

INSTRUCTIONS IN THE USE OF THE SMS-002 - MANUAL TEMPLATE

This model is intended for use as a template in developing your Manual for the integration of the new ISO 45001:2018 Occupational health and safety management system in the existing ISO 14001:2015 Environmental management system.

The integration / implementation approach applies for the management systems where requirements are described in the standards:

- ISO 14001:2015 Environmental Management Systems – Requirements with Guidance for use.
- ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with guidance for use.

The above Management Systems are compatible with each other and have common requirements that are described in clause 4 through clause 10 and detailed in:

- Clause 4 Context of the organization
- Clause 5 Leadership (and Leadership and worker participation)
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance evaluation
- Clause 10 Improvement

You have your ISO 14001 EMS in place and now have the objective of integrating the ISO 45001 OH&S in one integrated management system. The good news is that since you are familiar with formal management systems, this initiative will be relatively straightforward.

Essentially, the documentation package for the management system will contain:

- One (1) combined Manual for the integrated Management System with minor upgrades to reflect the EMS and OH&S requirements.
- A group of (11) existing procedures and (8) work instructions documents in your EMS with minor updates to reflect the EMS and OH&S requirements,
- A group of (3) new OH&S procedures, (7) EMS-OHS procedures, and (3) new work instructions will need to be developed and implemented.
- A group of forms and attachments (23) needed for the procedures and instructions.

In this template, instructions/ suggestions are outlined **in brown text** to provide examples of typical upgrades. Manual and other documentation upgrade instructions are included following the last section R of the manual to cover the upgraded EMS requirements, the integrated EMS-OHS common requirements and the new health and safety requirements of ISO 45001:2018.

In addition, the **blue text** needs to be replaced with your information where for example, use your company name in the spot indicated as “*Your Company*”.

Consider the text in **brown as ISO 45001 “additions”** to the documentation and treat the **text in blue as “revisions”** or information that is specific to your company.

*Text in **black italics** represents other general instructions for the particular section.*

**ENVIRONMENTAL MANAGEMENT
SYSTEM**

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT
SYSTEM**

MANUAL

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

**Integrating the
OCCUPATIONAL HEALTH AND SAFETY
Management system in the existing
ENVIRONMENTAL
Management system**

ENVIRONMENTAL MANAGEMENT SYSTEM

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM**

Note:

The first 3 pages of the generic manual provide an introduction and guidance in its use and are to be removed from the Manual file (copied to a separate document or deleted) after use.

Guidance in the use of this template

This model is intended for use as a template in developing your Manual for the integration of the ISO 45001:2018 Occupational health and safety management system in the existing ISO 14001:2015 Environmental management system.

The integration / implementation approach applies for the management systems where requirements are described in the standards:

- ISO 14001:2015 Environmental Management Systems – Requirements with Guidance for use.
- ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with guidance for use.

The above Management Systems are compatible with each other and have common requirements that are described in clause 1 through clause 10 and detailed in:

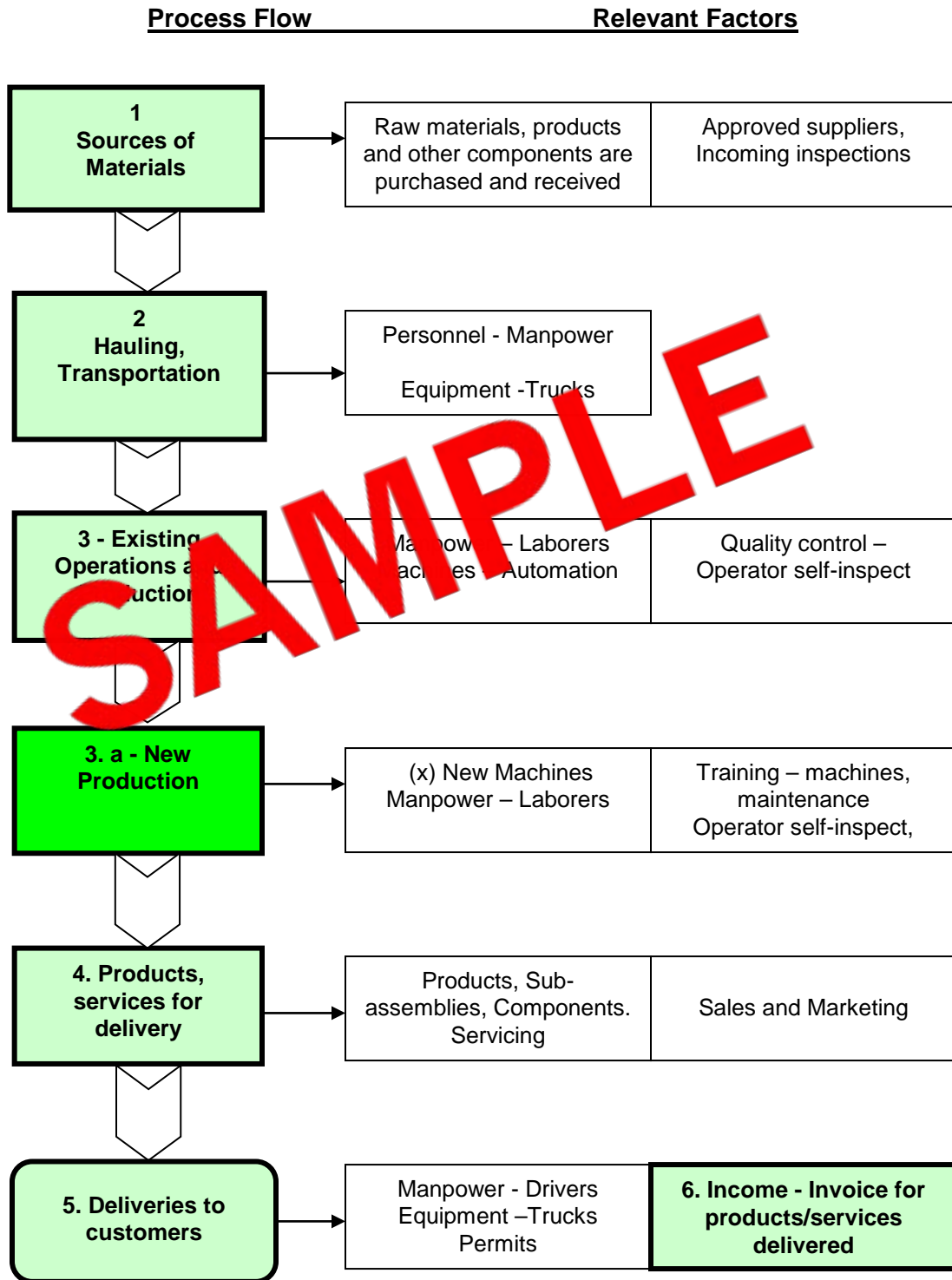
- Clause 4 Context of the organization
- Clause 5 Leadership (and Leadership and worker participation)
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance evaluation
- Clause 10 Improvement

