ISO 14001- OHASA 18001 Small Business Package

Sample

ISO 14001:2004

ENVIRONMENTAL MANAGEMENT SYSTEM

*****

OHSAS 18001:2007

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

*****

MANUAL

Type Your

Company Name,

Address,

City, State, Zip

Here

INSERT COMPANY NAME/LOGO HERE

EMS and OH&S Manual

Section 1: Scope

1.1 Scope of the EMS

General

The first section of the integrated manual outlines the policies, procedures and requirements of the Environmental Management System. The system is structured to comply with the conditions set forth in the International Standard ISO 14001:2004.

Application

Your Company defines and documents the scope of its Environmental Management System and includes what activities, operations, services and products are included in the EMS.

Describe the scope of your EMS:

For example:

The scope of the Environmental Management System includes the major product and service categories associated with the primary functions of designing and manufacturing toys at the Main Street location and preparing the product for the public at large.

1.2 Scope of the OH&S system

General

The next section of the integrated manual that follows the EMS section outlines the policies, procedures and requirements of the Occupational Health and Safety Management System.

The system is structured to comply with the conditions set forth in the International Standard OHSAS 18001:2007.

Application

Your Company defines and documents the scope of its OH&S Management System and includes what activities, operations, services and products are included in the OH&S system.

Describe the scope of your OH&S management system:

For example:

The scope of the Occupational Health and Safety Management System includes the major product and service categories associated with the primary functions of designing and manufacturing toys at the Main Street location and preparing the product for the public at large.

Integrating OHSAS / EMS PowerPoint

Integrating OHSAS 18001 & ISO 14001 Management Systems Overview

OHSAS 18001

Occupational Health & Safety Management System

ISO 14001

Environmental Management System

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Integrating OHSAS 18001 / ISO 14001

The ISO 14001 and OHSAS 18001 standards are compatible in content, terminology & many of the requirements as tabled below:

ISO 14001 clause	Common Requirement	OHSAS 18001 clause
4.4.4	Manual	4.4.4
4.4.5	Document control	4.4.5
4.5.4	Control of records	4.5.4
4.4.1	Responsibility and authority	4.4.1
4.6	Management review	4.6

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Phases of Management Systems

- Planning - Preparation
- Development
- Implementation
- Registration
- Maintenance

A Project Timing Chart – becomes a Road Map …

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PROCEDURES INCLUDED:

1.0 Purpose

1.1 This procedure provides for the development of OH&S programs required to achieve the OH&S objectives with targets, and provides for the process of developing action plans for those identified health and safety programs.

1.2 By preparing action plans, *Your Company* can focus its efforts and resources on health and safety programs and areas of greatest relevant impact and/or greatest concern to internal and/or external stakeholders.

2.0 Scope

2.1 Action Plans are developed for health and safety management programs that result from the commitments expressed by the OH&S Policy.

2.2 Action plans and timing for such programs are developed from those health and safety items that the OHS steering team considers of highest priority based on their significance and the commitment to continual improvement.

3.0 Responsibility

3.1 The *EMS / OHS management representative* is responsible to coordinate the activities associated with the development of the OH&S Programs.

3.2 The *EMS / OHS steering team* is responsible to:

3.2.1 Review the health and safety risk management activities as identified with the procedure P-431-18, Hazard identification, risk assessment and determination of controls.

3.2.2 Review the legislative and other requirements as identified with the procedure P-432, Legal and other requirements.

3.2.3 In consultation with relevant levels and functions (*Unit/Department Heads*), set the appropriate departmental objectives and targets for the OH&S programs that support the objectives per procedure P-433, and assist with identifying programs that support the objectives.

3.2.4 Consolidate the group objectives and targets into the overall action plan for review and approval by the *President.*

3.2.5 Assist the *Unit/Department Heads* to develop budgets for the approved health and safety programs.

4.0 Procedure

4.1 The *EMS / OHS steering team* participates in consultations with *Unit / Department Heads* and assists the relevant levels and functions with the departmental action plans for the OH&S programs.

4.2 Programs that result focus on the fundamental purpose of the OH&S management system to control OH&S risks and improve OH&S performance.

4.3 *Individual health and safety programs cover the prevention of injury; the prevention of ill health; and the reduction of hazards are detailed in action plans:*

- *WI-434-010 – Prevention of injury,*

WORK INSTRUCTIONS INCLUDED:

- **Purpose**

1.1 This instruction describes the process for controlling the design and development of *product or services at Your Company.*

1.2 This instruction describes the process for the design and development activities required for the integrated Environmental and OH&S management system at *Your Company*.

- **Scope**

2.1 This instruction applies to the design & development activities where safe, healthy and environmentally friendly materials and products are used and legal and regulatory requirements incorporated.

2.2 This instruction applies to the new and innovative research, development, and design activities such as with the *Scientific Research & Experimental Development (SR & ED) projects.*

2.3 This instruction does not cover the routine design and development modifications associated with the adaptation of existing designs. Such projects are reviewed at the contract review stages.

- **Responsibilities**
  - *The R&D Manager* is responsible for assigning a project manager and project numbers.
  - *The project manager* is responsible for initiating the design plan, getting appropriate approvals and holding design reviews.
  - *Project engineers are responsible for maintaining programs that assist and control design. (If you have computer design programs, or other software controlling your design and development activities, the programs must be controlled.)*
- **Definitions**
  - Design Verification: Determination that the product meets requirements.
  - Design Validation: Determination of the product's ability to meet user needs.
  - Design Changes: Changes made to the inputs or plan during design and development activities.
- **Equipment/Software**
  - As listed in the software inventory spreadsheet F-445-002.
- **Instructions**
  - Design and development projects are initiated for new product or process development. The need for a new product or process may arise based on customer requests, market conditions, new product or process ideas, new equipment or other situation.
  - *The R&D manager* designates a project manager for the project,

assigns a project number, and logs the project in the logs.

FORMS INCLUDED:

OH&S - SUMMARY OF LEGAL AND OTHER HEALTH and SAFETY REQUIREMENTS

ELEMENT	REGULATORY REQUIREMENTS	LAST ISSUE DATE	OTHER NON LEGAL REQUIREMENTS	LAST ISSUE DATE
All	*Occupational Health and Safety Act*			
A.	*Ontario - Occupational Health & Safety Act – Bill 168* *Violence & harassment in the workplace*			
B.	*Etc.*			
C.				
D.				
E.				
Other local community issues				

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- Compiled by: EMS / OHS management representative _____Date: