

Session 08
Policy Management

The commitment from the top decision makers is a pre-requisite for implementing any major change in an organisation. Accordingly, incorporating chemical management into strategic and operational planning, day-to-day management and decision making at all levels of an organisation will require the full support from the top management. This commitment may manifest itself through company policy or company chemical management policy.

The implementation of this session will require about 40 minutes.

Learning outcomes

At the end of this session, the participants will be able to

1. give an overview on key policies in context of chemical management
2. compose policies in outline with organization goal.

Training materials required

Presentations	Handouts/Worksheets	Reading
PPT 08_ Policy management	Workbook Day 2 session 8	REMC Company Handbook – sections 1.1

Session plan

Time in min	Content/Activity	Reference/Material
5	Introduction <ul style="list-style-type: none"> • Present learning outcomes and overview of the session 	<i>PPT 08_ Policy management slides 1 – 3</i>
10	Discuss about <ul style="list-style-type: none"> • Policy: what it is? • Key policies those required to implement chemical management system in an organisation • Key contents of a policy 	<i>PPT 08_ Policy management, slides 5-10</i>
20	Exercises: Prepare group of 5-6 participants. Ask groups to exercise on the following topics <ul style="list-style-type: none"> • List all policies that need to be updated and/or drafted for your Facility. • Which of your improvement areas are related to chemical procurement? Note down your first ideas on an effective management action Ask to present the findings of each group to the peers	<i>Work book Day 2 session 8</i>
5	Closing <ul style="list-style-type: none"> • Q&A • Summarise key points of the session 	<i>PPT 08_ Policy management, slides 12-13</i>