Environmental management plan

Template for Victorian public hospitals and health services

[Instructional text: This template should be completed in conjunction with the current version of the *Completing your plan – instructions and checklist and environmental requirements overview*.

Email the Sustainability unit <sustainability@health.vic.gov.au> or call 8644 5970, if you want assistance or advice in developing your plan.

# About the template

This template has been developed to assist Victorian public health services to develop an environmental management plan. The template aligns with the departmental requirement to have a plan in place and to publicly report environmental performance data. It also aligns with government policy and the department’s *Environmental sustainability strategy 2018–19 to 2022–23*.

# Instructions for completing the template

The template has been developed with minimal formatting and is designed for use in your organisation’s corporate style. Delete all instructional text, including all content on this page and any sample text before finalising.

See also:

* Completing your environmental management plan (EMP) and checklist
* Sample actions template
* Health service environmental sustainability requirements: guide for compliance. Instructional text end.]

To receive this publication in an accessible format phone 8644 5970 using the National Relay Service 13 36 77 if required, or <sustainability@health.vic.gov.au>

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Available at [Health.vic website](file:///C%3A%5CUsers%5CSben3010%5CAppData%5CLocal%5CHewlett-Packard%5CHP%20TRIM%5CTEMP%5CHPTRIM.15024%5CAvailable%20at%20Health.vic%20website%20%3Chttps%3A%5Cwww2.health.vic.gov.au%5Chospitals-and-health-services%5Cplanning-infrastructure%5Csustainability%5Cplanning-reporting%3E) <<https://www2.health.vic.gov.au/hospitals-and-health-services/planning-infrastructure/sustainability/planning-reporting>>.

Environmental management plan << insert date 20xx -20xx>>

# CEO introduction

[Instructional text starts: Insert a message from your CEO and/or board chair. This section sets the direction and commitments from health service leadership. Your CEO and/or board chair should personalise this, and content could include:

* acknowledging the link between health and the environment
* what sustainability means to the health service/local area, such as the local area’s characteristics, the impacts of resource consumption and/or the impacts on patients/ community, including from climate change
* statement of leadership on improving environmental sustainability as a core organisational goal and a statement of how your health service will aim to do this
* statement linking the connection to the department’s strategy and relevant goals in the organisations corporate or strategic goals
* the benefits that the organisation has already achieved through implementing environmental management actions – for example, reduced operational costs, reduced energy and water consumption, effective risk management, and key leadership already shown (if relevant).

Add a paragraph about impacts of the health service, which can also be expanded on in the background.

The following paragraphs are provided as sample paragraphs that can be used or modified. Please remove if you do not use them. Instructional text ends.]

The Victorian Government has set a target to be net carbon zero by 2050 and <<health service name>> will contribute to reduction by embedding environmental sustainability within our business.

<<Health service name>> commits to embedding sustainability and planning for increasing the resilience of the health service to climate change throughout the organisation by <<insert how>>.

I encourage all staff, contractors, business partners and volunteers to support the strategy by <<Insert expectation>>.

<<CEO / board chair sign here>>
<<CEO / board chair name>>
<<Chief executive officer / board chair>>
<<xx/xx/20xx>>

# Background

## Introduction

[Instructional text starts: This section covers why the plan is being developed. We have included some example text on why it is important for the health system. Text can be modified and added on why it is important for your specific organisation. The following sample paragraphs are provided, that can be used as they are, or modified. If they are not used please remove them. Instructional text ends.]

All Victorians have a role to play in making Victoria a more sustainable state for future generations and maintaining our status as one of the world’s most liveable places. Victorian Government departments and agencies, including health services, have a key role to play by integrating the environment into its planning, operations and policy decisions.

The Department of Health and Human Services and <<health service name>> recognises the link between the health and wellbeing of Victorians and the health and wellbeing of the environment. Climate change is a significant threat to public health, the health and human services system and the social determinants of health and wellbeing.

The *Environmental sustainability strategy 2018–19 to 2022–23* sets out the government’s commitment to improve the environmental sustainability of the health system and to adapt the health system so it is resilient in the face of climate change. This EMP is aligned to the strategy.

