

# GREEN PRACTICE TEMPLATE

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# SAMPLE 1

## **HEALTH, SAFETY AND ENVIRONMENTAL (HSE) POLICY**

<Company Name> believes in:

- a. Providing safe and healthy working environment for all employees.
- b. Ensure that each employee is adequately trained and familiarise with the relevant statutory requirements, codes of practices and the company's safety and Green Practices procedures in order to carry out his work safely and environmentally friendly.
- c.
- d.
- e.
- f.
- g.
- h.

It is the responsibilities of all managers and employees to carry out this policy effectively. Loss injury prevention and environmental impact is the direct responsibility of all employees. All management and supervisory level personnel shall take every precaution reasonable in all construction activities for the protection of persons, property and our environment.

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NAME  
DESIGNATION

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DATE OF APPROVAL

## SAMPLE 2

### GREEN POLICY STATEMENT

<Company Name> recognizes the importance of environmental sustainability in today's global landscape. As a responsible corporate citizen, we are committed to minimizing our environmental impact and contributing to a greener future. This Green Policy Statement outlines our dedication to environmental stewardship across all aspects of our operations.:

- a. **Compliance:** Adhering to all applicable environmental laws, regulations, and standards.
- b. **Continuous Improvement:** Continuously improving our environmental performance by setting and reviewing environmental objectives and targets.
- c. **Resource Efficiency:** Efficiently utilizing natural resources, minimizing waste generation, and promoting recycling and reuse practices.
- d. **Pollution Prevention:** Preventing pollution by implementing appropriate measures to minimize emissions, discharges, and waste generation.
- e. **Energy Conservation:** Conserving energy through the adoption of energy-efficient technologies, practices, and behaviors.
- f. **Sustainable Procurement:** Preferring environmentally friendly products and services in our procurement processes, considering their life cycle impacts.
- g. **Stakeholder Engagement:** Engaging with our stakeholders, including employees, suppliers, customers, and the community, to foster a culture of environmental responsibility and transparency

All personnel of the organization shall help fulfill, to the utmost of their abilities and responsibilities, the obligations set forth in this policy.

The policy shall be supported by top management and reviewed annually and updated as necessary.

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NAME  
DESIGNATION

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DATE OF APPROVAL

# SAMPLE

## Sample of environment aspect and impact register

|                            |  |                 |  |               |  |                 |
|----------------------------|--|-----------------|--|---------------|--|-----------------|
| Department :               |  | Team Leader :   |  | Approved by : |  | Reference No. : |
| Process :                  |  | Team Member 1 : |  | Signature :   |  |                 |
| Activity Location :        |  | Team Member 2 : |  |               |  |                 |
| Original Assessment Date : |  | Team Member 3 : |  | Name :        |  |                 |
| Last review Date :         |  | Team Member 4 : |  | Designation : |  |                 |
| Next Review Date :         |  | Team Member 5 : |  | Date :        |  |                 |

| Aspect | Impact | Impact   |            |       | Control measures | Remarks |
|--------|--------|----------|------------|-------|------------------|---------|
|        |        | Severity | Likelihood | Level |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |
|        |        |          |            |       |                  |         |

## **Examples of Aspect and Impact**

| <b>Aspect</b>   | <b>Impact</b>  |
|---|--|
| <b>Air</b>  |  |
| Air emission  | Degradation of air quality                               |
| Flaring – Air emission                                | Air degradation  |
| Emission of Volatile Organic                          | Air pollution, smog                                      |
| Electricity use                                       | Air pollution, global warming                            |
| Emission to air from Vehicle                          | Degradation of air quality, Global warming               |
| Use of Ozone depleting substances                     | Ozone layer depletion.                                   |
| <b>Water</b>  |  |
| Discharge to stream                                   | Degradation of aquatic habitat and drinking water supply |
| Processing of composting                              | Water degradation  |
| Dishwashing –use of water                             | Use of natural resources.                                |
| Spillage of Chemical                                  | Water pollution  |
| <b>Ground / land</b>                                  |  |
| Spills and leaks                                      | Soil and ground water contamination                      |
| Land filling - disposal                               | Ground pollution / reduction landfill space              |
| Excavation  | Soil erosion   |
| Cutting of timber in forestry operation               | Loss of wildlife habitat and biodiversity.               |
| Spill of oil  | Soil contamination, harm to wildlife.                    |
| Waste generation                                      | Disposal of waste to landfill                            |
| <b>Resource</b>                                       |  |
| Use of paper  | Natural resource depletion                               |
| Heating /cooling (Central office)- energy consumption | Use of natural resource                                  |
| Fuel consumption                                      | Natural resource depletion                               |
| Use of granite  | Natural resource depletion                               |
| Use of water  | Water degradation / natural resource depletion.          |

