



ISO 45001 Documentation Kit – Occupational Health and Safety Management System

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5 Leadership

5.1 Leadership and Commitment

Top management of Organization Name commits and provides leadership necessary to implement, maintain and improve the OHS management system by:

- a) Taking accountability for the effectiveness of the OHS management system;
- b) Taking overall responsibility and accountability for the prevention of the work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities;
- c) Ensuring that the OHS policy and OHS objectives are established and are aligned to the context and strategic direction of the organization;
- d) Integrating the OHS management system requirements into the organization's business processes;
- e) Enabling the resources required for effective OHS management system;
- f) Communicating the importance of effective OHS management and of conforming to the occupational health and safety management system requirements;

5.2 OHS Policy

5.2.1 Establishing the Occupational Health and Safety Policy

Top management of Organization Name has established, implemented and maintain a Occupational Health and Safety Management Policy.

- It provides a framework for setting OHS objectives;
- Commitment to provide safe and healthy working conditions for the prevention of work- related injury and ill health;
- Commitment to the protection of the occupational, health and safety, fulfilment of applicable compliance obligations;
- Commitment to eliminate the hazards and reduce OHS related risks.

5.3 Organizational Roles, Responsibilities and Authorities

The Management of the Organization Name has defined the responsibilities and authorities of the personnel within the Management Systems and communicated the same within the EGT.

Top management has ensured availability of resource such as human and specialized skills, infrastructure, technology and financial resources.

7.1 Resources

Organization Name is fully committed to provide resources needed for the establishment, implementation, maintenance, and continual improvement of the OHS management system. We consider the capabilities of, and constraints on, existing internal resources and determine what needs to be obtained from external parties.

7.2 Competence

We at Organization Name ensures that the persons performing works under its control that affect its OHS performance and its ability to fulfil its compliance obligations are competent on the basis of appropriate education, training, or experience.

Comparing individual's competency levels against the competency required, training needs are identified, and necessary trainings are provided to close competency gaps, effectiveness is evaluated and appropriate documented information (training records, certificates) are retained as evidence of competence.

7.3 Awareness

Organization Name has determined to the extent necessary, the persons doing work under its control are aware of:

- a) The occupational health and safety management policy and their commitment;
- b) Significant OHS aspects, and related actual or potential impacts associated with their work;
- c) Significant work place hazards, and related actual or potential risks associated with their work;

7.4 Communication

7.4.1 General

Organization Name determines the internal and external communications relevant to the occupational health and safety management system. This includes on what, who, to whom, when and how the communication is happened. When establishing this communication process, we consider the applicable compliance of obligations, and ensure that OHS related information communicated is consistent with information generated within our OHS management system and is reliable. EGT responds to relevant communications on its OHS management system and retains documented information as evidence

7.4.2 Internal Communication

Organization Name internally communicates information relevant to the OHS management system among the various levels and functions, including changes to the OHS system, as appropriate.

Hazard Identification, Risk Assessment and Determining Controls

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1 Purpose

The systematic identification of hazards, assessment of risks and the implementation of necessary control measures are defined in this procedure.

2 Scope

Organization Name factory, offices, site projects and all facilities / activities that are under direct control is covered in this procedure.

3 Abbreviations and Definitions

3.1 Abbreviations

- NCR – Non-Conformance Report
- MR – Management Representative
- OHS/P – Occupational Health & Safety Procedure
- Appx – Appendices
- FRM – Form

3.2 Definition

- **Hazard** – situation or source causing damage to the workplace like potential harm in terms of injury or ill health, damage to property or a combination of these.
- **Hazard Identification** – by characteristics defined recognizing process that a Hazard exists.
- **Hazard Analysis Plan** – is a listing of activities for hazard present or known, their controls and recovery measures from Method Statement in correspondence.
- **Reasonably Practicable** – is any measure which can be reasonably carried out having regard to technical knowledge and acceptable expense.
- **Risk** – combination of the likelihood and consequence(s) of a specified hazardous event occurring.
- **Risk Assessment** – overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.
- **Tolerable Risk** – risk that has been reduced to a level that can be endured by the organization having regard to its contractual & legal obligations and its own OH&S Policy.