<<Insert health service, add health service commitment>>

## About the organisation

[Instructional text starts: Provide a brief overview of your organisation, including size, sites, geographic region and key challenges and opportunities for the health services in addressing sustainability issues. Instructional text ends.]

## Scope of the environmental management plan

[Instructional text starts: Health services are required to ensure the plan covers all parts of the organisation. To add clarity, scope can be included. Please ensure that your action has corresponding actions and it’s suggested that the different scope areas be included in the engagement, communications, policy and action plans. Ensure that your plan notes remote sites, but communications should also be included for these groups (e.g. visitors, contractors, etc). Instructional text ends.]

This strategy addresses all relevant aspects of the operation of <<health service name>>, including all sites, agency activities and the delivery of services, including but not limited to [instructional text starts: amend list as appropriate. Instructional text ends]:

* hospitals and residential aged care services
* corporate offices and facilities
* support services (e.g. linen, supply, catering, environmental services)
* education/research
* delivery of campaigns/programs/events
* community based health services
* facilities operations
* capital works
* <other>.

## Existing or previous actions

[Instructional text starts: A summary list of previous achievements can be included here, but it is suggested that detailed actions that have already been completed be added to the Actions template and listed as completed and or/ added as an appendix. This will assist with maintaining a log of previous actions. Instructional text ends.]

# Leadership, governance and reporting

[Instructional text starts: The purpose of this section is to provide clear leadership, governance and to strengthen reporting of actions and overall progress. Victorian public hospitals and health services are required to align their environmental management plan with the strategic directions in section 2.1 and report on the key objectives and targets as outlined in the annual Department of Health and Human Services policy and funding guidelines.

Each plan should identify key strategic goals for the life of the EMP. The action plan section should be a live document that contains the actions required to achieve these goals.

The goals should be incorporated into the following years corporate plan, if not already included.

Access the [*Environmental sustainability strategy 2018–19 to 2022–23*](file:///C%3A%5CUsers%5Candrewmacrae%5CGoogle%20Drive%5Cjobs%5C191223-sarah%5CEnvironmental%20sustainability%20strategy%202018%E2%80%9319%20to%202022%E2%80%9323) <www.health.vic.gov.au/sustainability>.

If you choose to align the EMP with the sustainable development goals (SDGs), these can be included here and in the action plan. See [Instructions for completing your action plan](file:///C%3A%5CUsers%5CSben3010%5CAppData%5CLocal%5CHewlett-Packard%5CHP%20TRIM%5CTEMP%5CHPTRIM.15024%5CAvailable%20at%20Health.vic%20website%20%3Chttps%3A%5Cwww2.health.vic.gov.au%5Chospitals-and-health-services%5Cplanning-infrastructure%5Csustainability%5Cplanning-reporting%3E) available at Health.vic website <https://www2.health.vic.gov.au/hospitals-and-health-services/planning-infrastructure/sustainability/planning-reporting>. information Instructional text ends.]

## Key strategic goals

[Instructional text starts: This section sets out the key strategic goals, and includes some examples. Instructional text ends.]

### Provide leadership and engagement

[Instructional text starts: List any key leadership goals relating leadership for improved sustainability. If you do not currently have any, you may wish to include these as future actions to develop and include in your action plan. Add goals in this section that aim to support environmental considerations.

Examples: Support staff to reduce environmental impacts

Include environmental sustainability objectives in organisation decision making. Instructional text ends]

### Improve environmental performance

[Instructional text starts: List any strategic goals or alignment to reducing your health services environmental impacts resulting from implementation of your core business.

Examples: Reduce resource consumption

 Reduce and segregate waste. Instructional text ends.]

### Adapt to a changing climate

[Instructional text starts: List any goals related to climate change adaptation, and these may umbrella existing activities already being undertaken (for example, contingency planning), infrastructure planning, service delivery, infrastructure planning.

Examples: Prepare health service to deal with a changing climate. Instructional text ends.]

## Governance

[Instructional text starts: This section should clearly outline responsibilities for the delivery of the plan, related goals, actions, other relevant deliverables, such as reporting and any relevant committees.

If there is a core committee (e.g. environment or combined, or OHS/environment), terms of reference can be included in the appendices. For sustainability to fully integrated and embedded through the organisation, all executive portfolios of the organisation should have responsibilities. Learnings from reviewing the application of environmental management across the health system indicate that without executive engagement across the organisation, opportunities for continuous improvement and capturing staff ideas and knowledge at a system level, tends to be lost. Instructional text ends.]

