

**ENVIRONMENTAL
MANAGEMENT SYSTEM**

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT
SYSTEM**

MANUAL

Type Your Company Name

Street Address

City, State Zip

Here

INSERT COMPANY NAME/LOGO HERE

Introduction to the Integrated System (IMS)

Your Company developed and implemented an integrated Environmental and Occupational Health and Safety Management System in order to document the company's best business practices, better satisfy the requirements and expectations of its customers, workers, and other interested parties, enhance its environmental performance, support, and promote good health and safety practices and improve the overall management of the company.

To fully understand the organization and its context, Your Company determined the external and internal issues that are relevant and that affect its ability to achieve the intended results of the integrated management system.

Your Company meets the requirements of the international standard ISO 14001:2015. The system addresses the management of environmental aspects, compliance obligations, the actions to address risks and opportunities.

Your Company meets the requirements of the ISO 45001:2018 international standard. The system addresses the identification of workplace hazards and the management of the actions to address risks and opportunities.

The IMS incorporates the process approach where consistent and predictable results are achieved more effectively and efficiently when activities are understood and managed as interrelated processes. The management of the interactive processes provides for the achievement of continual improvement with focus on efforts leading to the prevention of undesirable outcomes and the incorporation of the Plan-Do-Check-Act continual improvement cycle.

The manual describes the IMS, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides the documented information with procedures or references for all activities comprising an integrated system that ensures the compliance to the requirements of the standards.

This manual is used internally to guide the company's employees through the requirements of the ISO standards that must be met and maintained in order to control or influence the ways to protect the environment, maintain safe and healthy workplaces, and to detail the necessary instructions that lead to continual improvement. The manual is used externally to introduce our IMS to our customers and other external organizations or interested parties. The manual is used to familiarize them with the controls that have been implemented and to assure them that it provides for a framework to meet the intended outcomes of the integrated management system.

The manual is approved by a top management representative.

President: _____ Date: _____

Section A Scope or the Integrated Management System

To determine and establish the scope of the Integrated Management System (IMS) **Your Company** determined the boundaries and applicability of the environmental, and health and safety systems and considered the external and internal issues, the requirements of the workers and other relevant interested parties, the activities, the processes, and the products and services that are within the company's control or influence and that can impact performance.

The scope is available and maintained as documented information stating the products and services covered by the IMS.

Scope of the Environmental and OH&S Management Systems.

Your Company applies all the requirements of ISO 14001:2015, and ISO 45001:2018 when they are applicable within the determined scope of the IMS.

As developed with procedure P-400 for Organizational context, include the scope of your IMS here:

For example, if you are a manufacturer of toys, the scope may be:

The scope of the Environmental and Health and Safety Management System includes the major product and service categories associated with the primary functions of manufacturing wooden toys at the North Pole location and distributing the product to children of all ages.

Section B References

a. Normative reference

- There are no normative references for ISO 14001:2015.
- There are no normative references for ISO 45001:2018.

b. Definitions. Applicable definitions are included in documented procedures and instructions at par 3.0 to enhance the understanding of the process.

1.0 Purpose/Scope

- 1.1 To establish and maintain the leadership responsibilities and authority necessary to ensure top management at **Your Company** is committed to supporting the requirements of the Integrated Management System (IMS).
- 1.2 The procedure applies to **Your Company's** stated commitments and aspirations to performance, integrity, and reliability through the operation of an Environmental Management System (EMS), and an Occupational Health and Safety Management System (OHS) as an integrated management system (IMS).

2.0 Responsibilities and Authorities

- 2.1 The **President** has the prime responsibility and approval authority for this procedure.
- 2.2 **Top management** is responsible to demonstrate leadership and commitment with respect to the IMS.
- 2.3 **Top management** is responsible to ensure that **Your Company's** IMS conforms to the requirements of the ISO standards and is established, implemented, and maintained.

