

**ISO45001-2018
OH&S Management System**

**Common Procedure Manual
OH&S/CPM**

Company Logo

Company Address

Reference Standard: ISO 45001:2018

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1. Hazard Identification and Assessment of Risk & Opportunity

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Purpose:

To establish, implement and maintain the procedure for ongoing identification of OH&S hazards, assessment of risk and determination of necessary controls.

Scope: All activities & products of the plant.

Responsibility: Process owners, Departments head and OH&S Co-coordinator.

Description:

A core team of Process owners along with OH&S Co-ordinator and representative members from associates at each function based on experience and knowledge of the process, operations and activities from various levels, sections and departments is formed and are actively involved in system implementation.

Procedure for Hazard Identification, Risk Assessment & Determining Control

1. Inputs and Outputs are defined for each activity and Hazards are identified.
2. The hazard identification, risk assessment & Risk Control procedure includes the following elements:
3. Hazard Identification considering social factors (including workload, work hours, victimization, harassment and bullying), leadership and the culture in the (**COMPANY NAME**),
4. Evaluation of Risk with existing control measures in place (considering exposure to specific hazards, the likelihood of failure of the control measures, and the potential severity of consequences of injury or damage);
5. Risk ranking and risk level.
6. Identification of any additional risk Control measures needed;
7. Evaluation of whether the risk control measures are sufficient to reduce the residual risk to a tolerable level.

A format is prepared to record the identified hazards and assessing risks typically covering:

1. Activity and sub-activities;
2. Hazards;
3. Risks;
4. Existing controls;
5. Risk severity rating (S);
6. Risk Probability rating (P);
7. Risk Rating (Combination of Risk severity rating and Risk probability rating);
8. Legal Requirement (Y/N);
9. Potential Emergency (Y/N);
10. Hazards are identified considering; Routine and non-routine activities such as shut-down / start-up activities;
11. Activities of all personnel having access to the work place (including subcontractors and visitors);
12. Infrastructure, equipment's and materials at the work place or others;
13. Human behavior capabilities and other human factors, social factors (including workload, work hours, victimization, harassment and bullying), leadership and the culture in the (**COMPANY NAME**); Product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance, and disposal;

Identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control within the workplace;

Hazards created in the vicinity of the work place by work related activities under the control company.

Changes or proposed changes in the Plant, its activities or material;

Modification to the OH&S management system including temporary changes, and there impacts on operations, processes, and activities.

Any applicable legal obligations relating to risk assessment and implementation of necessary controls.;

The design of work areas, processes, installations, and machinery/equipment's operating procedures and work **(COMPANY NAME)**, including their adoption to human capabilities.

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Methodology for hazard identification and risk assessment is:

- a) Defined with respect to scope, nature, timing, activities/sub activities to ensure proactive approach rather than reactive.
- b) Provide for the identification, prioritization and documentation of risks and application of control as appropriate.

Classify Work Activities:

- Following guidelines are used for study of work activities;
- Tasks being carried out, their duration and frequency;
- Location where the work is carried out;
- Who normally/occasionally carries out the tasks?
- Who else may be affected by the work (for example visitors, subcontractors, and public)?
- Training that personnel have received about the tasks;
- Written systems of work and/or permit-to-work procedures prepared for the tasks;
- Plant and machinery that are used;
- Powered hand tools that are used;
- Manufacturer's or suppliers' instructions for operation and maintenance of plant machinery and powered hand tools;
- Size, shape, surface character and weight of materials that are handled;
- Distance and heights of the place where materials must be moved by hand;
- Services used (for example compressed air);
- Substances used or encountered during the work;
- Physical form of substances used or encountered (fume, gas, vapors, liquid, dust/powder, solid);
- Content and recommendations of safety data sheets relating to substances used or encountered;
- Relevant acts, regulations and standards relating to the work being done, the plant and machinery used, and the materials used or encountered;
- Existing control measures in place;
- Available monitoring data gained as a result of information from within and outside the (COMPANY NAME), incident, accident and ill-health experience associated with the work being done, equipment and substances used and;
- Finding of any existing assessments relating to the work activity

After classification of work activities as above, hazards are identified through pre-emptive Questions as below:

- a) Is there a source of harm?
- b) Who could be harmed?
- c) How could harm occur?

Hazards having negligible potential for harm are not documented or given further consideration.