## Reporting

[Instructional text starts: It is suggested that you clearly define what reports will be provided and include these below. They can also be included with your action plans. The action plan can be used to report on individual items, but you may choose to use traffic light reports at an executive level and report on progress towards overall targets and goals.

The environmental data management system generates a suite of reports for energy, water, carbon and waste that can be used to report performance at the organisation and/or facility level. It is recommended these are used to inform internal and external reporting.

Please insert the reports that will support the governance and accountability of the plan, including those that are required by the department. Instructional text ends.]

| **Report** | **Regularity and key dates** <<Insert dates or frequency>> | **Responsible** <<Insert position responsible>> |
| --- | --- | --- |
| Environmental management group/OHS/committee |  |  |
| Executive / board report  |  |  |
| Annual reporting – environmental performance data provided in the annual report as of 2019–20 reporting period - see Health service environmental sustainability requirements section of the [Environmental planning and reporting](file:///C%3A%5CUsers%5CSben3010%5CAppData%5CLocal%5CHewlett-Packard%5CHP%20TRIM%5CTEMP%5CHPTRIM.15024%5C%3Chttps%3A%5Cwww2.health.vic.gov.au%5Chospitals-and-health-services%5Cplanning-infrastructure%5Csustainability%5Cplanning-reporting%3E) webpage <https://www2.health.vic.gov.au/hospitals-and-health-services/planning-infrastructure/sustainability/planning-reporting>). | Annual |  |
| <<Add other rows as required>> |  |  |

# Environment policy

[Instructional text starts: This section should include a copy of your environment policy or other policy as relevant. Your policy can also be included as an appendix and referred to here.

An environment policy is a public commitment to improving environmental performance and should be consistent with, and lead the development of, the EMP. The policy should only be about a page in length and signed by your CEO and/or board chair.

Include the environmental policy in your orientation materials, display in key areas and include on your website. Instructional text ends.]

## Policies and procedures list

[Instructional text starts: A list of any relevant policies and procedures relating to the EMP should be listed here. This may include waste management policies. Instructional text ends.]

# Baseline environmental performance

[Instructional text starts: The following section sets a baseline, against which progress, and targets can be tracked against the life of the EMP. This is a mandatory requirement.

All health services must use the EDMS to manage environmental data. Use the public report to produce your baseline data, which will also provide normalised factors. You can complete the table below with EDMS data.

If you wish to provide a visual chart of baseline data, this can also be included here, but all data in the table must be provided (it could be placed in an appendix).

It is up to your health service to decide which baseline year you wish to choose.

Please contact the Sustainability unit if you have problems related to your baseline data or need further information about normalised factors. Instructional text end].

The data for <<insert date>> represents the baseline data from which performance of this plan will be measured.

### Table 1: Energy performance data table

**Greenhouse gas emissions**

| **Total greenhouse gas emissions (tonnes CO2e)** | *<insert year>***Year 1** | *<insert year>***Year 2** | *<insert year>***Year 3** |
| --- | --- | --- | --- |
| Scope 1 |  |  |  |
| Scope 2 |  |  |  |
| **Total** |  |  |  |

| **Normalised greenhouse gas emissions (tonnes CO2e)** | *<insert year>***Year 1** | *<insert year>***Year 2** | *<insert year>***Year 3** |
| --- | --- | --- | --- |
| Emissions per unit of floor space (kgCO2e/m2) |  |  |  |
| Emissions per unit of separations (kgCO2e/separations) |  |  |  |
| Emissions per unit of bed day (LOS + aged care OBD) (kgCO2e/OBD) |  |  |  |

| **Normalised greenhouse gas emissions (tonnes CO2e)** | **Year 1** | **Year 2** | **Year 3** |
| --- | --- | --- | --- |
| Emissions per unit of floor space (kgCO2e/m2) |  |  |  |
| Emissions per unit of separations (kgCO2e/separations) |  |  |  |
| Emissions per unit of bed day (LOS + aged care OBD) (kgCO2e/OBD) |  |  |  |