4 Duties and Responsibilities

4.1 Production Manager / Site in Charge

- The agreement with the OHS plan is totally ensured and the effectiveness of OHS programs is monitored under his control.
- Prior to the start of any project OHS Action Group is created by him and leadership and direction is provided to the group.

4.2 QHSE Manager

- On a regular basis all activities are ensured to be covered under hazard identification and as required assessments of additional activities are recommended.
- OHS aspects of project or production activities is directed and all established procedures, policies, work instructions also OHS requirements are implemented and complied is ensured by working with the Manager-in-Charge.

4.3 HSE Committee

- To identify all hazards presents in surrounding areas of work involves multilevel personnel directly involved in the work and tasks to find activities that could pose a hazard to the worker and environment, analyze risks and brainstorm for appropriate controls.

4.4 Management Representative

- The implementation of this procedure is ensured by him.

5 Procedure

1. This procedure Occupational Health and Safety (OHS) risk management adapted by Organization Name deals with operational risk through risk assessment, whereas usually it deals with the overall business risk in relation to health & safety.
2. Hazard Identification and Risk Assessment is conducted by appropriate relevant persons identified by HSE Dept. for all applicable areas of the Company operations.
3. Using the Risk assessment form for all routine & non-routine activities of Organization Name the Hazard identification & Risk Assessment is carried out.
4. The Hazard Identification Form is used to analyze the activities (routine & non-routine) from start to end in relation to the various hazards that they may be present.
5. The hazards are listed in a logical progressive sequence in the Risk Assessment form.
6. Alongside, persons associated with these hazards are listed.
7. Consequences of these Hazards are then written alongside.
8. A risk analysis is carried out using the risk matrix provided.

OHS Management Programme Procedure

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1 Purpose

The Organization Name has adopted the methodology for individual function and levels planning and for setting of measurable objectives including objectives for products of the company is defined in this procedure.

2 Scope

To all levels of organization this procedure is applied.

3 Definitions

- **QHSE Objectives** – Overall goals, raised from the QHSE policy are the QHSE objectives sets it to be achieved by an organization which are quantified where practicable.
- **QHSE Targets** – The detailed performance requirements applicable to the organization or parts are the QHSE targets that need to be set and met in order to achieve the QHSE objectives from which there are raised.
- **Legal Requirements** – The significant aspect / hazard rankings associated to legal requirements with compliance risk or potential liability, to other significant aspects as compared.
- **Operational and Business Requirements** – The importance of operational and business requirements interaction is associated with the significant aspect / hazard rankings. Quality objectives and targets, employee safety initiatives, and business planning activities are some examples of operational and business requirements.
- **Other Requirements** – Goals / Strategies, Occupational Health and Safety Performance Criteria are some “other requirements” interaction is associated with the significant aspect / risk.
- **Technology Options** – The ranking of the significant aspect to pollution prevention technological options.
- **Views of Interested Parties** – The concerns or recommendations expressed by interested parties, including the public, employees or others are the significant aspect / risk rankings.

4 Cross References

- Manual;
- Training;
- QHSE Audits;

5 Responsibility for Application

The MD, MR/QHSE officer and Operation head shall be responsible at varying levels and intervals for the application of this procedure.

6 Procedure

6.1 Planning

- 6.1.1 A separate planning team is set up out of the existing personnel or any authorized external agency by the MD.
- 6.1.2 An engineer with reasonable experience in the field of operation and a person with reasonable exposure on the commercial side are included in the planning team who is responsible for performing the task and to co-ordinate in the efforts of preparation of viability proposal apart from the designated work assigned in the management system.
- 6.1.3 As assigned specifically the team carries out the viability studies on each of the areas proposed ventures (New Markets, expansion in other fields of business) with a specific time frame periodically under the guidance.

