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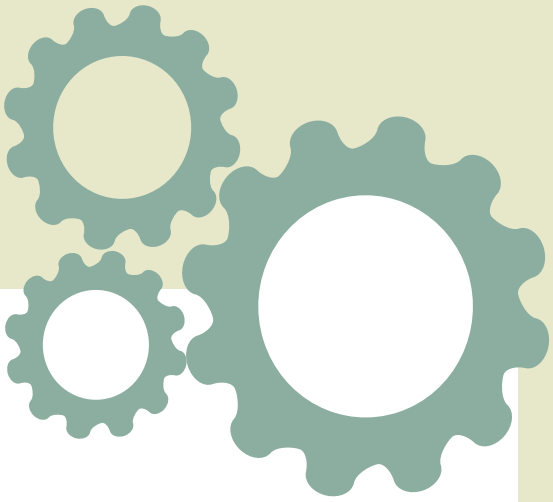

# Awgrymiadau da ar gyfer gwella eich effeithlonrwydd

# Top Tips for Improving Your Resource Efficiency

## Datblygu System Rheoli Amgylcheddol

Bydd System Rheoli Amgylcheddol yn diffinio cyfrifoldebau amgylcheddol staff a'u helpu nhw i ddeall effaith eu gweithrediadau. **Bydd eich System Rheoli Amgylcheddol:**

- yn helpu i leihau effeithiau a chofnodi perfformiad yn erbyn targedau a osodir ar gyfer eich busnes
- yn gallu cael ei harchwilio (bydd yn cael ei harchwilio os cewch eich ardystio'n allanol), a bydd yn eich helpu chi i leihau gwastraff a chostau cysylltiedig, ac
- yn sicrhau bod gwelliannau'n parhau trwy ddatblygu a monitro'r system yn barhaus, a bod y staff ar bob lefel yn chwarae eu rhan.

Fel arfer, am gost fach iawn neu heb unrhyw gost, gall busnesau arbed o leiaf 1 y cant o'u trosiant trwy wella eu heffeithlonrwydd adnoddau. Bydd gwella eich effeithlonrwydd adnoddau yn:

- lleihau eich gorbenion a chynyddu eich proffidioldeb

## Developing an Environmental Management System

An Environmental Management System (EMS) will define environmental responsibilities for all staff and help them to understand the impact of their actions. **Your EMS:**

- will help minimise impacts and record performance against targets set for your business
- can be audited (and will be if you are externally certified) and will help you reduce waste and associated costs, and
- will ensure that improvements continue through on-going development and monitoring of the system, and that staff at all levels are engaged.

Businesses can usually save at least 1 per cent of their turnover at little or no cost by improving their resource efficiency. Improving your resource efficiency will:

- reduce your overheads and increase your profitability

# Datblygu System Rheoli Amgylcheddol
# Developing an Environmental Management System

- eich helpu chi i gydymffurfio â deddfwriaeth iechyd, diogelwch ac amgylcheddol
- gwella eich delwedd gyda chwsmeriaid, gweithwyr a'r gymuned leol, a
- gwella eich gweithle a'r amgylchedd lleol.

- help you to comply with health, safety and environmental legislation
- enhance your image with customers, employees and the local community, and
- improve your workplace and local environment.

Mae sawl dull o weithredu System Rheoli Amgylcheddol ffurfiol. Gallwch ddatblygu eich system eich hun yn fewnol, dilyn canllawiau'r Safon Ryngwladol (ISO 14001), Cynllun Eco-reoli ac Archwilio'r Comisiwn Ewropeaidd (EMAS), neu'r Safon Brydeinig (BS 8555) ar gyfer busnesau bach a chanolig.

There are several approaches to implementing a formal EMS. You can develop your own system in-house, follow the guidelines of the International Standard (ISO 14001), the EC's Eco-Management and Audit Scheme (EMAS), or the British Standard (BS 8555) for small and medium-sized businesses.

Gallwch chi hefyd benderfynu i ddilyn ardystiad ffurfiol ar gyfer y safonau hyn neu beidio.

You can also decide whether to pursue formal certification for these standards or not.

I weithredu System Rheoli Amgylcheddol, mae arnoch angen:

- gwybodaeth dda am arferion ac effeithiau amgylcheddol eich sefydliad, a
- sicrhau bod systemau ar waith ar gyfer monitro perfformiad a gwelliannau.

To implement an EMS you need:

- a good knowledge of your organisation's practices and environmental impacts, and
- to ensure systems for monitoring performance and improvements are in place.

Cyn i chi roi System Rheoli Amgylcheddol ar waith, dylech gyflawni gweithgaredd 'mapio gwastraff' i'ch helpu chi i ddeall sut rydych chi'n defnyddio adnoddau a ble mae gwastraff yn cael ei greu. Mae'r canllaw cam wrth gam WRAP *Waste Mapping – Your Route to More Profit* wedi cael ei ddylunio i fod yn gyflwyniad at mynd i'r afael â gwastraff adnoddau a bod yn fwy effeithlon o ran adnoddau. Ewch i www.wrap.org.uk/content/waste-mapping-your-route-more-profit

Before you implement an EMS you should undertake 'waste mapping' to help you understand how you are using resources and where waste is occurring. WRAP's *Waste Mapping – Your Route to More Profit* step-by-step guide is designed to be an introduction towards tackling resource waste and becoming more resource efficient. Visit www.wrap.org.uk/content/waste-mapping-your-route-more-profit

# Datblygu System Rheoli Amgylcheddol
# Developing an Environmental Management System

Bydd angen i chi weithredu Polisi Amgylcheddol hefyd, i amlinellu sut mae eich sefydliad yn ceisio lleihau ei effaith ar yr amgylchedd. Nid oes angen i lunio polisi fod yn broses gymhleth. Dylai gynnwys eich ymrwymiadau i leihau eich effeithiau ar yr amgylchedd a dylai fod yn realistig ac yn gyflawnadwy. I gael mwy o wybodaeth, gweler *Finding Cost Savings: Resource Efficiency for SMEs* WRAP ar www.wrap.org.uk/content/finding-cost-savings-resource-efficiency-smes

You will also need to implement an Environmental Policy to outline how your organisation seeks to minimise its impact on the environment. Writing a policy needn't be a complex process. It should include your commitments to reduce your effects on the environment and should be realistic and achievable. For more information, see WRAP's *Finding Cost Savings: Resource Efficiency for SMEs* at www.wrap.org.uk/content/finding-cost-savings-resource-efficiency-smes

Mae *Your Guide to Environmental Management Systems* WRAP yn cynnwys cyngor ymarferol ar ddatblygu System Rheoli Amgylcheddol. Gallwch weithio trwy'r canllaw hwn, fesul adran, a'i ddefnyddio i'w cynorthwyo nhw wrth ddatblygu systemau a phrosesau angenrheidiol ar gyfer eu System Rheoli Amgylcheddol eu hunain. Ewch i www.wrap.org.uk/content/your-guide-environmental-management-systems-ems

WRAP's *Your Guide to Environmental Management Systems* contains practical advice for developing an EMS. You can work through the guide, section by section, using it to support you during the development of systems and processes necessary for your own EMS. Visit www.wrap.org.uk/content/your-guide-environmental-management-systems-ems

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