

CHEMICAL INDUSTRIES COUNCIL OF MALAYSIA



Responsible Care

Scope and Commitment Package

CHEMICAL INDUSTRIES COUNCIL OF MALAYSIA

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Responsible Care is about performance.
It is the chemical industry's commitment
to continuous improvement in all aspects of
health, safety and environmental protection.
**Responsible Care is a voluntary programme
of action**, fundamental to the industry's
present and future performance and the key
to regaining public confidence and
maintaining acceptability.

Responsible Care is unique to the Chemical
industry and originated in Canada in 1984.
Its adoption is now spreading worldwide
and, while the detailed implementation of
Responsible Care varies according to
national cultures and circumstances, its
objectives transcend frontiers.

Responsible Care is a truly international
initiative.

GUIDING PRINCIPLES

*The basis of commitment to **Responsible Care** is an undertaking, signed by company chief executives, to a set of Guiding Principles. The signatories pledge that their companies will make health, safety and environmental performance an integral part of overall business policy and that all employees and company contractors will be made aware of this.*

The Guiding Principles also require companies to :

- conform to statutory regulations
- operate to the best practices of the industry
- assess the actual potential health, safety and environmental impacts of their activities and products
- work closely with the government authorities and the community in achieving the required levels of performance.
- be open about activities and give relevant information to relevant parties.

SCOPE AND BEST PRACTICE

Responsible Care is designed to cover all operational functions and within these, all relevant disciplines. Codes of practice (what to do) and guidance notes (how to do it), based on industry-wide experience, are published by the Chemical Industries Council of Malaysia for the benefit of member companies.

The operational functions which are covered by distinct guidance and codes of practice are :

Community Awareness & Emergency Response

Pollution Prevention

Process Safety

Employee Health & Safety

Product Stewardship

Distribution

EMPLOYMENT INVOLVEMENT

*While success for **Responsible Care** depends on the highest level of management commitment, it also calls for support from every employee. Employees so committed are ambassadors for the industry in the community at large.*

Employee involvement will be best served if the **Responsible Care** message is presented within the framework of existing health, safety and environmental initiatives. To help in this, the Chemical Industries Council of Malaysia will develop training programme which set targets for appraisal. Additionally, the video tapes, posters and booklets to win the understanding and support of employees.

The **Responsible Care** message of commitment is broadcast in programmes that each company progresses in its own way, according to its own culture.

COMMUNITY AWARENESS

*As well as helping companies improve health, safety and environmental performance, **Responsible Care** is a means of understanding and a method of addressing the concerns of the communities in which the industry operates.*

Additional guidelines will cover Community Relations and Product Stewardship.

Gaining public confidence and trust depends on an open attitude to information and a co-ordinated management effort to maintain closer neighbourhood relations. This is the key to the industry retaining the licence to operate.

RESPONSIBLE CARE & MANAGEMENT STANDARDS

*Defined standards which are open to certification and verification, assist companies striving for excellence in health, safety and environmental performance. In this respect **Responsible Care** has substantial parallels with Total Quality Management.*

Guidance developed by the Chemical Industries Council of Malaysia is designed to enable companies to have their management systems certified to the ISO 9000 series of Quality Standards. The certification process requires an independent verification of the health, safety and environmental management systems which support **Responsible Care**.

This approach is designed as a major step towards the integration of **Responsible Care** into Total Quality Management.

ASSESSMENT

*Ongoing assessment of performance is essential to the development **Responsible Care**. Questionnaires on policy and practice are made available to help company chief executives and site managers evaluate their performance and identify opportunities for improvement.*

The questionnaire for chief executives looks to the clarity of company policy for **Responsible Care** and its communication ; the questionnaire for site managers addresses operational practice. Use of both questionnaires helps to identify inconsistencies between policy and practice and enables companies to develop action plans to bring about improvements.

Used on a regular basis, the questionnaires enable companies to monitor progress. This is consistent with the principles of Total Quality Management. While the information gained remains confidential to the company concerned, experiences can be shared through the **Responsible Care** Task Force set-up by the Chemical Industries Council of Malaysia.

INDICATORS OF PERFORMANCE

*To assess the effectiveness of **Responsible Care**, information is collected on a regular basis. In consultation with member companies, the Chemical Industries Council of Malaysia will compile data to reflect performance throughout the chemical industry.*

Companies are encouraged to submit six classes of data to the Council. Measurement in many of the disciplines is relatively new and can be usefully applied across the diverse operations of the chemical industry.

Individual company data are not released but a national aggregate figure, intended to be readily understandable by non-technical audiences, will be published annually. This will show industry trends and enable companies to assess their own placings accordingly.

Indicators of Performance

1. **Environmental protection spending - % of Budget**

2. **Safety and health**
 - Occupational Diseases
 - Incidents,
 - Lost time accidents - employees and contractors

3. **Waste/emissions**
 - Schedule Waste Discharge, Emission Levels
 - Quantitative inventory of releases and wastes

4. **Distribution**
 - Incidents - all modes including through pipeline

5. **Energy Consumption**
 - Total on-site consumption

6. **All complaints**
 - by employees
 - by public
 - competitors

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HEALTH SAFETY AND ENVIRONMENT GUIDING PRINCIPLES

The following Guiding Principles form the basis of this Commitment :-

Companies should ensure that their health, safety and environment policy reflects the commitment and is clearly seen to be an integral part of their overall business policy.

Companies should ensure that management, employees at all levels and those in contractual relationships with the Company are aware of the commitment and are involved in the achievement of their policy objectives.

All Company activities and operations must be conducted in accordance with relevant statutory obligations. In addition, companies should operate to the best practices of the industry and in accordance with Government and Council guidance.

In particular Companies should :-

Assess the actual potential impact of their activities and products on the safety and health of employees, customers, the public and environment.

Where appropriate, work closely with public and statutory bodies in the development and implementation of measures designed to achieve an acceptably level of safety, health and environmental protection.

Make available to employees, customers and statutory bodies relevant information about activities that affect safety, health and the environment.

Members of the Council recognise that these principles and activities should continue to be kept under regular review.

The signature below attests to the Corporate support for this policy statement and the guiding principles as embodied with the approved codes of practice.

The company will make its best efforts to comply with the codes of practice within the time frame, set by the Council.

Signed on behalf of

.....
COMPANY NAME

NAME :

POSITION :

SIGNATURE :

DATE :

RESPONSIBLE CARE CONTACTS

ADMINISTRATION

CHAN PEK WAN /
JANICE LEE /
TAN BEE CHIN

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