Following guidelines are used for hazard identification:
During work activities could the following hazards exist?

- a) Slips or falls on the level;
- b) Falls of persons from heights;
- c) Falls of tools, materials etc. from heights;
- d) Inadequate head room;
- e) Hazards associated with manual lifting/ handling of tools, material. Etc.;

- f) Hazards from plant & machinery associated with assembly, commissioning, operation, maintenance, modification, repair & dismantling.
- g) Vehicle hazards, covering both site transport & travel by road;
- h) Fire & Explosion;
- i) Violence to staff;
- j) Substances that may be inhaled; Substances or agents that may damage the eye;
- k) Substances that may cause harm by encountering, or being absorbed through the skin;
- l) Substances that may cause harm by being ingested (e.g. entering the body via the mouth);
- m) Harmful energies (e.g. Electricity, Radiation, Noise, Vibration);
- n) Work related upper limb disorders resulting from frequently repeated tasks;
- o) Inadequate thermal environment, e.g. too hot;
- p) Lighting levels;
- q) Slippery, uneven grounds or surfaces;
- r) Inadequate guard rails or hand rails on stairs;
- s) Subcontractor's activities.

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Hazards are identified through:

Consultation, Safety Audit, Information/ Specialist advice;
Illness and injury records; Task Analysis / Job Hazard Analysis / Job Safety Analysis;
OH&S Committee review; Legal and other Requirements

Based on above, list of various activities involving hazards/risks is prepared in Hazard identification and Risk Assessment Register.

Determination of Risk: - It is determined by estimating the potential severity to harm and the likelihood that harms will occur.

Risk Rating & Classification of Risk:

Risk Severity Rating (S):		
	Ill Health	Injury
Slightly Harmful (SH) (1)	Minor/ Symptomatic	Minor Injury / First aid
Harmful (H)(2)	Major/ Acute	Hospitalization / Off site treatment
Extremely Harmful (EH)(3)	Chronic/ Poisoning/ Occupational disease	Permanent Disability / Fatality

Risk Probability Rating (P):	
Highly Unlikely (HU)(1)	Occasionally / Very Rare
Unlikely (U)(2)	Once in more than 6 months / Rare
Likely (L)(3)	Once in less than 6 months / some times

Risk Rating:		Severity Rating (S)		
		Slightly Harmful (SH)	Harmful (H)	Extremely Harmful (EH)
Probability Rating (P)	Highly Unlikely	Trivial	Tolerable	Moderate
	Unlikely (U)	Tolerable	Moderate	Substantial
	Likely (L)	Moderate	Substantial	Intolerable

Risk Rating	Risk rating	Action Required
Trivial (Tri)	1	No Action required
Tolerable (Tol)	2	Signage & Checklist or work instructions (awareness communication & competence if
Moderate (Mod)	3 & 4	Operational planning & Control, and if needed monitoring and measurement, or objective and action plan.
Substantial (Sub)	6	Control Procedure & Objective and action plan
Intolerable (Int)	9	Work cannot be started or continued until risk is reduced through Action Plan

- **Hazard:** Source with potential to cause Injury/ Ill-health.
- **Risk:** Effect of uncertainty.
- **Incident:** Occurrence arising out of or during, work that could or does result in injury & ill health.
- **Accident:** An Incident where Injury & Ill health occurs.
- **Near Miss:** An Incident where no Injury & Ill health occurs.

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Page no.: 4 OF 4**Risk control action plan:**

Consideration is given to reduce the risk according to following hierarchy.

- a) **Elimination:** If possible, eliminate hazards altogether, or combat risks at source, e.g. use a safe substance instead of dangerous one or reduce inventory level of hazardous substance.
- b) **Substitution:** If elimination is not possible try to use substitute material or equipment.
- c) **Engineering Control:** Establish engineering control (Auto/manual) wherever possible to reduce the risk.
- d) **Administrative controls:** such as Signage, warning: Display signage or warning and procedures/work instructions at suitable place. This also includes training, awareness & communication.
- e) **Personal protective equipment's:** Ensure that PPEs are provided, suitable, used and maintained.

Hazards and Risk associated with it and risk controls to be determined as below:

- a) **Cognigence to Legal Requirements:** If any of the controls are required as per legal requirements identified through legal register e.g. use of PPE or dangerous operation or factories acts/rules then identify legal requirements as 'Yes' and ensure compliance through evaluation of compliance.
- b) **Cognigence to Emergency:** If any one hazards which leads to fire or explosion or toxic release or combination of these; then identify emergency as 'Yes'. All such identified emergencies are considered for emergency preparedness and response through onsite emergency plan.

