

ISO 45001-2018

Occupational Health & Safety Management

System Manual-Level I

OH&S/AM**Issue No-01****Dt.- -----****Company Logo:-****Company Address:-**

			Issue No: 01	Date:
Prepared By:	Review By:	Approved by:	Rev. No: 00	Page No. 01

Disclaimer

This quality Manual, procedures ,record templates and other related documents are prepared to the best of our judgement and for the guidance of the users. Please note that these are prepared keeping in view the general requirements of the standard .The user is advised to look at his processes, products, services ,customer requirements and other regulatory requirements while preparing his manuals and other documents. The requirements of the standard will be under constant revision and the user is advised to go through the latest standard updates and visit the standard owner site www.iso.org

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REVISION SHEET

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Revision Record

Sr. No.	Doc. No.	Description of Revision	Rev. No.	Rev. Date
1	All	First Release	00	

OH&S/AM/2.0

Abbreviation

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Abbreviations

Sr. No.	Full Form	Abbreviations Used
1	Occupational health and safety management system	OH&S MS
2	Context of Organization & Risk Assessment	CORA
3	International Organization for Standardization	ISO
4	Occupational control process	OCP
5	Hazard identification and risk assessment	HIRA
6	Emergency Response Plan	ERP
7	Occupational health & safety	OH&S

OH&S/AM/3

Introduction

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3.0: Introduction, Distribution and Updating of Manual

Company Introduction:

Company Profile:-

Distribution of OH&S Manual:

Master copy will be maintained by system coordinator only.

Controlled copy to all HOD's in soft form through common server.

4.0: Context of the Organization

4.1 Understanding the organization and its context:-

An external and internal issue that are relevant to the purpose and its strategic direction and that affect its ability to achieve the intended results of its OH&S management system is identified and documented

OH&S context of organization are studied for external and internal issues and recorded with risk & opportunity.

4.2 Understanding the needs and expectations of interested parties:-

Company name-has determined

Interested parties that are relevant to the OH&S management system;

Requirements of these interested parties that are relevant to the OH&S management system.

Which of these needs and expectations become its Legal and Other Requirements s.

All interested parties with needs & expectations are identified with risk & opportunity.

Cross Ref. Shown under Others

1. Context of the Organization- external and internal issues with risk & opportunity (OH&S/DI/01)
2. Context of the Organization- Need & Expectations of interested parties with risk & opportunity (OH&S/DI/02)

4.3 Determining the scope of the OH&S Management System:-

The scope of the OH&S management system is

“Company scope statement”

The OH&S management system is applicable for the activities carried out in (**Company Name**) which is situated in-

Company Address

While determining the scope Company Name has considered External and internal issues

Requirements of relevant interested parties Legal and Other Requirements s Organizational units, function and physical boundaries Activities, products and services Authority and ability to exercise control and influence.

Scope is defined in Level I manual as Documented information.

OH&S/AM/4

Context of organization

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Ref. Clause: 4.1, 4.2, 4.3, 4.4

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4.4 OH&S Management system:-

To achieve the intended outcomes, including enhancing its OH&S performance, (**Company Name**) has established, documented, implemented, maintained and continually improved the OH&S management system as per ISO 45001:2018 standards including the processes needed and their interaction considering the understanding of the context of the organization and the needs and expectation of the interested parties.

All the processes for OH&S management system implementations are identified with interaction matrix and defined.

Processes are identified with OH&S input/output and activities.

Cross Ref. Shown under

1. Process interaction matrix (OH&S/DI/03)

5.0: Leadership

5.1 Leadership and commitment:-

(Company Name) top management demonstrates the leadership and commitment with respect to the OH&S Management System by:

- a. Taking accountability for the effectiveness of the OH&S Management System;
- b. Ensuring that the OH&S policy is established and is compatible with the and strategic direction of context the organization;
- c. Ensuring the integration of the OH&S Management System requirements into the organization's business processes;
- d. Promoting the use of the process approach and risk-based thinking;
- e. Ensuring that the resources needed for the OH&S Management System are available;
- f. Communicating the importance of effective OH&S Management and of conforming to the OH&S Management System requirements;
- g. Ensuring that the OH&S Management System achieves its intended results;
- h. Engaging, directing and supporting persons to contribute to the effectiveness of the OH&S Management System;
- i. Promoting continual improvement;
- j. Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility
- k. Protecting workers from reprisals when reporting incidents, hazards, risk and opportunities.
- l. Ensuring implementation of consultation and participation process in organization.
- m. Supporting the establishment and functioning of health and safety committees.

