

RESPONSIBLE PRODUCTION GUIDANCE AND TOOLKIT

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Introduction to the Responsible Production Guidance and Toolkit

GENERAL INTRODUCTION

There is a critical need today for the adaptation of existing management tools into a simple, **integrated guidance on safer production and safer chemicals handling**, specially addressed to suppliers and users in **Small and Medium Sized Enterprises (SMEs)**.

Any industry or activity that involves chemicals poses a risk to workers, to the public and to the environment in the event of an accident. One therefore must have in place the means to understand, prevent, prepare and respond to such accidents, and to guarantee the safety of both workers and the wider community. **To achieve this, the whole value chain must be addressed and engaged, and risk information must be made available to business partners, end customers and affected communities.** Efforts to foster the safe use of chemicals cannot stop at the company door, but must be part of a **wider approach to chemical product stewardship¹ along the value chain² and in the community.** This leads companies into the field of **Corporate Social Responsibility (CSR)**, where **community outreach and the establishing of partnerships is paramount.**

In many developing countries, SMEs form the backbone of the industrial sectors where hazardous chemicals are manufactured, transported, repackaged and used. Unsafe manufacturing and handling operations in SMEs have serious environmental and health consequences. To set up effective internal safety management approaches and to start a dialogue and ongoing communication with workers and nearby communities, SMEs need to be involved in initiatives involving other stakeholders, including larger companies, aimed at **fostering chemical safety management and chemical risk information up and down the value chain.**

WHY USE THIS GUIDANCE?

Use the Guidance to support:

- identifying and understanding the hazards and risks related to the company products and operations
- identifying opportunities for reducing risk and costs
- engaging with business partners and communities to improve safety and preparedness for accidents with chemical products
- promoting risk communication and product risk information along the value chain;
- training workers and business partners in chemical safety
- improving procurement systems to include chemical safety management
- measuring and communicating performance

1 Chemical product stewardship is the practice of making health, safety and environmental protection an integral part of the life cycle of chemical products (ICCA Product Stewardship Guidelines, 2007)

2 The chemical industry value-chain is composed of importer/suppliers, contractors, producers, transporters, end customers, and other relevant business partners. It also includes other stakeholders such as local communities and authorities who are affected by or affect the value-chain.

Introduction to the Responsible Production Guidance and Toolkit

WHO SHOULD USE THIS GUIDANCE?³

The **Responsible Production Guidance and Toolkit** is intended for managers and safety officers. It aims to help them address the hazards and risks related to the manufacturing, processing and handling of chemical substances in their operations.

This Guidance builds on the work of international development agencies and institutions, industry associations, and inter-agency initiatives, in the promotion of chemical safety management and emergency preparedness in Small and Medium Sized Enterprises in the chemical and mining sectors. It also integrates approaches from leading CSR initiatives, tailored to the needs of SMEs. It intends to help safety officers and managers not only address chemical hazards at site, but also to promote chemical safety within business partners and clients, through fostering risk communication and chemical safety information along the value-chain.

Though the role of managers and safety officers is emphasized throughout this document, many of the best practice approaches and assessment tools can be used by local authorities and government officials in their planning and inspection activities. The role played by managers (particularly senior managers) in influencing safety is critical to achieving the required result. Safety officers are employees with a specific role (advising on safety), however they are not responsible for safety. Safety is achieved by the combined efforts of all employees at all levels.

Other stakeholders share similar aims in fostering chemical safety in the industry: other businesses, local authorities and government officials with responsibilities in protecting the public and the environment from impacts related to mishandling of hazardous chemicals. These stakeholders might include, for example, safety inspectors, civil protection officers and fire inspectors. Ultimately safety is the responsibility of the site operator.

3 This document has a generic approach. It provides the basis for further country and sector specific adaptation, taking into account the needs of the SMEs which will be applying the proposed approach. While some companies will find it easy to apply directly the Tools herein for managing their chemical hazards, others will require expert support for the adaptation of the Tools to their specific situation and sector, as well as to company culture.

Other Businesses

Some of the companies you are doing business with will have systems in place to support risk identification, management planning, and emergency response. They will want to ensure that the principles to which they are committed and the policies they use direct their day to day working procedures. Naturally, such companies wish to strictly observe procedures and will not tolerate compromise with other organisations up and down their value chain.

Companies may find it difficult to call for the smaller organisations with which they do business to comply with the sophisticated systems and procedures that they require of themselves. At the same time they want to know if these small organisations are operating in a way that presents undue risk. This Guidance provides a basis for businesses to develop confidence in the operations of the smaller organisations with which they have relationships.

This guidance can provide the criteria against which small organisations can self declare their performance to larger organisations during tender and review processes. It can also provide the criteria that larger businesses can use for second party checks of the performance of smaller organisations.

Local Authorities and Government Officers

The concerns and requirements of local authorities and Government Officers should be considered throughout. Local authorities and Government Officers should be a source of information, expertise, and constructive input. Plans and outputs can be reviewed by local authorities and Government Officers to better understand and develop appropriate responses to significant issues.

