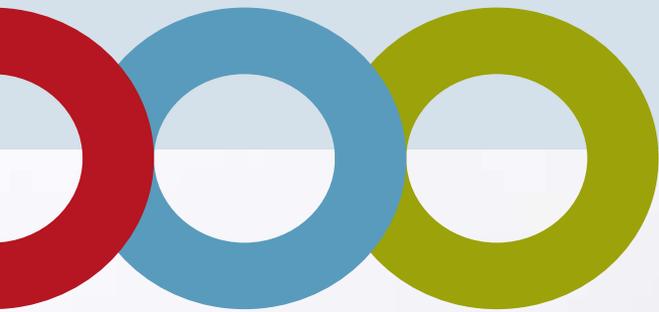


VISION ZERO

The 7 Golden Rules – To protect the environment and our future

A guide for industry, employers and managers





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Foreword

ZERO is the new normal: ZERO accidents, ZERO diseases, ZERO harm, ZERO impact, ZERO emissions – Vision Zero. This is the backdrop for a new and exciting collaboration between ENSHPO – the European Network of Safety and Health Professional Organizations – and the International Social Security Association (ISSA).

Following the big success of ISSA's Vision Zero Strategy and its 7 Golden Rules, ENSHPO came up with the idea of using the same structure as a management tool for industry, employers and managers, to reduce the impact of industrial activities on the environment.

This ENSHPO initiative is completely in line with ISSA's thinking, as speaking the same language and promoting diversity, reducing differences and tackling complexities when addressing leaders, stakeholders and, indeed, the population as a whole can only increase the chances of a successful outcome. Vision Zero is a strategic approach based on leadership behaviour and commitment that aims to promote the cooperation and participation of every worker and every individual. Vision Zero does not end at the company gate – instead, it must be an essential cornerstone of our lives and our behaviour in general.

We are firmly of the opinion that the Vision Zero concept should not be limited to the workplace – Vision Zero behaviour must start early – in kindergarten, school and university. Vision Zero is a model for improving public health – for example, by managing new risks stemming from coronaviruses. Consequently, Vision Zero is a strategy that can also be used to manage our environmental footprint. In the workplace, for instance, noise caused by loud machinery is regarded as a risk to workers – but in the outside world, it is also seen as having an impact on nature and society. Vision Zero is not an approach to be applied to one sector in isolation – it is a new mindset for governments and whole societies. With this new thinking in mind, the ISSA greatly appreciates the ENSHPO initiative.

This guide has been developed by a group of ENSHPO experts, to whom the ISSA offers its thanks. We would like to encourage all users, Vision Zero partners and stakeholders to submit their comments on this first edition of the Vision Zero Environmental Guide as this is a living document that will be updated on an ongoing basis, like any Vision Zero tool.

Helmut Ehnes

Chair of the Vision Zero Steering Committee of the ISSA Special Commission on Prevention

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Background

ENSHPO followed and supported ISSA's Vision Zero initiative since its big global launch in Singapore in 2017. ENSHPO members' feedback on Vision Zero, and especially on the 7 Golden Rules, was extraordinarily positive. The suggestion was made to apply the same concept to the environment, as many of ENSHPO's safety and health professionals are responsible for this area as well.

The Team behind the Vision Zero Environmental Guide

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Protecting the environment – Condition for any sustainable business

Taking environmental protection into account means employing sustainable and successful business practices. These include everything from the smallest day-to-day measures to broader aspects such as production processes, supply chains, investments and business development.

To assess sustainability in business, we must consider the impact of a company's daily activities on the environment, as actions taken anywhere in the world affect the entire planet to a greater or lesser degree.

The promotion and improvement of environmental protection in companies has a clear positive impact on the living conditions of citizens as well as on the working conditions of those companies' staff. It also offers significant gains in business efficiency and profitability. Firstly, all business activity draws on natural resources, and the depletion of these resources is likely to endanger not only economic growth, but also a company's very survival. Secondly, environmentally sensitive business policies improve a company's image and thus give it a competitive advantage over other companies.