5.2 Policy:-

(Company Name) Top management has established, implemented and maintained OH&S policy that, within the defined scope of its OH&S management system.

- a. It includes a commitment to provide safe and healthy working conditions for prevention of work related injury and ill health.
- b. It is appropriate to the purpose and context of the organization.
- c. It is appropriate to the purpose, size and context of the organization and to the specific nature OH&S risks and OH&S opportunities
- d. It provides a framework for setting OH&S objectives
- e. Includes a commitments to fulfil legal requirements and other requirements
- f. Includes a commitment eliminate hazards and reduce OH&S Risk
- g. Includes a commitment to continual improvement of the OH&S management system
- h. Includes a commitment to consultation and participation of workers, and where they exist, workers representatives.

OH&S/AM/5

Leadership

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Ref. Clause: 5.1, 5.2, 5.3, 5.4

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OH&S POLICY

(Occupational Health and Safety)

We are at (**Company Name**): are committed for providing Safe and healthy working condition for the prevention of work related Injury and Ill Health.

To provide Safe and Healthy working condition concerning our activities, products and services, we shall -

- Comply with applicable OH&S legal requirements and other requirements to which company subscribes.
- To include the consideration of OH&S issues in all business strategies and initiatives.
- Committed to eliminate hazards and reduce OH&S Risks.
- Committed for consultation and participation of workers and worker's representatives.
- Educate, train and motivate employees to carry out task in a safety responsible manner and ensure that continuous professional development strategy remains core to our business goal.

Committed to continual improvement of OH&S Performance.

This policy will communicate to all staff, contractors and suppliers and be available to the public to selected media.

Date: -----

Approved by

Top Management

OH&S policy is available as document information and communicated within the organization and also available to interested parties by uploading on Website.

5.3 Organizational Roles, Responsibilities and Authorities:-

(**Company Name**) top management ensured that the responsibilities, and authorities and for relevant roles are assigned, communicated and understood within the organization.

Top management assigns the responsibility and authority and accountability for:

- Ensuring the availability of resources essential to establish, implement, maintain and improve the OH&S management system
- Define roles, allocating responsibilities and accountabilities and delegating authority to facilitate effective OH&S managements, roles, responsibilities, accountabilities and authority shall be documented and communicated
- Ensuring that the OH&S system conforms to the requirements of standards
- Ensuring that the processes are delivering their intended outputs;
- Reporting on the performance of the OH&S management system and on opportunities for improvement, in particular to top management;
- Ensuring the promotion of customer focus throughout the organization;
- Ensuring that the integrity of the OH&S is maintained when changes to the OH&S management system are planned and implemented.

The Role, Responsibility and Authority of the personnel working in (**Company Name**) to be defined as per assigned role.

Cross Ref.

Organization Structure (OH&S/DI/04)

The Role, Responsibility & Authority (OH&S/DI/05)

5.4 Consultation and participation of Worker:

(**Company Name**) established implemented and maintained process for consultation and participation of workers at all applicable level and functions for development, planning, implementation, Performance evaluation and action for improvement of the OH&S Management system.

(**Company Name**) has defined mechanism, time, training, and resource necessary for consultation and participation.

(**Company Name**) has provided timely access to clear, understandable and relevant information about the OH&S management system;

(**Company Name**) has determined removed obstacles or barriers to participation and minimize those that cannot be removed.

Cross Ref. Shown under Common Procedures

6.0: Planning

6.1 Actions to address risks and opportunities:-

6.1.1:-

When planning for the OH&S Management System, (**Company Name**) has considered the issues and needs and expectation of the interested parties and determined the risks and opportunities that need to be addressed to:

- Give assurance that the OH&S management system can achieve its intended result(s);
- Enhance desirable effects;
- Prevent, or reduce, undesired effects including the potential for external environmental conditions to affect (**Company Name**)

6.1.2 Hazard identification and assessment of risks and opportunities

6.1.2.1 Hazard Identification

The (**Company Name**) established and implemented the process for hazard identification the process has taken following consideration