6.2 Proposal Evaluation & Adoption

- 6.2.1 After the submission of each proposal, it shall be critically evaluated both as to its technical as well as commercial contents whether to pursue or not. The total time frame of one month period or such extended time as the MD may decide but consideration of any proposal shall not exceed three months.
- 6.2.2 The finance department examines the approved proposal for the source of funding and decided to proceed further. At that time, a person is appointed as a leader by the MD to put the proposal into execution.
- 6.2.3 It will be the responsibility of the 'leader' to submit a fortnightly report in writing on the state of affairs and the progress made in the execution of the proposal. This report shall be submitted within a week's time from the due date.

6.3 Objectives Setting & Measurement

- 6.3.1 Setting/revising of measurable objectives for relevant function/department/production is done as a part of planning meetings or Management reviews by the Top management.
 - Availability of existing data pertaining to new objectives if any
 - Current and future needs of the company and its market
 - Current process and product performance
 - Self-assessment results
 - Benchmarking (internal, competitor etc.)

SOP for Accident Reporting, Investigation and Analysis

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1 **Purpose**

An operational control procedure is established to identify near miss, incidents accidents (reporting of injuries, diseases and dangerous occurrences) and spillage and leakage of oils, chemicals & hazardous substances.

2 **Scope**

To the entire premises.

3 **Responsibility**

- All employees
- Supervisors

4 **Definitions and Abbreviations**

- **Accident** – An unfortunate incident that happens unexpectedly resulting in death, ill health, injury, damage or other loss.
- **Incident** – An instance of an event or occurrence that leads to accident or had the potential to lead.
- **Near Miss** – An event or occurrence where no ill health, injury, damage or other loss.
- **Supervisor** - A person who supervises one or more employees like dean, department head, director, manager, administrator or any other faculty or staff person.

5 **Procedure**

5.1 **Accident Investigation**

- Event details and causal factors are thoroughly identified in an accident investigation and to determine corrective measures.
- The primary purpose of an investigation is to prevent future occurrences, because only 2% of all workplace incidents are thought to be unpreventable.

5.2 **Accident / Incident Causal Factors**

- Surface cause and the root cause are two major components that contribute to the cause of an accident / incident.
- The condition or act that directly causes the incident is the surface cause. For Example: a small spill of oil on the floor that someone slipped on.

Internal Audit Non-Conformity Report			
NC Report No:		Date:	
Department / Area:		Document Ref:	
Auditor:		ISO 45001 Clause No:	
Audit Criteria:		Control #:	
Description of Non-Conformity:			
Person Responsible:			
Date of Completion	Planned:	Actual:	
Auditee:		Auditor:	
Signature		Signature	
Root Cause of Non-Conformity:			
Action Taken to Resolve the Non-Conformities:			
Corrective Action Taken:			
Review of Action Taken:		Status:	☐ Closed ☐ Open
		Signature:	
		Date:	
Planned Date for Reviewing Effectiveness:			
Review of Effectiveness of Action Taken (Next Audit):			
Effectiveness Checked On	Date:	Sign:	

Corrective Action Report		
Sr. No:		Date:
Department:		
Ref. CAR No., If Any:		
Non-Conformities Identified During		
☐ Incoming Inspection and Testing	☐ Handling of Complaints	
☐ Final Inspection and Testing	☐ Management Review Meeting	
☐ OHS Operation / Manufacturing / Services	☐ Internal Audit	
☐ Risk Assessment	☐ Others, Specify	
Description and Cause of Non-Conformities (Result of Investigation)		
Description of Non-Conformities:		
Root Cause:		
Date:		Identified By:
Action Recommended:		Responsibility:
Action Taken:		
Date:		Taken By:
Summary of Document Change etc:		
Planned Date for Reviewing Effectiveness:		
Review Effectiveness of Corrective Action Taken:		
Date:	Reviewed & Approved By: OHS Coordinator	