## Consequences of Impact

| Rating           | Description (Examples)  |
|------------------|---|
| 1 - Negligible   | <ul style="list-style-type: none"> <li>• Minimal financial or reputational damage.</li> <li>• Easily mitigated with existing resources and procedures.</li> <li>• Minimal regulatory or legal implications.</li> <li>• No significant harm to human health or the environment.</li> </ul>   |
| 2 - Minor        | <ul style="list-style-type: none"> <li>• Limited financial or reputational damage.</li> <li>• Can be managed with moderate effort and resources.</li> <li>• Minor regulatory or legal implications.</li> <li>• Limited harm to human health or the environment, with quick recovery.</li> </ul>   |
| 3 - Moderate     | <ul style="list-style-type: none"> <li>• Moderate financial or reputational damage.</li> <li>• Requires concerted effort and resources for mitigation.</li> <li>• Potential for moderate regulatory or legal implications.</li> <li>• Possibility of injury, illness, or environmental damage that requires prompt attention.</li> </ul>  |
| 4 - Major        | <ul style="list-style-type: none"> <li>• Major financial or reputational damage.</li> <li>• Demands urgent and extensive resources for mitigation.</li> <li>• High potential for regulatory or legal consequences.</li> <li>• Significant risk of injury, illness, or environmental damage requiring immediate intervention</li> </ul>  |
| 5 - Catastrophic | <ul style="list-style-type: none"> <li>• Severe financial or reputational damage, potentially jeopardizing the organization's viability.</li> <li>• Requires extraordinary measures and resources for mitigation.</li> <li>• Likely to trigger serious regulatory or legal repercussions.</li> <li>• Imminent danger to human health, safety, or the environment, requiring emergency response and long-term recovery efforts.</li> </ul> |

## Frequency of Impact

| Rating         | Description (Examples)   |
|----------------|--|
| 1 - Rare       | <ul style="list-style-type: none"> <li>• Almost unprecedented occurrence.</li> <li>• Highly improbable and infrequent.</li> <li>• Occurs under exceptional circumstances.</li> <li>• Not expected to happen during the normal course of operations.</li> </ul>           |
| 2 - Unlikely   | <ul style="list-style-type: none"> <li>• Occurs sporadically.</li> <li>• Uncommon, but possible.</li> <li>• May result from unusual circumstances or external factors.</li> <li>• Unlikely to occur during routine operations but not entirely unforeseeable.</li> </ul> |
| 3 - Occasional | <ul style="list-style-type: none"> <li>• Occurs intermittently.</li> <li>• Happens occasionally but predictably.</li> <li>• Can be anticipated and planned for.</li> <li>• May require periodic monitoring or preparedness measures.</li> </ul>                          |
| 4 - Frequent   | <ul style="list-style-type: none"> <li>• Occurs regularly.</li> <li>• Happens frequently and predictably.</li> <li>• Part of the normal operational environment.</li> <li>• Requires ongoing monitoring and management to mitigate impacts.</li> </ul>                   |
| 5 - Continuous | <ul style="list-style-type: none"> <li>• Occurs continuously.</li> <li>• Happens without interruption.</li> <li>• A constant aspect of daily operations.</li> <li>• Requires ongoing vigilance and proactive measures to address and manage.</li> </ul>                  |

## Environmental Concern

| Consequences<br>Impact | 1 | 2  | 3  | 4  | 5  |
|------------------------|---|----|----|----|----|
| 1                      | 1 | 2  | 3  | 4  | 5  |
| 2                      | 2 | 4  | 6  | 8  | 10 |
| 3                      | 3 | 6  | 9  | 12 | 15 |
| 4                      | 4 | 8  | 12 | 16 | 20 |
| 5                      | 5 | 10 | 15 | 20 | 25 |

*Insignificant*

*Significant*

# 1. OPERATIONAL CONTROL

1.1 Green Practice shall be developed for **ALL** work activities with reference to Aspect / Impact report.

- *The above Green Practice shall be used as references to identify control measures which have been developed during Aspect / Impact.*

1.2 The Green Practice shall include but not limited to:

- Reduce / Reuse / Recycle Concept.
- Energy Conservation
- Water Conservation
- Reduce, reuse and recycle of work Materials
- Air Pollution Control
- Water Pollution Control
- Training and Awareness

## 1.3 Reduce / Reuse / Recycle Concept.

- Companies can plan their office operations and consider reducing the use of such materials, e.g. timber, plastic, paper, etc.
- Also, the use of work material for their job sites or at the construction sites.
- Some of these work materials can be substituted and then reused, *Examples:*
  - *Instead of using paper cups in the office, use mugs. Mugs can be reused.*
  - *The other side of the single sided printed papers can be reused on the other sides.*
  - *Instead of using timber formworks, metal formworks or other system can be considered. Timber formworks generated too much timber waste.*
  - *Instead of using timbers and wire ropes for safety provisions, use metal pipes would be better, as they can be reused and reused.*
  - *Instead of using conventional bricks for internal walls, nowadays, "Dry-Wall" system is already available for alternative option.*
  - *Few construction sites have been recycling milted waste to cover up their site access to minimise dust emission to the air.*
  - *Many construction sites have been installing their perimeter drains using precast drains that uses recycled aggregates.*
  - *When disposing these materials, they should segregate them for recycling purposes.*

## 1.4 ENERGY CONSERVATION

1.4.1 Energy conservation is achieved through efficient energy use, in which case energy use is decreased while achieving a similar outcome, or by reduced consumption of energy services.

