

INSERT YOUR COMPANY LOGO/NAME HERE

P-600-A

Planning for the OH&S Management System

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to establish the process for the planning of the Occupational Health and Safety Management System (OHSMS) at [Your Company](#).
- 1.2 The procedure applies to the planning activities and resources required to meet the objectives of the OHSMS.

2.0 Responsibilities and Authorities

- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In supporting roles, [Top management and the members of the OH&S team](#) ensures that the responsibilities and authorities for the OHSMS are defined and communicated. The organization chart documented on attachment A-530-001 is included in the OH&S manual.
- 2.3 The [OH&S team and the OH&S team leader](#) are responsible to provide the leadership for a process approach and the achievement of intended results with the application of the P-D-C-A (plan, do, check, act methodology) and R-B-T (risk-based thinking)
- 2.4 Additional responsibilities for the [OH&S team leader](#) and the [OH&S team](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 This document introduces clause 6 of the ISO 45001:2018 standard, and covers the planning for the OHSMS.
- 3.2 Top management: Person or group of people who directs and controls an organization at the highest level.
- 3.3 Production processes: Processes that contribute or result in the product or service being produced or the product or service being provided.

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 The activities and resources required to meet the objectives of the OHSMS considers the planning of the system itself, and the management of risks and opportunities.
 - 5.1.1 [OH&S team](#) makes use of the OH&S process identification worksheet, form F-440-001 to identify, plan and document the processes that

1.0 Purpose/Scope

- 1.1 This procedure describes the process for internal and external communication of information regarding the OHSMS at [Your Company](#).
- 1.2 The procedure applies to the personnel whose work affects the performance of the Occupational Health and Safety Management System (OHSMS).

2.0 Responsibilities and Authorities

- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 Additional responsibilities for the [OH&S team leader, the supervisors, and employees](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 This document relates to [clause 7.4](#) of the ISO 45001:2018 standard covering communication.

- 3.2 No Definition

4.0 Resources

- 4.1 None

Related forms, records, and documents are referenced to comply with document control requirements

5.0 Instructions

- 5.1 In support of the procedure P-720 for competence, awareness and training, the [OH&S team](#) establishes the processes for internal and external information and communication relevant to the OHSMS.
 - 5.1.1 The tools used to manage and respond to the OHSMS communication needs are designed to address what, when, with whom, and how to communicate information., and consider diversity aspects, such as gender, language culture, literacy, and disability when determining the communication needs.
 - 5.1.2 The tools include the OHSMS action reports:
 - F-740-001, Public response report – P.R.R.
 - F-740-002, Alert report – A.R.
 - F-740-003, Incident report – I.R.
 - F-740-004, Nonconformance report – N.C.R.
 - F-814-003 Provider corrective action request - PCAR
 - F-1020-001 Corrective action request – C.A.R.
 - 5.1.3 While the above reports have specific purposes, they ensure that reliable information and responses communicated are consistent with information generated by the OHSMS and consider the legal requirements and other requirements / compliance obligations, and considers the views of

Emergency Preparedness and Response

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to establish a method to identify health and safety emergency situations and potential accidents and respond to such situations at [Your Company](#).
- 1.2 The procedure applies to the methods for the reporting of emergencies and for the effective management from the time of discovery to the ultimate resolution to safeguard the health and safety for workers and interested parties.
- 1.3 The procedure applies to the emergency preparedness and response processes required to meet the objectives of the OHSMS.

2.0 Responsibilities and Authorities

- 2.1 The [Operations manager](#) has the prime responsibility for the implementation and maintenance of this procedure.
- 2.2 Additional responsibilities for the [OH&S team](#), [the supervisors](#), [the workers](#), [employees](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 This document relates to clause 8.2 of the ISO 45001:2018 standard covering emergency preparedness and response.
- 3.2 No Definitions

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 In support of the [Operations manager](#), the [OH&S team](#) is responsible to establish, implement and maintain the processes needed to prepare for and respond to the potential emergency situations as determined with the identification of hazards and assessment of OH&S risks, per procedure P-612.
 - 5.1.1 The process includes the following:
 - Preparing a planned response to emergency situations, and providing first aid and training for the planned response.
 - Periodically testing and exercising the planned response capabilities,
 - Evaluating performance and revising, as needed, the planned response after testing and especially after the occurrence of emergency situations,
 - Communicating relevant information to all workers on their duties and responsibilities,
 - Communicating relevant information to contractors, visitors, emergency response services, government authorities, and the local community,

Control of Monitoring and Measuring Resources

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to outline the requirements for control of measuring and monitoring resources at [Your Company](#).
- 1.2 The procedure applies to the measuring and monitoring equipment required to meet the objectives of the OHSMS.

2.0 Responsibilities and Authorities

- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In support of the [OH&S team leader](#), the [OH&S team leader](#) is responsible for determining the monitoring and measuring resources needed.
- 2.3 The [OH&S team leader](#) is responsible to designate the [Equipment coordinator](#), and to assign responsibility for calibration and maintenance of the equipment.

3.0 References and Definitions

- 3.1 This document addresses the requirement in clause 9.1.1 of the ISO 45001:2018 standard dealing with the calibration and verification of monitoring and measuring equipment.
- 3.2 No definitions

4.0 Resources

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

5.0 Instructions

- 5.1 The [OH&S team](#) determines and provides the resources needed to ensure valid and reliable results when monitoring and measuring is used to verify conformity to requirements and to enhance health and safety performance and controls.
- 5.1.1 With procedures P-810 for OHS Operational planning and control, P-910 for OHS Monitoring, measurement, analysis, and evaluation, and the work instruction WI-810-003 for Control of production and delivery, consideration is given to monitoring and measuring resources to ensure that they are:
- Suitable for the specific type of monitoring and measuring activities undertaken,
 - Maintained to ensure their continuing fitness for their purpose and documented information maintained as evidence of fitness for purpose.
- 5.2 The [OH&S team](#) ensures that measuring instruments are calibrated when measurement traceability is considered to be an essential part of providing