3.0 References and Definitions

- 3.1 This document addresses clause 5 of the ISO 14001:2015 standard, covering leadership, and clause 5 of the ISO 45001:2018 standard, covering leadership and worker participation.
- 3.2 Top management: Person or group of people who directs and controls an organization at the highest level.
- 3.3 **Include your definition of top management here and include the group that makes up the IMS Team.**

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 Leadership and commitment to the Integrated Management System (IMS)
- 5.1.1 **Top management** ensures that the IMS is established, implemented, and maintained in a planned and systematic manner.
- This is accomplished with the appointment of an **IMS team leader** as the project manager with specific responsibility for the IMS, and the selection of a supporting **IMS team**.
 - Responsibilities for the **IMS team leader** and the **IMS team** are

1.0 Purpose/Scope

- 1.1 This procedure describes the process to determine and provide the resources needed for the Integrated Management System (IMS) at [Your Company](#).
- 1.2 The procedure applies to the resources required to meet the intended outcomes of the EMS, and the OHS as an integrated management system (IMS).

2.0 Responsibilities and Authorities

- 2.1 The [Operations manager](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In support of the [Operations manager](#), the [IMS team](#) is responsible to determine and provide the resources needed to establish, implement, maintain, and continually improve the IMS.
- 2.3 The [Maintenance manager](#) is responsible for the preventive maintenance of facilities and equipment.

3.0 References and Definitions

- 3.1 This document addresses clause 7.1 of ISO 14001:2015 and ISO 45001:2018 standards covering resources.
- 3.2 Definitions, see par 5.3.1 and 5.3.2.

4.0 Resources

- 4.1 None, ([unless an electronic preventive maintenance tracking system is used](#)).

5.0 Instructions

- 5.1 The [IMS team](#) determines and provides the resources needed for the IMS.
 - 5.1.1 With procedure P-600 for planning of the IMS and procedures P-812 and P-815 for EMS and OHS operational planning and control, the capabilities of and constraints on existing internal resources are considered.
 - 5.1.2 In support of the above planning procedures, the procedure P-720 for Competence, awareness and training is maintained to manage the people needed for an effective IMS.
 - 5.1.3 With the planning procedures, consideration is given to the resources to be obtained externally. Procedure P-814 for the Control of external providers is established.
 - 5.1.4 In support of the planning procedures, the instruction WI-810-003 for Control of production and service provision is established to provide and maintain controlled conditions for processes.

EMS-Operational Planning and Control

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to establish the method for the planning and control of the processes required for the IMS at [Your Company](#).
- 1.2 The procedure applies to the processes necessary and implemented to meet the requirements for the EMS as part of the integrated management system (IMS).

2.0 Responsibilities and Authorities

- 2.1 The [Operations manager](#) has the prime responsibility and approval authority for this procedure.
- 2.2 Additional responsibilities for the [IMS team / IMS team](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 References
 - 3.1.1 This document relates to clause 8.1 of the ISO 14001:2015 standard, Operational planning and control.
- 3.2 Definition
 - 3.2.1 Life cycle: Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 In support of the planning procedure P-612 for EMS-Risk management planning, this procedure addresses operational planning and control.
 - 5.1.1 The [IMS team / IMS team](#) plans, implements, and controls the processes needed to meet EMS requirements.
 - [Process flow diagrams, such as FD-810-001 that represent each step in the manufacturing or service process and include other relevant factors associated with the steps may be prepared to assist with the planning and implementation efforts.](#)
 - 5.1.2 The [IMS team / IMS team](#) implements both the actions to address risks and opportunities, and the actions to plan and achieve environmental objectives.
 - 5.1.3 The main tools to manage and address risks and opportunities, significant environmental aspects, and compliance obligations as detailed in procedure P-612 are the worksheets:

WI-622-010 Example – from F-615-004 Program planning worksheet

ACTION PLAN & TIMING CHART - DEVELOPMENT OF HEALTH & SAFETY PROGRAM		
COMMITMENT and POLICY	PLANNING	PROCESS
<i>OH&S Policy Commitment 1 -- PREVENTION OF INJURY--</i>	<i>Program Instruction WI-622-010</i>	<i>Maintain a safe workplace</i>
	<i>Objective 1</i>	<i>Minimize handling injuries wherever technically and commercially practical</i>
	<i>Target 1</i>	<i>Reduce frequency of injury at site 1 by 20 % of present level within 1 year</i>
	<i>OH&S Program 1</i>	<i>Prevention of injury through material handling equipment</i>
<i>Date started:</i>	<i>Action</i>	<i>For products exceeding 'x' pounds in weight, install lifting devices at manufacturing operations</i>