Local authorities and Government Officers can also play a role in collaborating with other businesses, whether in the area, or at a regional and national level.

Introduction to the Responsible Production Guidance and Toolkit

HOW TO USE THE GUIDANCE AND ITS TOOLS?

The Guidance and Toolkit includes five sections:

1. Identify Responsible Production Issues
2. Get the right people involved
3. Develop your plan
4. Put the plan into practice, Train and Communicate
5. Evaluate how well you did

Together, these sections provide a systems approach to managing the risks and impacts associated with chemical hazards. The system is not meant to be a stand alone system. It is meant to be integrated with your existing management practices and systems.

Each section in the Guidance includes a number of tools that, when used together, will allow you to effectively manage risks and impacts associated with chemical hazards.

We might more simply describe these sections of the Guidance as follows.

The first section regards **understanding** what it is you have to manage. This means that you have to identify the issues that are most important or material to your performance and success, and understand them as fully or completely as possible.

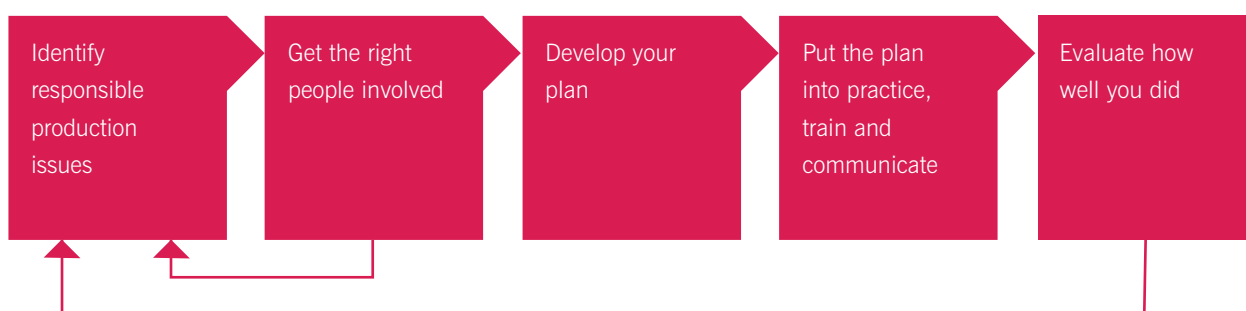
The second section is also about making sure that your **understanding** is as **complete** as possible. The key message here is that you will not be able to develop this understanding unless you engage with the right people: all stakeholders concerned and/or potentially exposed to the chemical hazards related to your products and activities. You have to be inclusive. You have to understand the issues and concerns of the people who will be affected by your products, actions and decisions or whose own actions and decisions can affect your organisation and its performance.

The next two sections regard how you **respond** to this understanding. Your success as an organisation will depend on giving the right response to your stakeholders concerns on your chemical risk and hazards. These will include the concerns of your workers, business partners, customers, the end users of your products, the authorities and communities. So based on the understanding you have gained by applying the tools in the first two sections you will now be in a position to develop the best possible response – taking into account where you are as an organisation and what it will take to improve your performance on chemical safety issues. Section three is about **planning** for success. Section four is about **doing it**.

The last section, section five, regards **improvement** and **transparency**. The world does not stand still. Every successful organisation is constantly looking for ways to do better. The best way to do this is to **check** and see how well you have done, to compare your performance with benchmarks for best practice, and then to make changes that will improve your performance.

Best practice in this area also includes being **transparent** about what you have achieved and what you are planning for the future. In fact, this transparency links back to section two. Involving others is not a one way street. If you have involved stakeholders in helping to identify issues and plan responses, they will be expecting you to let them know how you fared. If you don't let them know how you did they will be less inclined to engage with you in the future. And if they do not engage, you will be less likely to have the information and understanding you need to succeed as an organisation.

The following model shows how each section builds upon the previous in a systematic way.



This model will become clearer as you explore the content of each section. Each section addresses the following questions:

- A. **What** is it that we have to do?
- B. **Why** do we have to do it?
- C. **When** should we do it?
- D. **How** should we do it?

The tools themselves are the heart of this document. They are first introduced in the section on how to do it (Section D). They have been designed to be as simple to use as possible. They have drawn on best practice so that they have the best chance possible to be recognised and accepted by the people with which you do business.

Introduction to the Responsible Production Guidance and Toolkit

Tools are organized in a sequence. They are divided into basic tools and advanced tools. The basic tools should all be used to ensure **responsible production**. The advanced tools provide additional guidance for companies who are looking to advance and improve.

You will find in the next page a map of the tools provided in this guidance, showing how they are interlinked and build upon each other.

Last but not least, each section includes references to additional information and further reading. Many of the references have been used as source material. Others provide an insight into more advanced and sophisticated approaches.

A training package has been developed based on this guidance. The best way to get started is to go through the training and appoint somebody with the responsibility of using the **Guidance and Toolkit**.

We wish you every success with responsible production.

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https://www.yunbaogao.cn/report/index/report?reportId=5_10493

