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Document name: Procedure for ensuring knowledge and awareness of the environmental impact		
Issued by: Jenny Lilliehöök, Environmental Coordinator		
Approved by: Cynthia de Wit, Chair		

Procedure for ensuring knowledge and awareness of environmental impact

Purpose

The procedure should ensure that the employees of Stockholm University have knowledge of how their work impacts the environment and what they should do to minimise this environmental impact. Furthermore, the procedure should ensure that people who work under the authority of the University are aware of the significance of complying with the University's environmental policy and environmental procedures.

Scope

The procedure covers employees at Stockholm University.

Responsibility

The environmental coordinator and environmental organisers are responsible for identifying and monitoring the employees' need for knowledge concerning environmental management. They are also responsible for preparing a proposed plan for knowledge and awareness of environmental impact. The Environmental Council adopts the plan.

The Head of Department/manager is responsible for ensuring that employees receive information concerning their obligation to obtain knowledge on how their work impacts the environment and what they should do to minimise this environmental impact.

Employees are responsible for assimilating knowledge on their work's environmental impact and on their work method to minimise impact on the environment.

Principals within the University are responsible for raising awareness for people who work under the authority of the University regarding the importance of complying with Stockholm University's environmental policy and environmental procedures.

Implementation

Employees with tasks that can cause a significant environmental impact are given appropriate practical and/or theoretical training on environmental management.

There should be knowledge and awareness of the following areas:

- the University's environmental policy
- the University's environmental targets and action plan
- the University's significant indirect and direct environmental aspects
- relevant environmental legislation and other requirements within the area
- requirements in statutes and other requirements for chemical handling
- the imposition of environmental requirements during procurement and purchasing
- the University's environmental procedures and instructions
- planning, implementation and reporting during internal environmental audits



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- the University's travel policy and procedure for environmental adaptation of business travel
- appropriate conduct during emergencies and environmental risks

Knowledge requirements for roles and functions within environmental management are specified in Appendix 1.

Information/training on the University's environmental management system, environmental impact and what the employees should do to minimise their environmental impact in their work is provided on the Environmental web, www.su.se/miljo.

The environmental coordinator and environmental organisers identify conducted training and knowledge requirements once per year in connection with monitoring of the environmental management. Thereafter they prepare an annual plan together for knowledge dissemination and awareness of the environmental impact, which is adopted by the Environmental council. The monitoring is compiled in a report on conducted training and knowledge requirements. The report comprises a reporting document.

Reporting document

This constitutes a plan for knowledge dissemination and awareness of environmental impact, and an annual report of conducted training and knowledge requirements within environmental management.



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Appendix 1 – Knowledge requirements for certain roles and functions within environmental management

The University management (Vice-Chancellor, Pro Vice-Chancellor, Deputy Vice-Chancellor, Director of Administration) should have knowledge of:

- the University's environmental policy
- the University's environmental targets and action plan
- the University's significant indirect and direct environmental aspects
- relevant environmental legislation and other requirements within the area
- the University's environmental procedures and instructions
- environmental risks during emergencies and accidents
- the University's environmental performance

The Environmental council (equivalent) should have knowledge of:

- the University's environmental policy
- the University's environmental targets and action plan
- the University's significant indirect and direct environmental aspects
- relevant environmental legislation and other requirements within the area
- the University's environmental procedures and instructions, where relevant
- environmental risks during emergencies and accidents
- the University's environmental performance

The Head of Department (equivalent) should have knowledge of:

- the University's environmental policy
- the University's environmental targets and action plan
- relevant environmental legislation and other requirements within the area
- the imposition of environmental requirements during procurement and purchasing
- the University's environmental procedures and instructions, where relevant
- the University's travel policy
- appropriate conduct during emergencies and the University's environmental risks
- the environmental performance of the department (equivalent)

The Environmental coordinator should have knowledge of:

- the University's environmental policy
- the University's environmental targets and action plan
- the University's significant indirect and direct environmental aspects
- relevant environmental legislation and other requirements within the area
- the University's environmental procedures and instructions, where relevant
- the University's travel policy and procedure for environmental adaptation of business travel
- environmental risks during emergencies and accidents
- the University's environmental performance
- internal environmental audit and requirements in ISO 14001 and EMAS



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The Environmental organiser should have knowledge of:

- the University's environmental policy
- the University's environmental targets and action plan
- the University's significant indirect and direct environmental aspects
- relevant environmental legislation and other requirements within the area
- the University's environmental procedures and instructions, where relevant
- the University's travel policy and procedure for environmental adaptation of business travel
- environmental risks during emergencies and accidents
- the University's environmental performance

The Environmental representatives should have knowledge of:

- the University's environmental targets and action plan
- the University's significant indirect and direct environmental aspects
- relevant environmental legislation and other requirements within the area
- the University's environmental procedures and instructions, where relevant
- planning of internal environmental audits
- the University's travel policy and procedure for environmental adaptation of business travel
- appropriate conduct during emergencies and the University's environmental risks
- the environmental performance of the department (equivalent)

Purchasers should have knowledge of:

- the University's environmental policy
- the University's significant indirect and direct environmental aspects
- relevant environmental legislation and other requirements within the area
- the imposition of environmental requirements during procurement and purchasing

Travel purchasers should have knowledge of:

- the University's environmental policy
- the University's travel policy
- procedures for environmental adaptation of business travel

Laboratory personnel should have knowledge of:

- procedures for handling chemicals
- waste procedures
- procedures for emission of chemical residue in outlets
- appropriate conduct during emergencies and the University's environmental risks
- relevant laws and other requirements related to environmental risks

Internal environmental auditors should have knowledge of:

- the University's environmental policy
- the University's environmental targets and action plan
- the University's significant indirect and direct environmental aspects



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- relevant environmental legislation and other requirements within the area
- the University's environmental procedures and instructions
- the University's travel policy and procedure for environmental adaptation of business travel
- environmental risks during emergencies and accidents
- the University's environmental performance
- internal environmental audit and requirements in ISO 14001 and EMAS

Building planning

- the University's environmental policy
- the University's environmental targets and action plan
- the University's significant indirect and direct environmental aspects
- relevant environmental legislation and other requirements within the area
- the imposition of environmental requirements during procurement and purchasing
- the University's environmental procedures and instructions, where relevant
- the University's travel policy
- appropriate conduct during emergencies

Other staff

- the University's environmental policy
- the University's environmental targets and action plan
- relevant environmental legislation and other requirements within the area
- the University's environmental procedures and instructions, where relevant
- the University's travel policy
- appropriate conduct during emergencies

Visiting lecturers, other temporary staff should have knowledge of:

- the University's environmental policy
- the University's environmental procedures and instructions, where relevant
- appropriate conduct during emergencies

External stakeholders should be aware of:

- the University's environmental policy
- the University's environmental procedures and instructions, where relevant
- appropriate conduct during emergencies