- How work is organized, social factors including work load, work hours, victimization, harassment, leadership and culture in the organization
- Routine and non-routine activities and situation including hazard arising from
 - Infrastructure, equipment, materials, substance and the physical condition of the workplace;
 - Product and services design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal;
 - Human factors;
 - How the work is performed
- Past relevant incidents, internal or external to the organization, including emergencies and their causes;
- Potential emergency situation
- People, including consideration
 - Those with access to the workplace and their activities, including workers, contractors, visitors and other persons;
 - Those on the vicinity of the workplace who can be affected by the activities of the organization;
 - Workers at a location not under the direct control of the organization
- Other issues, including consideration of;

- a) The design of work areas, processes, installation machinery/equipment, operation procedure and work organization including their adaptation to the needs and capabilities of the workers involved
- b) Situation occurring in the vicinity of the work place caused by work-related activities under the control of organization
- c) situation not controlled by the organization and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace
- 7) Actual or proposed changes in organization operation processes, activities and the OH&S management system
- 8) Changes in knowledge of, and information about, hazards.

Cross Ref. Shown Under Common Procedures
Hazard Identification-(OH&S/DI/06)

6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system

The (**Company Name**) has established implement and maintained a process assessment of OH&S and other risks to the OH&S management system

- a) Assess OH&S risks from the identified hazards, while taking into account the effectiveness of existing controls;
- b) Determine and assess the other risks related to the establishment, implementation, operation and maintenance of the OH&S management system

Criteria for the assessment of the OH&S risk have defined for low, moderate & high risk.

Cross Ref.

1. OH&S Risk & Opportunities Other Risk & Opportunity Assessment (OH&S/DI/07)

6.1.2.3 Assessment of OH&S opportunities and other opportunities for the OH&S management system

The (**Company Name**) has establish implement to maintained process to assess

a) OH&S opportunities to enhance OH&S performance taking into account planned changes to the organization, its policies, its process and

- 1) Opportunities to adapt work organization and work environmental to workers
- 2) Opportunities to eliminate hazards and reduce OH&S risks
- b) Other opportunities for improving the OH&S management system

Hazard Identification and risk assessment is carried out for all processes

Cross Ref Shown Under Common Procedures

Procedure for Hazard Identification & Risk Assessment (OH&S/CPM/01)

OH&S/AM/6

Planning

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Ref. Clause: 6.1, 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.2, 6.2.1, 6.2.2

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6.1.3 Detemination of legal Requiements and other Requirements:-

Procedure **(Documents Name)** is established to identify and implement legal and other requirements that are applicable to the organization based on activities of **(Company Name)**. It is ensured that the all applicable legal requirements and other requirements to which **(Company Name)** subscribes are taken in to account in establishing, implementing and maintaining OH&S management system.

This information is reviewed **once in a 6 month** for changes and the related to legal and other requirements are communicated to the employees and other interested parties

Cross Ref. Shown Under Records

1. Legal Register with evaluation of compliance (OH&S/DI/08)

6.1.4 Planning Action:-

The **(Company Name)** has planned to take actions to address

- a. Legal and Other Requirements
- b. Identified Risk and Opportunities
- c. Respond to actual and potential emergency situations.
- d. All identified actions are integrated and implemented in to OH&S management system with evaluation of effectiveness.

Organization has taken into account for the hierarchy of controls i.e.

- 1) Eliminating the hazard
- 2) Substitute with less hazardous process, operation, materials or equipment,
- 3) Use of engineering controls and reorganization of work
- 4) Use administrative controls including training
- 5) Usages of adequate personal protective equipment.

6.2 OH&S Objectives and planning to achieve them:-

6.2.1 OH&S Objectives

(Company Name) established objectives at relevant functions, levels and processes needed for the OH&S management system.

The objectives are:

Consistent with the OH&S policy;

- a. Measurable;
- b. Take into account applicable requirements;
- c. Relevant to conformity of products and services and to enhancement of customer satisfaction;
- d. Monitored;
- e. Communicated;
- f. Updated as appropriate.

The documented information on the OH&S objectives is maintained.

6.2.2 Planning actions to achieve objective:-

When planning how to achieve its OH&S objectives, it is determined:

- a. what will be done;
- b. what resources will be required;
- c. who will be responsible;
- d. when it will be completed;
- e. How the results will be evaluated.

