



## ✓ Environmental-Only Employee Engagement Checklist

### *For Strengthening Environmental Awareness & Continuous Improvement*

#### ✓ 1. Environmental Awareness & Responsibility

- I understand how my work tasks impact the environment.
- I know the key environmental risks in my area (spills, waste, emissions, energy use, etc.).
- I follow environmental procedures consistently and ask questions when unsure.
- I understand how my actions contribute to compliance and sustainability.

#### ✓ 2. Waste, Recycling & Material Handling

- I ensure waste is sorted into the correct bins (recycling, universal waste, hazardous waste, etc.).
- I verify all containers are properly labeled and sealed.
- I check that waste accumulation areas are clean and organized.
- I consolidate materials when possible to reduce overall waste.
- I report areas where recycling or waste processes are unclear.

#### ✓ 3. Chemical Storage & Environmental Controls

- I check that all chemical containers are properly labeled and stored.

- I ensure chemicals are kept away from drains, stormwater paths, and unprotected areas.
- I verify secondary containment is present, intact, and not overfilled.
- I inspect for leaks, drips, residue, or staining near storage locations.
- I know where spill kits are and how to use them.

#### ✓ 4. Spill Prevention & Response Readiness

- I ensure spill kits are stocked and accessible.
- I report missing or used spill supplies immediately.
- I know the correct steps to take if a spill occurs.
- I keep work areas free of clutter that may slow spill response.
- I identify and report potential spill sources (faulty hoses, improper storage, unsecured containers).

#### ✓ 5. Resource Conservation (Energy, Water & Materials)

- I turn off lights, fans, and equipment when not in use.
- I avoid unnecessary water usage during cleaning or processes.
- I look for opportunities to reduce single-use items.
- I identify areas where energy or resources appear to be wasted.
- I propose alternatives that reduce consumption.

#### ✓ 6. Environmental Documentation & Communication

- I record environmental checks or inspections accurately and on time.
- I communicate concerns immediately to supervisors.
- I participate in environmental discussions during huddles or meetings.
- I help new employees understand key environmental expectations.

**✓ 7. Environmental Continuous Improvement (CI)**

- I identified at least **one environmental improvement opportunity** this month.
- I described the issue clearly and explained why it matters.
- I suggested practical improvements or possible solutions.
- I submitted my idea through the proper method.
- I supported follow-up actions, pilots, or testing if needed.

**✓ OPTIONAL: Environmental Engagement Score (0–2 each)**

Category	Score
Awareness	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Waste & Recycling	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Chemical Storage	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Spill Prevention	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Resource Conservation	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Documentation	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Continuous Improvement	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2

**Total Score:** \_\_\_\_\_ / 14