Environmental protection and occupational risk prevention share common ground, since workers' health is often one of the first casualties of environmental damage caused by production activities. Environmental protection therefore favours a healthier environment for workers in all senses of the word.

While society shares responsibility for environmental protection, every company, every manager and every employee also has a role to play. Companies can help to meet national and international environmental targets, such as reduced CO₂ emissions, reduced waste generation and reduced energy consumption, by putting in place a range of measures such as sustainable business models, innovation in products and services, a participatory approach and an environmentally responsible working environment and culture.

About ENSPHO

ENSHPO is the European Network of Safety and Health Professional Organizations, which now also encompasses the field of environmental protection at work. ENSHPO was established in 2001 under the umbrella of the European Agency for Safety and Health at Work (EU-OSHA). Our scope of action is at European Union level, covering all EU member states. Our international make-up and participation in several international networks give us a unique perspective.

ENSHPO's Vision is to be the leading voice of Europe's environmental health and safety (EHS) professionals, promoting safety, health and environmental protection at work and engaging with decision-makers and regulators.

Our mission is clear: to provide reliable and relevant information to occupational safety and health (OSH) professionals, to work closely with EU regulators, and to foster cooperation between European health and safety organizations.

ENSHPO is open to everyone, because we know that it is only by joining forces and working together that we can achieve our goals.

How to use this guide

The Vision Zero Environmental Guide is based on leadership and commitment to implement the 7 Golden Rules. Each Golden Rule in this guide has a brief overview followed by a series of principles and supported by a simple checklist. In this way you can quickly measure which of the 7 Golden Rules already are implemented in your enterprise, where you have room for improvement or whether you need to take corrective action and introduce new measures that have not been used so far.

How to rate the 7 Golden Rules

- **No action required – Fully implemented**
- **Action required – Room for improvement**
- **Urgent action required – Not implemented**

7 GOLDEN RULES to protect the environment by sustainable management

1. Take leadership – demonstrate commitment
2. Identify hazards – control risks
3. Define targets – develop programmes
4. Ensure an environmentally sound system – be well-organized
5. Put in place environmentally friendly resources, production processes and supply chains
6. Improve qualifications – develop competence
7. Invest in people – motivate by participation

1 Take leadership – demonstrate commitment

Be a leader – wave the flag! Your conduct as a leader is decisive for the success or failure of safety and health in your company.

Every employer, every executive and every manager is responsible for environmental protection in their enterprise. The quality of leadership not only determines how environmental protection and awareness are practised in the enterprise, but also how attractive, successful and sustainable it will be. Leadership demands open communication and a clear management culture. Good leadership is exhibited, for example, by predictability, consistency and attentiveness.

Executives and managers are role models: they lead by example. They establish the rules, and they follow the rules. They make sure that everyone knows the rules and that they are followed. Violations of the rules need to be addressed immediately – look around!

Pointing out conditions harmful for the environment is to be rewarded. What managers do, tolerate and demand sets the standard for other employees.

How do things look in your enterprise?