**Stationery energy**

| **Total greenhouse gas emissions (tonnes CO2e)** | **Year 1** | **Year 2** | **Year 3** |
| --- | --- | --- | --- |
| Cogen electricity |  |  |  |
| Electricity |  |  |  |
| Liquefied petroleum gas |  |  |  |
| Natural gas |  |  |  |
| Steam |  |  |  |
| **Total**  |  |  |  |

| **Normalised stationary energy consumption** | **Year 1** | **Year 2** | **Year 3** |
| --- | --- | --- | --- |
| Energy per unit of floor space (GJ/m2) |  |  |  |
| Emissions per unit of separations (kgCO2e/separations) |  |  |  |
| Energy per unit of bed day (LOS + aged care OBD) (GJ/OBD) |  |  |  |

**Water consumption**

| **Total water consumption by type (kL)** | **Year 1** | **Year 2**  | **Year 3** |
| --- | --- | --- | --- |
| Class A recycled water |  |  |  |
| Potable water  |  |  |  |
| Reclaimed water |  |  |  |

| **Normalised water consumption (potable + class A)** | **Year 1** | **Year 2**  | **Year 3** |
| --- | --- | --- | --- |
| Water per unit of floor space (kL/m2) |  |  |  |
| Water per unit of separations (kL/separations) |  |  |  |
| Water per unit of bed day (LOS + aged care OBD) (kL/OBD) |  |  |  |

| **Water re-use and recycling** | **Year 1** | **Year 2**  | **Year 3** |
| --- | --- | --- | --- |
| Re-use or recycling rate % (class A + reclaimed / class A + reclaimed) |  |  |  |

**Waste and recycling**

| **Waste** | **Year 1** | **Year 2** | **Year 3** |
| --- | --- | --- | --- |
| Total waste generated (kg clinical waste + kg general waste + kg recycling waste) |  |  |  |
| Total waste to landfill generated (kg clinical waste + kg general waste) |  |  |  |
| Total waste to landfill per patient treated ([kg clinical waste + kg general waste]/PPT) |  |  |  |
| Recycling rate % (kg recycling / [kg general waste + kg recycling]) |  |  |  |

**Paper**

| **Paper** | **Year 1** | **Year 2** | **Year 3** |
| --- | --- | --- | --- |
| Total reams of paper |  |  |  |
| Reams of paper per FTE |  |  |  |
| Rate recycled paper % (0–49%) |  |  |  |
| Rate recycled paper % (50–74%) |  |  |  |
| Rate recycled paper % (75–100%) |  |  |  |

**Transport**

| **Corporate transport** | **Year 1** | **Year 2**  | **Year 3** |
| --- | --- | --- | --- |
| Reported vehicle kilometres |  |  |  |
| Tonnes CO2e per 1,000 reported kilometres |  |  |  |

| **Non-emergency patient transport** | **Year 1** | **Year 2**  | **Year 3** |
| --- | --- | --- | --- |
| Reported vehicle kilometres |  |  |  |
| Tonnes CO2e per 1,000 reported kilometres |  |  |  |

| **Other transport (tonnes CO2)** | **Year 1** | **Year 2**  | **Year 3** |
| --- | --- | --- | --- |
| Short-haul air travel |  |  |  |
| Medium-haul air travel |  |  |  |
| Long-haul air travel |  |  |  |
| Taxi travel |  |  |  |

**Other emissions**

| **Medical gases** | **Year 1** | **Year 2**  | **Year 3** |
| --- | --- | --- | --- |
| Kilograms CO2e per patient treated |  |  |  |

| **Refrigerants** | **Year 1** | **Year 2**  | **Year 3** |
| --- | --- | --- | --- |
| Kilograms CO2e per patient treated |  |  |  |

# Environmental targets

[Instructional text starts: This section covers any targets that have been adopted as part of the EMP. The adoption of targets is not mandatory but they can be helpful to focus actions. If no targets are being adopted, delete this section.

Set targets that are quantifiable and focus on what you hope to achieve over the life of this iteration of your plan. Consider the resources available to meet the target and what your organisation’s usual approach is for setting targets.

When presenting targets, group them by environmental impact. For example, group energy-related targets together. Example text and targets are provided below. Instructional text ends.]