You have your ISO 14001 EMS in place and now have the objective of integrating the ISO 45001 OH&S in one comprehensive management system. The good news is that since you are familiar with formal management systems, this initiative will be relatively straightforward.

Essentially, the documentation package for the management system will contain:

- One combined Manual for the integrated Management System with minor upgrades to reflect the EMS and OH&S requirements.
- A group of (11) existing procedures and (8) work instructions in your EMS with minor updates to reflect the EMS and OH&S application,
- A group of (3) new OH&S procedures, (7) EMS-OHS procedures, and (3) new work instructions will need to be developed and implemented.
- A group of forms and attachments (23) needed for the procedures and instructions.

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



SAMPLE

P-1020	Nonconformity and corrective action	IMS team leader			
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Section R

Typical Records Documentation Matrix for the IMS – Form F-750-002
 The document shown in **brown font** and new for EMS/OHS.
 This section of the OH&S Manual contains the Records Documentation Matrix.
 The last column indicates where in the OH&S Manual the documents are located.

Doc #	Description of Document	1st Rev. Date	Last Rev. Date	Used with Manual, Procedure, Instruction
	Attachments			
A-520-001	OH&S Policy		Manual	SMS-002
A-615-001	Hazards guidelines			P-615
A-620-003	Objectives guidelines			P-615
	Forms			
F-440-002	Organizational context worksheet			P-615
F-540-001	Worker participation & consultation worksheet			P-500
F-600-001	Hazard identification-process worksheet			P-600
F-615-001	Initial OH&S review worksheet - office			P-615
F-615-002	Initial OH&S review worksheet - plant			P-615
F-615-003	Risk management worksheet			P-615
F-615-004	Program planning worksheet			P-615
F-620-003	OH&S objectives planning record			P-615
F-814-001	Provider assessment report			P-814
F-814-002	List of acceptable sources			P-814
F-814-003	Provider corrective action request -PCAR			P-615 / P-814

regarding the EMS and the OHSMS, as an integrated management system (IMS).

Review your existing EMS document P-740, and add items relevant to the internal and external communication of OHS information.

In your existing EMS document P-750 for Control of documented information, add a paragraph to say:

This procedure describes the processes for ensuring control of the initial release and changes to the documented information defined as essential to the operation of the EMS and the OHSMS, as an integrated management system (IMS).

Review your existing EMS document P-750, and add items relevant to the control of OHS documented information.

Review your existing EMS document WI-750-001 for document numbering system.

Example for Clause 8 – Operational control

As existing from the EMS, the procedure P-810 for EMS-Operational planning and control enables the company to meet the requirements of this clause, and implement the actions to address risks and opportunities associated with environmental aspects, compliance obligations, and EMS objectives.

As required for the OHS, outline in the procedure P-815 for OHS-Operational planning and control, the process that enables the company to implement actions to address risks and opportunities associated with workplace hazards, legal requirements, and OH&S objectives.

Review your existing EMS operational controls documents, such as WI-810-040, WI-810-050, and WI-810-060 for Incoming inspection, Design and development, Control of production and delivery, and add items relevant to health and safety issues for activities associated with the receiving, designing, and controlling of production and delivery processes.