1 The importance of environmental protection is known to everyone in my enterprise and we talk about it regularly.	Individual Rating	Overall Rating
We have clear rules for environmental protection.	○○○	
I make sure that every employee knows the rules.	○○○	○
I discuss environmental protection matters with my employees.	○○○	○
My employees always know who is responsible for environmental protection and in charge.	○○○	○
I solicit feedback from my employees to determine whether I live up to my function as a role model.	○○○	
2 I demonstrate that I care for the environment, set the standards and serve as a role model for my employees and managers.	Individual Rating	Overall Rating
I am responsible for the environment awareness of my employees. I am aware of this and accept this responsibility.	○○○	
I have established and communicated environmental protection objectives in my company (mission statement, principles).	○○○	
Environmental protection takes precedence for me – in case of doubt, I say “stop”.	○○○	○
Environmental protection is always on the agenda in all meetings at my enterprise, prioritized alongside safety, health and wellbeing.	○○○	○
I am aware that I serve as a role model. I follow the rules and always consider the environmental impact of my decisions. When I detect environmental risks, I intervene immediately and talk to the person(s) involved.	○○○	○
I improve my competencies in environmental protection and take up training opportunities.	○○○	
3 I act consistently and demonstrate the importance of protecting the environment.	Individual Rating	Overall Rating
Before anyone in my enterprise assumes management responsibilities, he or she attends an environmental protection leadership seminar.	○○○	
My managers know how important environmental protection in my company is to me. Rules are followed equally by all employees and managers.	○○○	○
I praise correct action and consistently address misconduct. I do not tolerate disorder or negligence in the workplace.	○○○	○
I emphasize the importance the company places on environmental protection to contractors, companies we work with, suppliers and customers.	○○○	○
4 I invest in environmental protection in my company.	Individual Rating	Overall Rating
My employees have sufficient time to do their work carefully and with respect for the environment.	○○○	
My employees know it is their right and duty to stop work if it cannot be done with respect for the environment.	○○○	○
I and all my managers regularly verify that our work practices take environmental protection into account, for example in the course of environmental inspections, environmental audits and cross-audits. We follow the principle of dual control.	○○○	○
I make sure that adequate means and a financial budget are provided for environmental protection in the workplace.	○○○	○

2 Identify hazards – control risks

Risk assessment serves as the essential tool for the timely and systematic identification of hazards and risks and to implement preventive actions. Environmental incidents and near misses should also be evaluated.

An environmental risk assessment is your basic tool for assessing the likelihood of your activities causing harm to the environment. The process includes describing potential hazards and impact so that precautions can be taken to reduce the risks.

An effective risk assessment should start by considering incidents that have occurred to date. A baseline must be established and, through a process of proactive risk assessment reviews, deviations from the expected environmental performance of an operation or activity should also be evaluated, considering, for example, water pollution or energy consumption.

When performing the risk assessment, you should consider any impact within the company as well as the external impact on the community. Evaluating environmental incidents, accidents and near misses and assessing their real or potential consequences is key to identifying areas for improvement.

Properly done, a systematic risk assessment is an ideal way of providing practical instruction to employees in your enterprise and of promoting and consolidating an environmental culture.

How do things look in your enterprise?

1 I make sure that a thorough risk assessment is prepared, documented and updated at regular intervals.	Individual Rating	Overall Rating
We have evaluated which environmental aspects should be analysed.	○○○	
We have established the basic approach for assessing environmental hazards, namely: 1. Identifying hazards and possible sources of harm. 2. Quantifying the consequences and describing the harm they might cause. 3. Evaluating the risk of occurrence and identifying precautions. 4. Recording the results of the assessment. 5. Implementing mitigation measures. 6. Reviewing the assessment at regular intervals.	○○○	○
Our environmental risk assessment encompasses all applicable impact from: 1. Raw materials handling. 2. Emissions (quality and quantity). 3. Soil pollution (quality and quantity). 4. Effluents (quality and quantity). 5. Waste generation, including levels of recycling and reuse. 6. Energy consumption. 7. Transportation.	○○○	○○○
Risk assessments are updated at regular intervals.	○○○	
2 We have an effective monitoring and recording system in place to protect the environment from the impact of our business.	Individual Rating	Overall Rating
Managers are informed immediately of all environmental accidents, near misses and critical incidents in the enterprise, and of any impact on employees or the environment.	○○○	
Environmental accidents, near misses and critical incidents are reported, recorded statistically and investigated to determine the potential for improvements.	○○○	○
Their causes are investigated in order to implement preventive measures.	○○○	○
Statistics and documents related to environmental investigations are kept to enable the identification of trends and focal points.	○○○	○
The risk assessment reports are regularly updated.	○○○	
3 We use information gained from the risk assessment and from the investigation of an incident to make improvements.	Individual Rating	Overall Rating
The results of the risk assessment are used to improve the company's environmental conditions and quality of work.	○○○	○
Training and job-related instructions incorporate the findings of the risk assessment.	○○○	○○○

3 Define targets – develop programmes

Success in environmental protection requires clear goals and concrete steps for implementation, which should be established in a programme.