PROGRAM –TIMING CHART PROJECT: _____ **LEADER:** Technical Services manager **Date** _____

Description / Major Tasks	Timing												
	Current Months	1	2	3	4	5	6	7	8	9	10	11	12
<i>P-PLAN. Confirm project funding & resources Identify project leader</i>													
<i>D-DO. Select required equipment Purchase, install equipment Try out & test process</i>													

SAMPLE

INSERT YOUR COMPANY LOGO/NAME HERE

A-520-001
Environmental Policy

ENVIRONMENTAL POLICY

ENVIRONMENTAL OBJECTIVES

STRATEGIC DIRECTION

Top Management Approvals:

Title: ----- Name -----, Date -----
Title: ----- Name -----, Date -----
Title: ----- Name -----, Date -----
Title: ----- Name -----, Date -----
Title: ----- Name -----, Date -----

SAMPLE

Example of an Environmental policy:

Our Company's Environmental Policy is to protect, utilize, and manage our natural resources in order to prevent pollution and to continually improve the air we breathe, the water we drink, and the earth we inhabit.

This will be supported by state-of-the-art facilities and equipment, well-defined processes, and excellent training programs. The management will adopt a culture that fosters integrity, sense of responsibility, and continual improvement through compliance with the ISO 14001 standard for Environmental Management System.

Date Approved _____	GUIDELINES FOR EMS OBJECTIVES AND TARGETS	DATA Form A-620-001
<p>Objectives can include commitments to:</p> <ul style="list-style-type: none"> • Reduce waste and the depletion of resources • Reduce or eliminate the release of pollutants into the environment • Design products to minimize their environmental impact in production, use and disposal • Control the environmental impact of raw material sourcing • Minimize any significant adverse environmental impact of new developments • Promote environmental awareness among employees and the community. <p>Progress towards the objective targets can generally be measured using environmental performance indicators such as:</p> <ul style="list-style-type: none"> • Quantity of raw materials or energy used • Quantity of emissions such as Carbon dioxide, CO₂ • Waste produced per quantity of finished product • Efficiency of material and energy used • Number of environmental incidents (e.g. excursions above limits) • Number of environmental accidents (e.g. unplanned releases) • Percentage waste recycled • Percentage recycled material used in packaging • Number of vehicle kilometers per unit of production • Specific pollutant quantities, e.g. NO, SO₂, CO, HC, Pb, CFCS • Investment in environmental protection • Number of prosecutions • Land area set aside for wildlife habitat. <p>An integrated Example:</p> <p>Objective: Reduce energy required in manufacturing operations Target: Achieve 10% reduction of the previous year Indicator: Quantity of fuels and electricity per unit of production</p>		

The examples outlined below do not list all the possible items for assessing office conditions. A better checklist for your office workplace is one that covers your specific needs.

