that wish to create awareness amongst the company personnel about the environmental problem.

Expert

Should ...

- Be familiar with the operations and practices carried out in the industrial sector of the company to be analysed.
- Be a good communicator and trainer.
- Be knowledgeable about the GHPP methodology.

Environmental administration

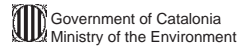
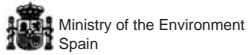
Participates in...

- Providing the methodology for the GHPP.
- Giving examples of GHPs to companies and providing training material for direct application or adaptation to the real situation of the company.

Mediterranean Action Plan

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Good housekeeping practices

programme design and application
in industry

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Good Housekeeping Practices (GHPs)

These are a set of personal and group habits of the people who make up an organisation that allows them to carry out correct environmental management that minimises the environmental impact of the activity.

The GHP Programme (GHPP)

Offers an easily applied, low financial cost methodology that, through training in good housekeeping practices, achieves a change of attitude and of work habits that lead to better environmental management in the company.

The Programme is focused on a specific action plan for each company, which is coherent with its current level of environmental awareness and the available means.

The main advantages of the GHPP are ...

It takes advantage of and adequately integrates the human resources within the company for environmental management.

It reduces the amount of waste flows generated.

It increases safety relative to environmental protection.

It reduces the costs of treating and eliminating waste flows.

STRATEGIES:

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Attending to the company characteristics, the GHPP may be implemented by adhering to one of the following strategies:

Basic strategy: a simple method for defining the programme by using intuition and common sense. Intended for small- and medium-sized companies, in which the complexity of the process is relatively low, the availability of the relevant information is centred on only a few people (the general manager and/or the production manager) and the organisational structure is not very complex.

Advanced strategy: a method that produces more accurate data based on a greater level of involvement. Intended for use by medium or large companies with fairly complex manufacturing processes, in which the information on production is shared between the different people responsible, and where a management system has already been implemented or is in the process of being implemented.

The choice between one strategy or the other, or the application of an intermediate option, should be made taking into consideration the size of the environmental ladder the company wishes to climb and the availability of means.

KEY ELEMENTS:

KEY ELEMENTS:

To guarantee the success of the programme, the following should be borne in mind:

The commitment of the Management: exercising its function as leader of the company, the management must guide and promote the efforts of all the personnel that make up the company towards a change in environmental culture so that the programme can be successful.

The proper choice of the GHPs to be implemented: the correct choice, in accordance with the needs of the company, and a realistic choice will allow for the success of the programme, giving it credibility in the eyes of the company personnel.

The adequate training of and communication with the personnel: the motivation and confidence of the company personnel in the programme is essential for its successful implementation. For this, the personnel must be trained and properly informed of the decisions and results of the implementation.

The participation of internal personnel who are familiar with the company's industrial reality: having experts who are aware of its reality will allow for a practical and achievable project.

The participation of external experts: who will contribute the required time and experience for its implementation, as well as an objective point of view and the technical and training resources required for preparing the training courses.

Stages of a GHPP

Time 1: Knowledge of the initial situation

Objective: To have knowledge of the industry with respect to the environment in all aspects (suppliers, processes, facilities, clients, workers, assets, neighbours and legislation) and identify which GHPs are useful based on the company's current situation.

How to achieve it? In the first place, through identifying:

- the environmental aspects that affect each area and,
- the level of awareness of the corresponding personnel.

Later, defining:

- the possible good housekeeping practices to be applied and,
- the benefits they offer.

In order to do this,

- the opinion of all those involved in the process must be taken into account.

Time 2: Choice of the GHPs

Objective: To choose from among all the identified GHPs, those that are most appropriate for applying to the GHP Programme, based on the specific conditions of the company: the awareness of the parties involved and the available resources.

How to achieve it? Choosing, in the first place, the GHPs that:

- offer practical and obvious results for the majority and that,
- are coherent with the objectives set and the resources available.

Time 3: Communication and Training

Objective: To design the training activities and offer training in the way that most effectively transmits knowledge of the GHPs that were chosen in time 2, to the personnel responsible for applying them.

How to achieve it? Drawing up contents and material of the training actions and of the communication that are:

- specifically for the information that you wish to transmit and,
- suitable for the group at which they are aimed.

Carrying out an evaluation of the training actions, by means of:

- a subjective evaluation of the trainer him/herself,
- a questionnaire for the target group to evaluate their opinion and level of understanding.

Time 4: Assessment of results

Objective: To verify the effectiveness and degree of acceptance of the planned GHP Programme and share the results with all those involved.

How to achieve it? Answering these questions from time to time:

- Have the investments foreseen been made?
- Were the training sessions and communication understood?
- Have you obtained the benefits you expected?
- Have the environmental indicators related to the GHP developed?

The assessment of the results obtained will help to:

- Set up new actions to improve the results
- Reinforce the training in some GHPs
- Continue the training with new GHPs
- Notify the personnel involved about the results