Success in terms of the company's sustainability and level of environmental protection requires clear goals. Quantitative data and records will help to guide managers and employees in the right direction. A specific programme of concrete steps should be established and consolidated in an integrated management system.

Environmental protection has many facets. Environmental aspects should be measured, and the data collected will highlight priorities on which the company must focus and establish targets, which it should then strive to implement over the medium or longer term. Priorities must be based on measurable goals.

There are several options for a goal-oriented approach: Either you set a goal to continuously reduce your company's load, mainly in terms of critical items, or you establish general themes to focus on – such as a reduction of CO₂ or waste or an increased level of recycling. Once your employees recognize and buy into the company's commitment to the environment and sustainable operations, success will not be long in coming. You should also monitor, report and communicate regularly about the achievement of goals within the company.

How do things look in your enterprise?

1 The company owner has taken responsibility for setting up an environmental protection programme to reduce the company's environmental footprint.	Individual Rating	Overall Rating
<p>Our activities' objectives have been defined to reduce their environmental impact on, for example:</p> <ul style="list-style-type: none"> • air; • water; • soil; • rock; • animal/plant life; <p>and through avoiding and reducing waste.</p>		
<p>There is a comprehensive programme in place to monitor the areas identified.</p>		
<p>A strategic programme for continuous improvement has been established with a view to constantly setting more challenging goals in the field of environmental protection, for example by:</p> <ul style="list-style-type: none"> • making goals measurable; • developing an action plan that includes preventive and corrective measures; • defining responsibilities and deadlines; • ensuring that all employees are informed of and buy into programme activities; • reviewing and updating the programme periodically; • evaluating the effectiveness of environmental policies in the company (using management audits, reporting assessments, etc.). 		
<p>The company owner helps to make sure that all environmental protection objectives are implemented by:</p> <ul style="list-style-type: none"> • communicating effectively with all parties involved; • ensuring employees and their families feel integrated; • implementing corrective measures where required; • establishing meetings with an environmental expert. 		

2 I care for my employees and ensure their engagement, ownership and commitment.	Individual Rating	Overall Rating
<p>I ensure my employees understand the company's goals, including its environmental goals.</p>		
<p>I help to foster a positive attitude among employees towards environmental programmes.</p>		
<p>I acknowledge and appreciate the voluntary participation of employees in meetings on the subject of environmental protection.</p>		
<p>I listen to my employees' ideas for improving environmental protection at work.</p>		
<p>I motivate my employees to cease any work that may pose a threat to people or the environment.</p>		

4 Ensure an environmentally sound system – be well-organized

A systematic focus on environmental hazards in your enterprise is a good idea and it pays off.

With a well-organized focus on the company's environmental impact, you can much more easily keep a close eye on the hazards and work proactively to reduce them. Being well-organized includes appointing competent employees with knowledge of the environment and environmental impact to act as role models, assist with the effective control of environmental hazards and support the implementation of improvement measures.

Those who want to do more should implement an environmental management system that allows for continuous improvement. It is advisable that the management system integrates both environmental and health and safety aspects.

Once everything is in place, a voluntary audit can confirm the organization's approach to its environmental targets.

How do things look in your enterprise?

