
Overview

This standard is for those involved in the implementation, monitoring and maintenance of the company environmental system. It is not designed for environmental control practitioners.

You will be expected to show awareness, interpretation and the carrying out of personal responsibilities in relation to environmental requirements within the workplace and the company's approved policies and procedures. It includes personal responsibilities in relation to the workplace and in reducing the environmental impact on areas surrounding and/or affected by the workplace site activities.

Whether your company operates and is independently audited to known standards, or one that has been designed to meet your own company needs, it is now desirable to have a system in place that conforms to current legislation. Either will add value to your business, both in the attraction of new customers to the company and in your responsibility to the general environment.

There are two elements in this standard:

1. Carry out environmental policy procedures
2. Assist in the implementation of change to the environmental system

The main areas of environmental impact are outlined within the scope/range.

**Performance
criteria**

Carry out environmental policy procedures

- You must be able to:
- P1 carry out company environmental policy procedures to include risk assessment and health and safety
 - P2 ensure relevant environmental information that meets current legislation is available
 - P3 identify environmental issues and their causes
 - P4 ensure environmental hazard/incident equipment/materials are used correctly
 - P5 dispose of waste properly, complying with legislation and company policy
 - P6 report environmental issues to the appropriate person
 - P7 where applicable, monitor results of environmental audits
 - P8 ensure records are completed accurately and stored in the appropriate place

Assist in the implementation of change to the environmental system

- You must be able to:
- P9 interpret and apply relevant environmental policies to the print production department
 - P10 monitor the system to ensure its effectiveness
 - P11 maintain the system to ensure its effectiveness
 - P12 propose changes to the system to ensure compliance
 - P13 assist in the implementation of any changes
 - P14 monitor and maintain changes to the system
 - P15 review the effectiveness of the changes

Knowledge and understanding

You need to know and understand:

- K1 the legal requirements of environmental policies
- K2 the requirements of environmental laws and regulations
- K3 the repercussions of failure to comply with environmental law and/or other regulations
- K4 where to get information on environmental law/regulations pertinent to the printing industry
- K5 the environmental impact of print production
- K6 the environmental risks with print production
- K7 the kind of changes you can make to improve environmental performance
- K8 how good environmental practices assist the company's reputation
- K9 how good environmental practices improve the company's profitability
- K10 efficient use of resources
- K11 management of materials
- K12 how to communicate the company's environmental commitment to all stakeholders – both present and potential
- K13 safe use of equipment in environmental incidents
- K14 the procedures and practices for waste disposal
- K15 the reporting of incidents
- K16 monitoring of procedures
- K17 implementation of changes to plans and systems
- K18 best industry practice

Additional information

Scope / range:

- 1 Substrate/paper:
 - 1.1. Essentially chlorine free, totally chlorine free (ECF/TCF)
 - 1.2. Forest stewardship council (FSC)
- 2 Chemical reduction/substitution
- 3 Legislation compliance
- 4 Energy consumption:
 - 4.1. Efficient machinery
 - 4.2. Water consumption
- 5 Reduce and recycle waste
- 6 Material/consumable purchasing
- 7 Green office

PROPA11 SQA Unit Code (H7TT 04)

Comply with company environmental procedures



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