

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*

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 generic 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, unique procedures that have common basic-clause numbers are distinguished as follows:

- The number **14** following a document number indicates that it is specific to ISO 14001.
- The number **18** following a document number indicates that it is specific to OHSAS 18001.

Section 4.2 Environmental Policy

The environmental policy and the environmental objective are defined within the scope of the EMS. The *President* is responsible to ensure that the Environmental Policy provides the framework for managing the needs of any interested party and stakeholder. The Environmental Policy and Objectives are communicated to all persons working for or on behalf of the company.

The EMS procedure **P-420-14** is established and maintained to provide guidelines for formulating and approving the environmental policy.

The *President* of *Your Company* has formulated the environmental policy. The policy is explained and discussed at the general orientation training given to all new employees and has been reviewed with all current employees. All employees are expected to know what the environmental policy means to them as it affects their job or position within the company.

The Environmental Policy, attachment A-420-001 is included in the next page of the manual *and is posted in prominent locations throughout the facility.*

The OHS procedure, **P-420-18** covering the Occupational Health and Safety Policy is established and is further detailed in the OH&S section of the manual (section 4.2). The OH&S policy, A-420-002 is included in the page that follows the Environmental policy.

Section 4.2 Related Procedures and Attachment

P-420-14, Procedure for Environmental policy

P-420-18, Procedure for OH&S policy

A-420-001, Attachment – Environmental policy

A-420-002, Attachment – OH&S policy



4.4.7 Emergency Preparedness and Response

Your Company establishes, implements, documents and maintains a system for the identification of potential emergencies and accidents that can impact the environment and health and safety in order to be prepared to respond to actual situations. By having a planned response to emergencies we are able to meet our strategic goals of preventing pollution, reducing negative impacts on the environment, and preventing injuries and ill health to the personnel.

As introduced in the EMS section 4.4.7, the EMS-OHS procedure **P-447** for emergency preparedness and response outlines a method for the reporting and for the effective management of an incident / accident from the time of discovery to the ultimate disposal.

As introduced in the EMS section 4.4.7, the EMS-OHS instruction **WI-447-010** is established to outline the response to emergency incidents that may not be regulated and relate to the well-being of personnel in the office and administrative areas of the company.

Section 4.4 Related Procedures and Instructions

P-441, Structure and responsibility

P-442, Competence, training and awareness

P-443, Internal and external communications

P-444, Documentation

P-445, Control of documents

P-446, Operational control

WI-446-010, Design and development

WI-446-020, Outsourcing and purchasing

WI-446-030, Infrastructure

WI-446-040, Control of measuring equipment

WI-446-050, Incoming inspection

P-447, Emergency response – plant

WI-447-010, Emergency instructions – office