1 Structure, responsibilities, competencies, procedures and processes – my enterprise is well-organized regarding its environmental impact.	Individual Rating	Overall Rating
I have an organigram for environmental competencies and responsibilities.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
I have described and established the tasks, responsibilities and competencies of managers – including in the environmental area – and assigned them in writing.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
We have access to experts on environmental matters. They support and advise me and all managers. In the organizational structure, they report to me directly.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I have established who reports to whom and how. This also encompasses environmental aspects in the enterprise.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I make sure that risk assessments and job-related instructions are always kept up to date, and that my employees are informed and instructed regularly.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Worker representatives are appointed for environmental issues and receive training and continuing education.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

2 The company's impact on the environment is an important factor when filling management positions.	Individual Rating	Overall Rating
In my enterprise, consistently observing and implementing the environmental rules is a requirement for becoming a manager.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
Before I appoint a new manager, the person in question attends a training course for managers on the topic of environmental impact and hazards at work.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I have established the practice of managers holding brief environment-related meetings with their employees before the start of work.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
My managers conduct regular environmental inspections in their area of responsibility.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I regularly talk to my managers about their environmental responsibilities and review whether they meet the requirements.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

3 The organization of environmental protection in my enterprise meets the legal requirements as a minimum.	Individual Rating	Overall Rating
I review all areas at regular intervals to determine whether the appropriate organizational requirements are met.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
I personally attend seminars for entrepreneurs or top managers.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
My environmental experts are involved and consulted in all decisions related to environmental aspects.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I have established an environmental committee in which we regularly discuss our environmental goals and plan the promotion of environmental protection in my enterprise.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I personally head the environmental committee.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
In addition to the managers, employee representatives, environment representatives and experts also attend the meetings, which are held at least quarterly.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
We are prepared for emergencies through regular environmental emergency exercises based on my emergency plan.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I verify the level of environmental protection at companies I work with.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I have already set up an environmental management system for our enterprise and proven its functioning by means of an external audit. The corresponding certificate is available.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
We are working to integrate environmental and health and safety aspects in an integrated management system.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

5 Put in place environmentally friendly resources, production processes and supply

People are not the only variable when it comes to a company's level of environmental protection. Resources, raw materials, production technology, production processes and supply chains also have a significant impact. It is therefore essential to turn towards environmentally friendly technologies, materials and energy sources.

To determine your company's environmental footprint, it is necessary to consider how its activities, products and services affect the environment. When seeking to identify environmental impact, you will need to consider the use of non-renewable materials and harmful substances, emissions into the air and water, water consumption, land contamination, waste generation, energy use and product transportation.

Furthermore, the nature and condition of all machinery, equipment, buildings and other premises have an impact on the environment as well. By identifying and assessing environmental aspects, it is possible to:

- ensure that this impact is controlled across the different areas of the company;
- establish objectives, at least in the most significant areas;
- define the guidelines for action in emergency situations that might have an environmental impact.

How do things look in your enterprise?

1 I ensure that environmental standards are met in the design, procurement and construction of new machinery and equipment and in the layout of workplaces..	Individual Rating	Overall Rating
I have established procurement processes that consider the environmental performance of any new equipment and meet the applicable environmental requirements.	○○○	
I make sure that environmental risk assessments are taken into account in procurement.	○○○	
I only purchase machinery, equipment and services if the supplier is able to provide an operating manual that makes reference to environmental aspects (such as waste production, spillage avoidance, emissions, etc.).	○○○	○○
I ensure that my environmental experts are involved in the implementation of new projects.	○○○	○
I make sure that any machinery and equipment purchased complies with the applicable rules and standards and, if possible, carries an environmental certification mark from an independent certification body.	○○○	
2 In my company, environmental issues are considered in day-to-day operations: devices for environmental monitoring and control work reliably and are used.	Individual Rating	Overall Rating
I make sure that environmental technology is in place and regularly reviewed.	○○○	
I take care that the information contained in the manufacturer's operating manual is incorporated in day-to-day job-related instructions and used for the training and regular instruction of my employees.	○○○	○
I ensure periodic inspections of our equipment's environmental performance are carried out by responsible persons.	○○○	○○
My company has equipment maintenance procedures in place, including servicing, calibration, testing and monitoring.	○○○	○
The environmental impact of emergencies or equipment malfunctions are considered, including how water for firefighting is managed.	○○○	
3 I ensure that our facilities, machinery and equipment do not pose any environmental risks or health hazards to employees or local inhabitants.	Individual Rating	Overall Rating
I make sure that company facilities, machinery and equipment are maintained periodically and checked to identify any potential environmental and/or health impact.	○○○	○
Where applicable, the following aspects – among others – are considered: <ul style="list-style-type: none"> • noise; • dust; • bio risk; • emissions; • risk from special measuring instruments (e.g. with nuclear parts). 	○○○	○○○

6 Improve qualifications – develop competence

Invest in the training and skills of your employees, and make sure that the required knowledge is available in every workplace.