OH&S Objectives are defined for all company level objectives with action plan

Cross Ref. Shown Under Common Procedures

1. OH&S Objectives Status (OH&S/DI/09)

7.0: Support

7.1 Resources:-

At the beginning of the each financial year the resources needed for the establishment, implementation, maintenance and continual improvement of the OH&S system is determined through annual budget and provided.

Cross Ref.

1. Organization structure (OH&S/DI/04)

7.2Competence:-

(Company Name) has:

Determined the necessary competence of person(s) doing work under its control that affects the performance and effectiveness of the OH&S Management system.;

- Ensured that the persons are competent on the basis of appropriate education, training, or experience;
- Provided training to acquire the necessary competence, and evaluate the effectiveness of the training provided;

Competency mapping and training records are maintained as evidence of competence.

Awareness, Training, and competency procedure defined.

Cross Ref. Shown Under Records

1. Competence Mapping (OH&S/DI/10)

7.3Awareness:-

(Company Name) ensured that persons doing work under the organization's control are aware of:

- The OH&S policy;
- Relevant OH&S objectives;
- Their contribution to the effectiveness of the OH&S system, including the benefits of improved performance;
- The implications of not conforming to the OH&S system requirements.
- The hazards having rating moderate and high and related actual or potential environmental/safety impacts associated with their work
- Incidents and outcomes of investigation that are relevant to them.
- Hazards, OH & S risks and actions determined that are relevant to them.
- The ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.

7.4 Communication:-

7.4.1 General:-

(Company Name) has determined the internal and external communication related to the OH&S management system including

- a. On what (Company Name) will communicate
- b. When to communicate
- c. With whom to communicate-
 - 1)Internally among the various levels and functions of the organization
 - 2)Among contractors and visitors to the work place.
 - 3)Among other interested parties.
- d. How to communicate
- e. Who communicates

(Company Name) has taken into account diversity aspects i.e. gender, language, culture, literacy disability when considering its communication needs.

(Company Name) has ensured that the views of external interested parties are considered in establishing its communication process.

When establishing the communication process, (Company Name) has:

- a. Take into account the Legal and Other Requirements s;
- b. Ensure that OH&S Management System information communicated is consistent with information generated within the OH&S management system, and is reliable.
- c. (Company Name) responds to relevant communications on its OH&S management system. Documented information is maintained as evidence of its communications.

7.4.2 Internal communication:-

(Company Name) has:

- a. Internally communicate information relevant to the OH&S system among the various levels and functions, including changes to the OH&S management system;
- b. Ensure its communication process enable persons doing work under the Company Name control to contribute to continual improvement.
- c.

7.4.3 External communication:-

(Company Name) externally communicates information relevant to the OH&S management system, as established by the communication process and as required by its Legal and Other Requirements s.

Internal And external communication is defined in procedure

Cross Ref. Shown Under Common Procedures

1. Communication Procedure (OH&S/CPM/10)

7.5 Documented information:-

7.5.1 General:-

(Company Name) OH&S System includes:

- Documented information required by OH&S MS ISO 45001:2018 standards.
- Documented information determined by (Company Name) as being necessary for the effectiveness of the OH&S management system

OH&S Management System documentation has been structured in four different levels as follows.

Level I: OH&S Management System Manual

Level II: OH&S Management System Procedure

Level III: Operational control procedure, work instructions, Legal Register, Hazards identification and Risk assessment register

Level IV: Formats & Records

7.5.2 Creating and updating:-

When creating and updating documented information it is ensured that:

- Each document is identified with title (name of the document), date of release and reference number (document number)
- All documents are maintained in electronic media or as hard copies.
- All documents are reviewed and approved before issue.

7.5.3 Control of documented information:-

Documented information required by ISO 45001:2018 standard is controlled to ensure:

- it is available and suitable for use, where and when it is needed;
- It is adequately protected by way of user name and password when the documents are kept in electronic media. Users are responsible for keeping it safe when the documents are kept in hard copy (printed).

For the control of documented information, the procedure for document control and record control indicates the

OH&S/AM/7

Support

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Ref. Clause: 7.1, 7.2, 7.3, 7.4, 7.4.1, 7.4.2, 7.4.3, 7.5, 7.5.1,
7.5.2, 7.5.3

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- a. Distribution, access, retrieval and use;
- b. Storage and preservation including preservation of legibility
- c. Control of changes (revision, version control)
- d. Retention and disposition.