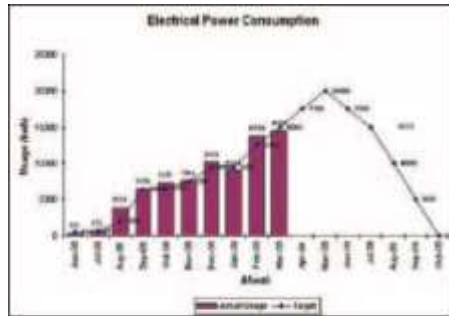


Green Policy, Aspect & Impact and Green Practices (Template)

- Energy conservation means energy prevention from being wasted more than its purpose of use.
- Such as turning off lights on a frequent basis and not extremely cooling rooms with air-conditioners, and
- Improvement of efficiency of energy use through technological improvement.

1.4.2 Practice

- *The builder should track energy consumption on the site. This can be done through monitoring key indicators like the electricity and diesel consumption.*



Electrical Power Consumption Monitoring Chart



Diesel Consumption Monitoring Chart

- *This can be achieved through the use of energy saving equipment like energy efficient lightings, energy efficient air conditioning systems and Green Label appliances.*
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- 
- 
- 
- 
- 

1.5 Water Conservation

1.5.1 Water conservation refer to reducing the usage of water and recycling of waste water for different purposes such as cleaning, manufacturing, and agricultural irrigation

1.5.2 Practices

**1.5.2.1 Reduce Approach**

- Owners and managing agents of commercial/industrial premises are encourage to run Water Efficiently by monitoring, reviewing and reducing their water consumption by adjusting to efficient flow rates/flush volumes and use of high water efficient labeled products and repairing leaks promptly.

**1.5.2.2 Replace Approach**

- replace the use of potable water by substituting potable water with NEWater, sea water and rainwater wherever feasible for their non-potable usage such as irrigation, general washing, cooling tower, etc.

**1.5.2.3 Reuse Approach**


- users are encouraged to practice recycling such as in laundry, manufacturing processes, etc.

**1.5.2.4 Others approaches**

- Recycled water used for flushing of toilets on site
- 
- 
- 

**1.6 Reduce, reuse and recycle of work Materials**

- Companies can plan their office operations and consider reducing the use of such materials, e.g. timber, plastic, paper, etc.
- Also, the use of work material for their job sites or at the construction sites.
- Some of these work materials can be substituted and then reused.
- Examples:
  - *Instead of using paper cups in the office, use mugs. Mugs can be reused.*
  - *The other side of the single sided printed papers can be reused on the other sides.*
  - *Using ECO (Green) Product*

|   |  |
|---|--|
|  | <p><b>The Green label</b></p> <ul style="list-style-type: none"><li>• What product bears this logo?<ul style="list-style-type: none"><li>- Products range from papers to office products, detergents to soap, paints and coatings, etc</li></ul></li><li>• Why choose the Green label?<ul style="list-style-type: none"><li>- Eco-friendly and lesser impact on the environment</li></ul></li><li>• What is the cost difference?<ul style="list-style-type: none"><li>- Not significantly more expensive than those without the logo</li></ul></li></ul> |
|---|--|

## 1.7 Air Pollution Control

1.7.1 Protecting the quality of our air is that more important. The main objectives are:

- Protect the quality of the air
- Protect the health of human beings
- Protect the natural and living environment

1.7.2 Practices

Prevention, enforcement and monitoring are the key elements of control

- Ensure good housekeeping
- Enclosing dust work area such as demolition work by mechanical means, dust screens/netting
- 
- 

## 1.8 Water Pollution Control

1.8.1 It is very important to protect the quality of our water for the following objective:

- Protect the water resources in Singapore
- To avoid transmission of water-borne disease
- Protect the natural and living environment

1.8.2 Practice

Prevention, enforcement and monitoring are the key elements of control

- Ensure good housekeeping
- Proper maintenance of vehicles, machinery and equipment
- 
- 
-

## 1.9 Training and Awareness

- 1.9.1 Contractors may want to provide training and awareness on purchasing products friendly to the environment based on the following six concepts:
- Development of product using recycled materials
  - Development of products that conserve the environment
  - Development of products that promote energy savings
  - Development of products manufactured using ecologically friendly processes
  - Development of products using cyclic materials
  - Development of products using semi-cyclic materials