After an environmental incident or contamination, one often asks: How could this happen? Since environmental protection is a common goal, it is all the more important to systematically deploy well-qualified and trained people in the workplace. It is a responsibility of senior management to make sure that there is a detailed description of the qualification requirements for every position in your enterprise, including requirements for environmental protection, and that all workers are able to perform their given duties.

Environmental protection is a global issue and requires constant action, as workplaces are constantly changing. The half-life of knowledge is growing shorter and shorter, and the skills of workers need to be refreshed at regular intervals. More than ever, providing training and continuing education is a must, while leadership and management skills also need to be learned.

How do things look in your enterprise?

1 We know what qualifications and competencies we need to protect the environment in our business and to avoid pollution.	Individual Rating	Overall Rating
I regularly determine the existing qualifications requirements in my company's workplaces.		
When new employees are hired, these requirements are systematically reviewed. I prepare a training plan for new employees.		
I also make sure that employees who are leaving document their knowledge and pass it on to their successors, for example by means of overlapping training.		
I analyse the possibilities and offer continuing education and additional qualifications to my employees.		
2 I invest in the systematic training and continuing education of my employees and also support their personal further development.	Individual Rating	Overall Rating
We regularly determine the need for training and continuing education, for example in the course of employee review meetings, and prepare a plan for the medium term.		
I utilize the training and continuing education offers of universities, technical schools, government authorities and accident insurance providers, and regularly send employees to training courses.		
I also use the continuing education opportunities provided by manufacturers, suppliers, associations and professional certification bodies, and I use new media (such as e-learning) to keep updated.		
I pay attention to the quality of continuing education measures and make a point of ensuring they contain practical elements as well.		
3 I put the expanded or new competencies of my employees to use and assign them suitable new responsibilities.	Individual Rating	Overall Rating
After continuing education seminars, I talk to my employees and ask about new insights and ideas.		
I make it possible for employees who complete continuing education to also share their insights with colleagues.		
I am convinced that continuous education is necessary for maintaining a high level of environmental protection in the company.		
4 Knowledge leads to greater attention to the environment – which is why I place a high value on practical, comprehensible training for employees.	Individual Rating	Overall Rating
Training is geared towards the participants, taking the form of a discussion rather than frontal teaching. Related training for managers is available.		
We take our staff's differing levels of knowledge and language skills into account when it comes to training.		
I verify that employees have understood the subject matter of any training provided. Job-related instructions, training and continuing education measures are documented.		

7 Invest in people – motivate by participation

Motivate your staff by involving your employees in all environmental matters. This investment pays off! Your employees will become your environmental ambassadors!

Motivating your employees to act in an environmentally appropriate manner is one of your most important leadership responsibilities. Enterprises that show appreciation for their employees and actively involve them in environmental matters are tapping into important potential: their knowledge, abilities and ideas.

When employees are consulted, for example while conducting a risk assessment or developing operating instructions, they show greater willingness to follow the rules. Motivation is promoted through regular interactive events or awareness days where environmental consciousness can be “lived” or “experienced”, even together with employees’ families.

It costs nothing to praise employees for environmentally sound behaviour, ask them about their ideas and express interest in difficult work tasks – or indeed to address actions that caused environmental harm or near misses without delay. This can shape the personal attitude of employees and motivate them to work in an environmentally conscious manner, with awareness and, above all, confidence.

The goal is for everyone to look after their colleagues, themselves and their environment – “one for all – all for one”!