Documented information such as national & international standards, customer provided documents are identified and controlled as per the document control procedure.

Documented information retained as evidence of conformity is protected by way of user name & pass word in case of electronic documentation from unintended alterations. Users or person generating the documented information is responsible for safe keeping of the documented information to safeguard from unintended alterations.

Cross Ref.

1. Procedure for Control of Records (OH&S/CPM/11)

8.0 Operation:-

8.1 Operational planning and control:

8.1.1 General:

(Company Name) has planned implemented and control the processes needed to meet the requirements for the provision of products and services, and to implement the actions by:

- a. Establishing operation criteria for the process
- b. Implementing control of the processes in accordance with the operating criteria

(Company Name) has controlled planned changes and reviews the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

(Company Name) has ensured that outsourced processes are controlled or influenced. The type and extent of control or influence to be applied to the process is defined within the OH&S management system.

OH&S Management System procedure manual for operational planning ensures:

For all Hazards having rating moderate and substantial for them OCP's are define in HIRA.

Operations and activities, which are associated with hazards having rating more than moderate are identified and controlled as per operational control procedure (OCP).

Such activities are planned and are carried out under controlled condition.

- a. Appropriate documented operational control procedures and work instructions are established and maintained to cover situations where their absence could lead to deviations from the OH&S Management System policy, objective and targets.
- b. Documented procedure is established and maintained for control of activities, equipment's, products and services used in the organization.
- c. The communication of OH&S Management System requirements to suppliers and contractors is carried out as per the procedure.

8.1.2- Eliminating Hazards and reducing OH&S risks

Hierarchy control for elimination of hazards and reducing OH& S risks are defined in 6.1.2 Organization has taken into account for the hierarchy of controls i.e.

- 1) Eliminating the hazard
- 2) Substitute with less hazardous process, operation, materials or equipment,
- 3) Use of engineering controls and reorganization of work
- 4) Use administrative controls including training
- 5) Usages of adequate personal protective equipment.

8.1.3- Management of Change

(**Company Name**) has established process for the implementation and control of planned temporary and permanent changes the impacts OH& S performance including-

a) New products, services and process, or changes to existing products, services and processes, including:

- 1) Workplace locations and surroundings;
- 2) Work Organization
- 3) Work Condition
- 4) Equipment
- 5) Workforce

b) Changes to legal requirements and other requirements;

c) Changes in knowledge or information about hazardous and OH&S risks;

d) Developments in knowledge and technology.

(**Company Name**) has reviewed the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

Recording of Management change is maintained and controlled by System Coordinator.

Cross Ref. Shown Under Common Procedures

1. Change Control Form (OH&S/DI/11)

8.1.4 Procurement

8.1.4.1

The (**Company Name**) has established, implemented and maintain a process to control the procurement of product and services in order to ensure their conformity to its OH&S management system all OH&S analysis related requirement are addressed in to purchase procedure and supplier evaluations sheet

8.1.4.2 Contractors

The (**Company Name**) has coordinated its procurement process with its contractors, in order to identify hazardous and to assess and control the OH&S risks arising from:

- a) The contractor's activities and operations that impact the organization
- b) The organization's activities and operations that impact the contractors' workers
- c) The contractors activities and operation that impact other interested parties in the workplace

The (**Company Name**) has ensured the requirements of its OH&S management system are met by contractors their workers. The (**Company Name**) procurement process has defined and applies occupational health & safety criteria for the selection of contractors and has defined in process procedure.

8.1.4.3-Outsourcing

The (**Company Name**) ensured that outsource functions and processes are controlled. The (**Company Name**) has ensured that its outsourcing arrangements are consistent with legal requirements and other requirements and with achieving the intended outcomes of the OH&S management system. The type and degree of control applied to these function and process has been defined within the OH&S management system.

All OH&S related requirements and Contractors safety criteria are defined in procedure.