Review your existing EMS control system for the purchasing/procurement functions and outline in a document, such as P-814, the methods for the coordination and control of external providers for products, services, outsourced processes and contractor services that can affect EMS and OH&S performance.

In the document P-814, include a paragraph to say:

This procedure describes the process for controlling the external provider processes to ensure that purchased / procured products and services, outsourced processes, and contractor services conform to specified requirements required to meet the intended outcomes of the EMS and the OHSMS, as an integrated management system (IMS).

The new forms for the procedure are:

- F-814-001 Provider assessment report

Organizational Context

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to ensure that the context of the organization and the needs and expectations of interested parties are understood at **Your Company**
- 1.2 The procedure applies to the external and internal issues that can affect the Environmental Management System (EMS), and the 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** through the **IMS Team** is responsible to determine the relevant external and internal issues that affect the ability to achieve the intended outcomes of the IMS and that can impact on the planning of the IMS.
- 2.3 **Top management** through the **IMS Team** is responsible to include environmental, and health and safety conditions capable of affecting or being affected by the company.

3.0 References and Definitions

- 3.1 This document addresses clause 4 of the ISO 14001:2015, and the ISO 45001:2018 standards covering, Context of the organization.
- 3.2 Top management: Person or group of people who directs and controls an organization at the highest level.
- 3.3 Context of the organization: Combination of internal and external factors and conditions that can have an effect on an organization.

4.0 Resources

- 4.1 As outlined in the procedure P-710 for resource management

5.0 Instructions

- 5.1 To fully understand the organization and its context, **Your Company** determines the external and internal issues that are relevant and that affect its ability to achieve the intended outcomes of the Integrated Management System (IMS).
 - 5.1.1 The external and internal issues include production and service, environmental, and health and safety conditions capable of affecting or being affected by the company.
 - 5.1.2 As applicable to the EMS and the OHS, **the relevant internal and external Issues may include:**
 - **Environmental conditions related to climate, air, water, land use, existing contamination, natural resource availability, biodiversity, etc., and health and safety conditions related to hazard reduction, injury, and ill health prevention, etc., that can either affect the company's**

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 standards, 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

INSERT YOUR COMPANY LOGO/NAME HERE

F-440-002

Organizational Context Worksheet

Instructions

- With inputs from the **IMS team** the **IMS team leader** prepares this organizational context worksheet.
- The **IMS team** /is responsible to systematically review each issue tabled below and to indicate whether it is OK (in control) or it Needs Attention.
- During the development and implementation phases of the OHSM, the determination and tracking of relevant issues is followed up at the regular **(weekly) IMS team meetings**.
- When issues Need Attention, the **IMS team** sets priorities for projects aimed at further understanding the organization and its context.
- On an on-going basis, the **IMS team leader** maintains and updates the worksheet for consideration as opportunities for subsequent improvement to the IMS.

Organizational Context - Worksheet			
Section 1	External and internal issues that are relevant and that affect the ability to achieve the intended outcomes of the Integrated Management System (IMS) including production and service conditions capable of affecting or being affected by the company.		
Issue	Describe the External and Internal issues including business and IMS management conditions that can affect the purpose of the company or be affected by its decisions.	OK in control	Needs Attention
--	Consider Basic management principles for	--	--
Worker focus			
Leadership			
Engagement of people			
Process approach			
Improvement			
Evidence-based decision making			
Relationship management			

Instructions

- With inputs from the **IMS team**, the **IMS team leader** prepares this worker participation and consultation worksheet.
- The **IMS team** is responsible to systematically review each issue tabled below and to indicate whether it is OK (in control) or it Needs Attention.
- During the development and implementation phases of the IMS, the determination and tracking of relevant participation and consultation issues is followed up at the regular **(weekly) IMS team meetings**.
- When issues Need Attention, the **IMS team** set priorities for projects aimed at further enhancing worker participation and consultation on health and safety matters.
- On an on-going basis, the **IMS team leader** maintains and updates the worksheet for consideration as opportunities for subsequent improvement to the IMS.

Worker Participation and Consultation - Worksheet			
Ensure the participation and consultation by workers at all applicable levels and functions, and relevant workers' representatives, in the development, planning, implementation, evaluation and actions for improvement of the Integrated management system (IMS).			
Section 1	Describe the participation & consultation issues where workplace conditions can affect workers' work-related health and safety	OK in control	Needs Attention
Provision of mechanisms, time, training, and resources necessary for participation			
Provision of timely access to IMS information that is understandable, clear, and relevant			
Determination and removal of obstacles or barriers to participation and minimize the ones that cannot be removed			
<i>Note that workers representation can be a mechanism for consultation and participation</i>			
<i>Note that obstacles and barriers can include failure to respond to worker inputs or suggestions, language or literacy barriers, reprisals or threats of reprisals and policies or practices that discourage or penalize worker participation.</i>			
Section 2	Emphasize the participation of non-managerial workers in the following:	OK	Needs Attention
Determining mechanisms for their participation &			