## Overview

[Instructional text starts: The following text is provided as an example for your health service to modify as required. Instructional text ends.]

**Management and communications**

* **Develop targets for improving environmental performance for waste, energy and water reduction by <date> against the <year> baseline.**
* **Increase our ability to measure our environmental impacts by establishing data collection systems or processes before <date>.**
* **Develop targets for improving environmental performance for waste, energy and water reduction by <date> against the <year> baseline.**
* **Increase our ability to measure our environmental impacts by establishing data collection systems or processes before <date>.**

**Greenhouse gas emissions (pledge)**

* **Reduce total greenhouse gas emissions (Scope 1 and 2) by <per cent> from <year> baseline by <year>.**

**Energy efficiency**

* **Reduce stationary energy intensity per floor area / bed-day by <per cent> from <year> baseline by <year>.**

**Water efficiency and potable water consumption**

* **Reduce potable water intensity per floor area / bed-day by <per cent> from <year> baseline by <year>.**
* **Reduce overall potable water consumption by <per cent> from <year> baseline by <year>**

**Waste generation**

* **Increase proportion of waste recycled to <per cent> by <date>.**
* **Undertake biannual audits to assess contamination of waste streams.**
* **Reduce clinical waste generation by <per cent> from <year> baseline by <date>.**

**Purchasing**

* **Integrate policy on environmental purchasing into purchasing policy by <date>.**
* **Prioritise <one or more of the sustainable procurement objectives that are set under Victoria’s social procurement framework (SPF)> in the <health service> social procurement strategy for <year>.**
* **Include <key environmental specifications> for procurement of <identify goods and/or services>**

# Action plan

[Instructional text starts: This section is the primary component of the plan and should detail the actions that will be undertaken over the life of the plan. A separate sample environmental actions template is available and should be used in conjunction with *Instructions for completing your EMP and checklist*.

The example of actions using the sample environmental actions is included below for illustration purposes. Remove and replace it with your action plan. Instructional text ends.]



Figure : Sample action plan (screenshot)) - with the prepopulated mandatory and recommended actions (up to the environmental planning section) displayed, and with the references column (J) hidden.

# 9. Communications plan

[Instructional text starts: This section outlines how you will communicate the plan to staff and relevant stakeholders.

A communications plan helps engage with staff and stakeholders to ensure they are aware of the health service’s commitment and expectations, as well as their responsibilities.

You may need to tailor messages for specific groups. For example, engage senior management, including the board to obtain executive support for the environmental initiatives and associated resource implications.

Consider how you will communicate with staff across all locations, especially those in satellite campuses.

Use both internal and external communications.

Where possible, link with existing communication channels (internal and external) and with other public campaigns in your community.

Organise communication activities around environmental dates, for example World Environment Day (5 June), World Water Day (22 March), Earth Hour (31 March), Ride-to-Work Day (third Friday in May), and/or Keep Australian Beautiful Week (last full week of August).

Other environmental dates can be found on [Wikipedia](http://en.wikipedia.org/wiki/List_of_environmental_dates) <http://en.wikipedia.org/wiki/List\_of\_environmental\_dates>.

If your organisation has a communications team, they should be engaged in development and delivery of the communications plan.

Communications actions could be included in the actions section and/or in a separate communications section in the EMP. For health services without a communications team some example items have been included below. Instructional text ends.]

| **Issue** | **Month** | **Message** | **Activities** | **Target audience** |
| --- | --- | --- | --- | --- |
| Launch of environment plan | Month 1 | Achievements to dateFuture directionCommitment of executive | Article on intranetAll staff e-mail | All staffKey stakeholders |
| Sustainable transport | Month 2 | Encouragement of Ride to work day and encouragement of physical activity, reduced environmental impacts, personal cost saving | Ride to work day | All staff |
| Water efficiency |  Month 3 | Water achievements to dateAmount of water used per bed-dayCost of water per bed-dayTop tips for water efficiency | Article on intranetAll staff e-mailInformation poster or signage on water use in relevant areas | All staff |
| Staff and community driven waste collection or reuse initiative | Month 4 | Small actions can lead to a difference and provide co-benefits | Article on intranetDisplayNewspaper article | All staffKey stakeholdersLocal community |