Risk is decided based on criteria of combination of risk severity rating and risk probability rating.

- c) **Risk identified as trivial:** No immediate action considered.
- d) **For tolerable:** Administrative controls are considered.
- e) **Risk identified as moderate and substantial:** Needs controls, such as operational control procedure &/or objectives and action plan.
- f) **Risk identified as intolerable:** Work cannot be started or continued until risk is reduced through objectives and action plan.

Opportunities are decided based on possible improvements in Risk level or reducing potential risk irrespective of above criteria for risk rating and controls may be decided as per the hierarchy.

Document:

1. Hazard Identification-(OH&S/DI/06)
2. OH&S Risk & Opportunities Other Risk & Opportunity Assessment (OH&S/DI/07)

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2. Identification & Management of Legal and Other Requirements

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1. Purpose: To establish and maintain a procedure for,

- Identifying and accessing the applicable Legal and Other Requirements to which the (**COMPANY NAME**) subscribes related to its Environmental and OHS identification.
- To determine how these requirements apply to its environmental aspects and Hazards.

2. Scope: Compliance Legal and other requirements related to environment, occupational Health & Safety related to the entire work activities of the (**COMPANY NAME**).

S. No.	Activity	Responsibility	Output
01	In consultation with the top management & Core Team (the HODs of the Dept.) to ensure the proper, timely & appropriate working for Compliance Legal and other requirements which are applicable to (COMPANY NAME). Product related statutory requirements with respect to OH&S are applicable to (COMPANY NAME).	HOD-HR	--
02	For this (COMPANY NAME) has established a Legal Team. Legal Team ensures the effective implementation of Legal and Other requirements applicable to (COMPANY NAME). Legal Team includes: - 1) Ex. Director – Legal Team leader 2) HOD – Production (All sections) 3) OH&S Co-ordinator 4) Manager – HRA – Legal team Co-ordinator 5) HOD - Maintenance 6) Head - Safety 7) HOD - Purchase Legal Team identifies all Legal and Other requirements that are applicable to environmental and occupational health and safety requirements and maintain the record in a Legal and Other requirements register. -Other requirements should also be identified and records to be maintained in the Register, as below: <ul style="list-style-type: none"> ✓ Event reporting and investigation, ✓ Risk assessments ✓ Public commitments of the (COMPANY NAME) or its parent (COMPANY NAME) ✓ Requirements of Local Authorities as applicable 	HOD-HR	Applicable laws (Books / bare acts)/ Consent
03	Determine how Legal and Other requirements and other requirements apply to the (COMPANY NAME) plant's Environmental aspects through aspect impact sheet.	HOD-HR	--

2. Identification & Management of Legal and Other Requirements

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S. No.	Activity	Responsibility	Output
04	<p>Maintain a register of legislation, regulatory & other requirements to identify all relevant statutory safety & environmental requirements that relate to the business to include-</p> <ol style="list-style-type: none"> 1. Legislation/requirement title. 2. Requirement and impact on the business. 3. Enforcement agency. <p>Maintain list of Legal and Other requirements /other requirements and amendments through register. This also includes requirements as per consent/licenses and their dates of renewal.</p>	HOD-HR	Legal Register with evaluation of compliance (OH&S-DI-08)
05	<p>By Consulting with relevant information sources to include:</p> <ol style="list-style-type: none"> 1. OH&S website s for what's new & changing legislation. Legal team leader remains in touch with following (COMPANY NAME) s and their websites to know the amendment's introduction to new legislation. <ul style="list-style-type: none"> ➤ Confederation of Indian Industries (CII), ➤ National Safety Council (NSC) ➤ Current Labour Reports (CLR), Labour Law Reports (LLR), Labour Laws Journal (LLJ), 2) Visit for MSDS related updates to website www.siri.org 3) Visit for directorate Industrial safety and health related updates to Website www.dgfasli.nic.in 	HOD-HR	Legal Register with evaluation of compliance (OH&S-DI-08)
06	<p>Review impact of any changes to legal requirements on the Introduce changes into the (COMPANY NAME) through the OH&S processes and change control procedures where relevant. Update the list whenever there is change/amendment in related Acts/Rules/Regulation and immediately after the Management Review Meeting if required specifically.</p>	HOD-HR	Legal Register with evaluation of compliance (OH&S-DI-08)