Cross Ref. Shown Under Common Procedure

1. **Procurement Controls with Health & Safety view (OH&S/CPM/07)**

8.2 Emergency Preparedness and response:-

(**Company Name**) has established, implemented and maintained the process needed to prepare for and respond to potential emergency situations (**Company Name**) has:

- a. Prepared to respond by planning actions to prevent or mitigate adverse OH&S impacts from emergency situations;
- b. Respond to actual emergency situations;
- c. Take action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential safety impact;
- d. Periodically test the planned response actions;

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Ref. Clause: 8.1, 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.2

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- e. Periodically review and revise the processes and planned response actions, in particular after the occurrence of emergency situations or tests;
- f. Provide relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.
Commenting relevant information to all workers, Contractors, visitors, emergency response services, Government authorities and local community if required.
Taking into account the needs and capabilities of all relevant interested parties and ensuring their involvement, as appropriate, in the development of the planned response.
(Company Name) has maintained documented information
to the extent necessary to have confidence that the processes are carried out as planned.

Cross Ref.

1. Emergency Preparedness Plan (OH&S-DI-12) ;Shown Under Others
2. Mock Drill Report (OH&S/DI/13) : **Shown Under Records**

9.0: Performance Evaluation

9.1 Monitoring, measurement, analysis and evaluation:-

9.1.1 General:-

(Company Name) has determined:

- What needs to be monitored and measured;
- Methods for monitoring, measurement, analysis and evaluation needed to ensure valid results;
- When the monitoring and measuring to be performed;
- When the results from monitoring and measurement to be analyzed and evaluated.
- The criteria against which the organization will evaluate its safety performance, and appropriate indicators like-
 - Extent to which legal requirements and other requirements are fulfilled.
 - Its activities and operations related to identified hazards, risks, and opportunities.
 - Progress towards achievement of the organization's OH&S objectives.
 - Effectiveness of operational and other controls.

(Company Name) has ensured that calibrated or verified monitoring and measurement equipment is used and maintained, as appropriate

The performance and the effectiveness of the OH&S management system is evaluated through internal audit and management review meeting. Audit report and minutes of meeting of management review meeting is retained as evidence. (Company Name) communicate relevant OH&S performance information both internally and externally, as identified in the communication process and as required by Legal and Other Requirements . Documented information is retained as evidence of the monitoring, measurement, analysis and evaluation results.

(Company Name) established the method for monitoring, measurement, analysis and performance evaluations applicable to ensure valid results.

The criteria against which the organization evaluate OH&S performance. Frequency of monitoring and measurement and when results of monitoring and measurement to be analyzed evaluated and communicated.

Cross Ref. Shown Under Common Procedures

- 1. Procedure for Monitoring, Measurement, Analysis and Performance Evaluation (EOHS/CPM/13)**

9.1.2 Evaluation of compliance:-

(Company Name) has established, implemented and maintained the process needed to evaluate fulfillment of its Legal and Other Requirements s.

(Company Name) ensures that;

- The compliance is evaluated once in a 6 month
 - Take action where required
 - Maintain knowledge and understanding of the compliance status
- Documented information is retained as evidence of the compliance evaluation result.

Cross Ref. Shown Under Records

1. Legal register with evolution compliance (OH&S/DI/08)

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Ref. Clause: 9.1, 9.1.1, 9.1.2, 9.2, 9.2.1, 9.2.2, 9.3

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9.2 Internal audit:-

9.2.1 General:-

Internal audits conducted once in **6 months (frequency may defers)** to provide information on whether the OH&S Management System

- a. Conforms to :
 - i. The **(Company Name)** own requirements for its OH&S management system, including the OH&S policy and OH&S objectives.
 - ii. Documented system and the requirement of ISO 45001:2018 standard requirements.
- b. The OH&S Management system is effectively implemented and maintained.

9.2.2 Internal Audit Program:-

(Company Name) has Prepared a procedure which indicates the audit frequency, methods, responsibilities, competencies and reporting, which takes into consideration the importance of the processes concerned, changes affecting, and the results of previous audits;

- a. Defined the audit criteria and scope for each audit in the audit schedule
- b. Method of selection of auditors and conduct of audits to ensure objectivity and the impartiality of the audit process;
- c. Ensured that the results of the audits are reported to department Head to take correction and corrective actions without undue delay;
- d. Ensured that audit reports are retained as evidence of the implementation of the audit program and the audit results.

Cross Ref.

- e. 1. Internal Audit Procedure (OH&S/CPM/16)

9.3 Management review:-

Top management of **(Company Name)** review the organization's OH&S management system, at planned intervals i.e. once in **6 months (frequency may defers)**, to ensure its continuing suitability, adequacy, effectiveness and alignment with the strategic direction of the organization.

