

Environmental Sustainability Course Outline



Environmental Management Systems (EMS) involve a set of processes and practices that enable an organisation to reduce its environmental impacts and increase its operating efficiency. A well-designed EMS can help an organisation address its regulatory demands in a systematic manner thereby reducing the risk of non-compliance. An EMS can also help address non-regulated issues such as pollution prevention, odour management, water usage and energy conservation.

In this one-day course participants will learn about EMS and how it can benefit their organisation. Through the use of a Case Study and information they bring about their own company participants will leave with a draft EMS for their organisation. It will include organisational Environmental Aspect and Impacts and Objectives and Targets for their organizations significant environmental impacts.

This one-day course will teach participants:

- Define what an Environmental Management System (EMS) is and the benefits of establishing one in your organisation.
- Understand 'greenwashing' and ways that their organisation can avoid 'greenwashing'.
- Know the six KPI areas as defined by the Eco-Management and Audit Scheme (EMAS).
- Know the steps necessary to develop an EMS.
- Be able to determine the Environmental Impacts and Aspects within an organisation.
- Understand and apply an Environmental Significance standard to organisational Environmental Impacts.
- Set Objectives and Targets for significant organisational environmental impacts.
- Explain the different types of audits and the levels of auditing available.
- Know the qualifications of auditors and the preparation that they need to conduct an audit.
- Understand the basics steps in an audit and how auditors gather information and evidence.
- Develop open-ended questions which will help in audit interviews.
- Understand the essential aspects of an audit checklist.
- Develop an audit checklist based on EMS procedures.
- Prepare for an audit.
- Use an Internal Audit Noncompliance and Corrective Action Report to record non-conformances.
- Understand the corrective action process and its importance in closing out non-conformances.
- Gain experience in conducting audit closing meeting.

Course Overview

You will spend this session getting to know the course objectives and you will have an opportunity to identify your personal learning objectives.

Environmental Management

This session will show participants what an EMS involves, considers three types of EMS's, and allows them to explore why companies develop their own EMS's.

Developing an EMS

Here, participants will be led through the step-by-step process for developing an organisational EMS.

Environmental Aspects and Impacts

Participants are shown in this session how to determine the environmental aspects and impacts of your organisation.

Environmental Significance

This session will allow participants to use an Environmental Significance Standard to continue to explore aspects of significance from the previous session.

Objectives and Targets

This session follows up on the previous ones and leads participants to determine reasonable Objectives and Targets for the aspects identified earlier.

Auditing

This session will discuss the different types of audits and will allow participants to examine the levels of auditing available.

Internal Audit

This session exposes learners to the qualifications of auditors and the preparation they need.

The Audit

This session teaches the basic steps in an audit and how auditors gather information and evidence. Participants will develop open-ended questions which help in audit interviews.

Audit Checklist

Here, learners are shown the essential aspects of a checklist and will develop an audit checklist based on EMS procedures.

Conducting an Audit

This session focuses on a case study that participants use to develop an audit checklist to prepare for an audit.

Noncompliance and Corrective Action

In this session, participants will use an Internal Audit Noncompliance and Corrective Action Report to record noncompliances from a mock audit. They will follow up with a brainstorm session for possible corrective actions.

Audit Closing

This session builds upon the prior one as participants will use the noncompliances recorded and role play an audit closing meeting.

Course Wrap-Up

At the end of the day, participants will have an opportunity to ask questions and fill out a personal action plan.