How do things look in your enterprise?

1 I demonstrate my personal appreciation to the employees. I also expect this from all managers and senior staff.	Individual Rating	Overall Rating
I involve my employees in decisions related to environmental protection in the enterprise.		
I praise employees for environmental consciousness and address inappropriate behaviour towards the environment immediately.		
I am approachable for my employees and show my presence in the enterprise.		
I take information, reports about environmental damage and employees' ideas seriously, make sure solutions are found and provide feedback in a timely manner.		
2 I use the topic of environmental protection at work to establish and further develop a positive company culture.	Individual Rating	Overall Rating
We maintain a company culture that is based on trust, respect and cooperation.		
Problems are openly addressed in my enterprise. Everyone has the right and duty to say "stop" in the event of working conditions that are causing harm to the environment.		
I make an effort to ensure that employees and their families know they are working in a company that takes environmental protection seriously.		
The employees in my enterprise look out for each other.		
I not only invite my employees but also their families and our customers and partners to "green" events or environmental awareness days.		
3 In our enterprise, we have established structures that promote employee participation and motivation.	Individual Rating	Overall Rating
I reward good performance and environmentally sound work practices by employees and managers with financial or intangible incentives.		
I motivate my employees to contribute their ideas about environmental protection, for example with a suggestion box, bulletin board or via the Intranet.		
In doing so, I also use the platforms of national and international environmental initiatives, campaigns, prizes and awards, where I submit my employees' best ideas.		
I motivate my employees to openly report environmental near misses and reward such reports.		
I demand environmentally conscious behaviour as a fundamental requirement for a career in my enterprise.		
Employees are informed of unavoidable environmental damage and familiarized with the required preventive measures.		

Annex - Key concepts & definitions

Environmental Aspect

An environmental aspect is an element of an organization's activities, products or services that interacts or can interact with the environment.

The following are examples of environmental aspects, most of which can be monitored and controlled:

- air emissions;
- effluent discharge;
- waste generated;
- soil contamination;
- use of resources (e.g. water, fuel and natural resources);
- product design (need to improve environmental performance or extend product life);
- packaging (need to minimize the use of material resources and energy);
- performance of partner organizations, on-site contractors and suppliers of goods and materials;
- land use (need to improve biodiversity and wildlife habitats on site).

Environmental Impact

Once an environmental aspect and the cause of that aspect have been identified, the next step is to identify the potential impact it may have on the environment and/or human health. Environmental impact includes any change to the environment, whether adverse or beneficial, that wholly or partially results from one or more of an organization's environmental aspects.

The principal types of impact are:

- those associated with inputs (e.g. extracted resources used in the form of raw materials and energy), which may include land degradation and the depletion of natural resources;
- those associated with outputs (e.g. air emissions, liquid effluents and solid waste) that may cause pollution;
- those associated with on-site activities and processes (e.g. storage, cleaning, assembly and packaging), which can also cause pollution or lead to the depletion of natural resources.

Environmental Risk Assessment

An environmental risk assessment is a tool to assess a business's likelihood of causing harm to the environment. It involves describing hazards and their potential impact before outlining precautionary measures to be taken to reduce the risks.

An environmental risk assessment uses similar techniques to the health and safety risk assessment, which is already a well-used business tool.

There are five steps to carrying out an environmental risk assessment:

1. Identifying any environmental hazards and possible sources of harm.
2. Describing the harm they might cause.
3. Evaluating the risk of occurrence and identifying precautions.
4. Recording the results of the assessment and implementing precautionary measures.
5. Reviewing the assessment at regular intervals.

An environmental risk assessment should consider the following topics:

- waste storage and disposal (e.g. making sure that proper containers are used, and are located away from drains and watercourses);
- emissions (e.g. dust and any other substance released into the air);
- storage, use and disposal of hazardous substances;
- liquid waste drainage and disposal;
- soil contamination;
- raw materials (e.g. potentially toxic metals);
- packaging;
- the transportation of manufactured products

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