The management review meeting takes into consideration:

- a. The status of actions from previous management review meeting;
- b. Changes in External and internal issues that are relevant to the OH&S management system, Including:
 - i. Needs and expectation of interested parties
 - ii. Legal requirements and other requirements
 - iii. Risks and opportunities

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Ref. Clause: 9.1, 9.1.1, 9.1.2, 9.2, 9.2.1, 9.2.2, 9.3

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- c. Extent to which OH&S Policy and objectives have been achieved;
- d. Information on the (**Company Name**) OH&S performance including trend in
 - i. Incidents, Non conformities and corrective action and continual improvement.
 - ii. Monitoring and measurement results
 - iii. Fulfillment of Legal and Other Requirements with evaluation of compliance.
 - iv. Audit results
 - v. Consultation and Participation of workers
 - vi. Risks and opportunities
- e. Adequacy of resources for maintaining an effective OH&S management system
- f. Relevant communication with interested parties
- g. Opportunities for continual improvement.

The output of the management review is in the form of action plan which include decisions and actions related to:

- a. Conclusions on the continuing suitability, adequacy and effectiveness of the OH&S management system in achieving its intended outcomes.
 - b. Decision related to continual improvement Opportunities;
 - c. Decisions related to any need for changes to the OH&S management system, including resources needed.
 - d. Actions, if needed, when OH&S objectives have not been achieved
 - e. Opportunities to improve integration of OH&S management system with other business processes, if needed
 - f. Any implications for the strategic direction of the organization;
- Output of management review is communicated to workers and worker representative.
 Records of management review is maintained.
 The organization shall retained documented information as evidence of the results of the management review.

Cross Ref. Shown Under Common Procedures

- 1. Management Review procedure (OH&S/CPM/17)
- 2. Management review record (OH&S/DI/17)

OH&S/AM/10

Improvement

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Ref. Clause: 10, 10.1, 10.2, 10.3,

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10: Improvement

10.1 General:-

(Company Name) has determined opportunities for improvement and implements any necessary actions to achieve the intended outcome of the OH&S management system.

10.2 Incident, Nonconformity and corrective action:-

The (Company Name) establishes, implement & maintain a process including reporting, investigating and taking action to determine and manage incidents and non-conformities.

When an Incident, nonconformity occurs, (Company Name):

- a. React in timely manner to the incident or non-conformity
 - i. Take action to control and correct it
 - ii. Deal with consequences,
- b. Evaluate with the participation of workers and the involvement of other relevant interested parties the need for corrective action to eliminate the cause of non-conformity, in order that it does not recur or occur elsewhere by:
 - i. Investigating the incident Reviewing the nonconformity;
 - ii. Determining the causes of the incident or nonconformity;
 - iii. Determining if similar incident or nonconformities exist, or could potentially occur;
- c. Implement any action needed including corrective action in accordance with the hierarchy of controls for incident and the management of change.
- d. Review the effectiveness of any corrective action taken;
- e. Review existing assessment of OH & S risks and other risks as appropriate.
- f. Assess OH&S risks that related to new or changed hazards, prior to taking actions.
- g. Make changes to OH&S management system it necessary

Documented information is maintained in the form of incident and corrective action report which indicates the nature of nonconformities and any subsequent action taken and the result of the corrective action.

Cross Ref. Shown Under Records

1. OH&S related non-conformity report (OH&S/DI/14)
2. Incidents Analysis report -(OH&S/DI/15)

OH&S/AM/10

Improvement

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Ref. Clause: 10, 10.1, 10.2, 10.3,

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10.3 Continual improvement:-

(**Company Name**) continually improves the suitability, adequacy & effectiveness of the OH&S management system and enhances OH&S performance by

- a) Enhancing the (**Company Name**) OH&S performance
- b) By promoting culture that support OH&S management system
- c) By promoting participation of workers in implementing actions for the continual improvement of the OH&S management system
- d) Communicating the relevant results of continual improvement to workers or their representative.
- e) Maintaining and retaining documented information as evidence of continual improvement

All Small continual improvement for OH&S are recorded in OH&S continual Improvement record

Cross Ref. Shown Under Records

1. OH&S continual Improvement record (OH&S/DI/16)