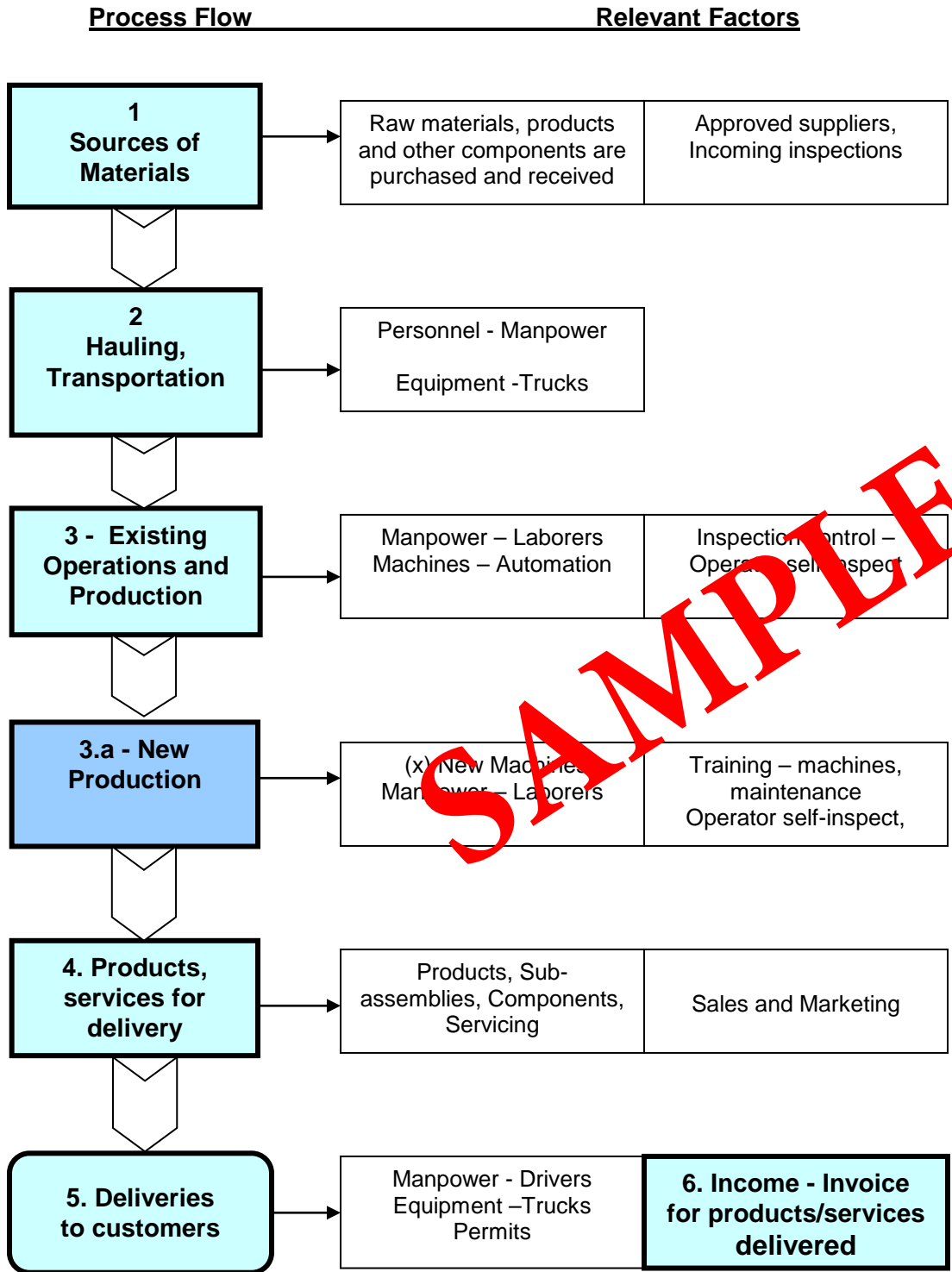
Reviewed by:		Date:	
	Comments / Observations	OK = Under Control	X = Needs Attention
BULLETIN BOARDS AND SIGNS			
Are they clean and readable?			
Is the material changed frequently?			
FLOORS			
Is there loose material, debris, worn carpeting?			
Are the floors slippery, oily, or wet?			
STAIRWAYS AND AISLES			
Are they clear and unblocked?			
Are stairways well lighted?			
Are handrails, handholds in place?			
Are the aisles marked and visible?			
EQUIPMENT			
Are guards, screens, and sound-dampening devices in place and effective?			
Is the furniture safe?			
- worn or badly designed chairs			
- sharp edges on desks and cabinets			
- poor ergonomics (keyboard elevation, chair adjustment)			
- crowding			
Are ladders safe, and well maintained?			
EMERGENCY EQUIPMENT			
Is all fire control equipment regularly tested and certified?			
Is fire control equipment appropriate for the type of fire it must control?			

SAMPLE

INSERT YOUR COMPANY LOGO/NAME HERE

FD-810-001
Process Flow Diagram

The **FD-810-001** Process Flow Diagram represents each step in the manufacturing process and includes other relevant factors associated with the steps.



SAMPLE