

ISO 14001:2004

ENVIRONMENTAL MANAGEMENT SYSTEM

OHSAS 18001:2007

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM**

EMS-OHS-001 MANUAL

*Type Your
Company Name,
Address,
City, State, Zip
Here*

This generic manual is to be used as a template in developing your Manual for the integrated ISO 14001 Environmental management system and the OHSAS 18001:2007 Occupational health and safety management system.

Review the text and replace / revise it to match your Environmental and Health and Safety management system requirements.

- Insert any other available information that would further enhance the company introduction, (preferably electronically).

At a minimum, the blue text should be replaced / revised with your information.

“*Your Company*” indicates that you should use your company name in that spot.

- Use replace function – enter “*Your Company*” in find space, enter your company name in replace space – system should make changes throughout the entire document.

In the header, replace the www.18000store.com name and logos with your company name and logo.

In the footer, the inclusion of both the **Green-Recycle** and the **Red-Safety Icons** indicates that the document is **relevant to both ISO 14001** and the **OHSAS 18001** standards.



For example, in this manual, both the Green-Recycle and the Red-Safety Icons are included.

In the footer for procedures, instructions, forms and attachments required for the integrated Environmental and OH&S management system, a **single Green Icon** indicates a document **that is specific to ISO 14001** and a **single Red Icon** indicates a document **that is specific to OHSAS 18001**.

Note that in addition to the above icon designations, the procedures and instructions are distinguished as follows:

- The letters **EH** preceding a document number indicates that it is relevant to both ISO 14001 and OHSAS 18001.
- The number **14** preceding a document number indicates that it is specific to ISO 14001.
- The number **18** preceding a document number indicates that it is specific to OHSAS 18001.



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.





3.2 Occupational Health and Safety Management System Definitions

This section is for the definitions unique to Your Company.

Review section 3 of the OHSAS 18001 standard and add, delete and revise definitions as appropriate to your OH&S system.

The following definitions apply:

- Acceptable risk: Risk that has been reduced to a level that can be tolerated by the organization having regard to its legal obligations and its own OH&S policy.
- Audit: Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the Occupational Health and Safety management system audit criteria set by the organization are fulfilled
- Ill health: Identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation
- OH&S objective: OH&S goal, in terms of OH&S performance that an organization sets itself to achieve.
- Risk: Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s).
- *Etc, as required by Your Company*





**This section of the
Integrated Environmental and OH&S Manual
Covers the
OHSAS 18001:2007
Occupational Health and Safety
Management System**





Section 4.3 Planning

4.3.1 Hazard Identification, Risk Assessment and Determining Controls

Your Company establishes, implements, documents and maintains a system to identify health and safety hazards, assess risks associated with them and determine the necessary controls. A consistent risk analysis process is used to identify hazards, assess risks, determine controls, implement controls, monitor & review and manage changes.

As introduced in this OH&S section 4.3.1, the OHS procedure **18AP-431** is used to assist the company identify how its activities, products, and services affect health and safety by identifying the hazards, setting the priorities for them, using the OH&S system to manage, control, improve upon the performance and continually improve the system. It follows that high priority hazards identified become candidates for OH&S programs (4.3.3 below) and these are candidates for operational controls (4.4.6 below).

4.3.2 Legal and Other Requirements

Your Company establishes, implements, documents and maintains a system for identifying and accessing the legal and other requirements that are applicable and to explain how the information regarding its legal and other requirements is obtained.

As introduced in the EMS section 4.3.2, the EMS-OHS procedure **EHAP-432** is used to identify the legal and other non legal requirements to which the company subscribes, and describes how the information is made known to relevant functions within the company and incorporated into the integrated EMS and OH&S management system.

4.3.3 Objectives and Programs

Your Company establishes, implements, documents and maintains a system to ensure that the objectives and targets are incorporated into the integrated EMS and OH&S system. The objectives and targets are consistent with the management system policies, which includes the commitments to compliance with legal and other requirements, continual improvement, and prevention of pollution, and prevention of injuries and ill health.

As introduced in the EMS section 4.3.3, the EMS-OHS procedure **EHAP-433** is used to describe the process of setting the objectives and targets to achieve *Your Company's* environmental and health and safety commitments and objectives.

As introduced in this section of the OH&S manual, the OHS procedure **18MP-434** provides for the development of the OH&S programs required to achieve the objectives and targets, and provides for the process of developing action plans for those identified OH&S programs.

Programs that result focus on the fundamental health and safety needs to control OH&S risks and improve OH&S performance. The implementation of OH&S programs is effected with the use of typical action plans and instructions where the responsible personnel, benchmarks, milestones and dates, and measurements of success are identified for:

- *18WI-434-010 prevention of injury,*
- *18WI-434-020 prevention of ill health and*
- *18WI-434-030 reduction of hazards.*