2. Identification & Management of Legal and Other Requirements

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S. No.	Activity	Responsibility	Output
07	Monitor compliance with relevant legislation at least once in three months in line with the periodic review. The compliance review process is twofold: 1. Establish compliance through feedback from regulatory enforcement visits and any prosecutions or improvement notices issued to the company. 2. Determine that arrangements and controls are in place to address the legislation and that these appear sufficient.	HOD-HR	Legal Register with evaluation of compliance (OH&S-DI-08)
Evaluation for regulatory compliance			
08	Conduct a periodic review (at least once in three months) of legislation, regulatory & other requirements and update the register to reflect changes or new requirements. Legal and Other Requirements registers to be reviewed and updated once in six months and/or upon receipt of Communication of amendment if any. Record details of the periodic review and summary of any changes introduced. Record compliance status in the register of legislation adjacent to the regulation entry.	HOD-HR	Legal Register with evaluation of compliance (OH&S-DI-08)
09	Relevant information on legal and other requirements to be communicated through appropriate means by Manager-HR to all concerned employees and other relevant interested parties.	HOD-HR	Legal Register with evaluation of compliance (OH&S-DI-08)
10	Liaison with the statutory authorities and submitting necessary applications, reports/letters etc. will be done by Manager-HR.	HOD-HR	Legal Register with evaluation of compliance (OH&S-DI-08)

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3 OCP for Illumination & Ventilation

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1. Purpose: To ensure identification, monitoring, control of illumination & ventilation

2. Scope: This covers illumination and ventilation within the plant and peripheral

3. Procedure:

S. No.	Activity	Responsibility
01	Check illumination level at 10 different identified and marked locations covering all the (COMPANY NAME)	Process Owner, MNT
02	If illumination level is less, arrange for additional transparent windows/sheets and/ or suitable artificial lighting	Process Owner, MNT
03	Ensure the illumination level by proper cleanliness of transparent windows/sheets/glasses	Process Owner, MNT
04	Ensure proper ventilation within the plant.	Process Owner, MNT
05	Ensure the proper maintenance of lighting / exhaust, Ceiling – Fans / AC System as per schedule.	Process Owner, MNT
06	Do periodically ventilation survey to identify the flow, air changes etc. for working area.	Process Owner, MNT

4. Monitoring: Monitor the performance of illumination (quarterly) and ventilation (yearly)

5. Documents & Records:

Illumination reports: Record with Maintenance.

Ventilation measurement through external agency: Analysis Reports

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4 Consultation and Participation (OH&S Committee)

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1. Purpose: To Ensure participation of workers and involvement of their representative in OH&S Management System through OH&S Committee

2. Scope: OH&S Committee of (**COMPANY NAME**) plant

3. Procedure:

Consultation & Participation:

S. No.	Activity	Responsibility
01	Workers and / or their representative's involvement in the development and review of OH&S policies, HIRA, and controls to eliminate risk; define objectives and action plan to achieve them is done through OH&S committee.	OH&S Co-ordinator, HR
02	Consultation when there are any changes that affect their OH&S performance is also done through their involvement in OH&S committee.	
03	They are also appropriately involved in incident investigation, particularly those who are from the same workplace area and doing similar activities.	

OH&S Committee:

Sr. No.	Activity	Responsibility
01	OH&S Committee structure is defined and team members are identified (Including Workers from applicable Levels & Functions) as per MFR requirements.	OH&S Co-ordinator, HR
02	Tenure for the OH&S Committee is for TWO years.	
03	Plant Head is selected as senior & responsible person as the leader of OH&S Committee.	

04

Responsibility of OH&S Committee is to involve workers and their representatives to give suggestions and recommendations and co-operate and Support in following –

- To conduct safety round (Safety tour quarterly basis by all committee members and designated committee members) as per checklists.
- To participate in safety trainings, need identification and Trainings and plant safety & in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system.
- To identify unsafe conditions and unsafe acts in 'walk through' round.
- To propose solutions to the observations in all safety rounds/audits.
- To motivate operators to follow safety practices at work place.
- To participate in analysis of incident/accident investigation.
- To seek information related to employees' health and safety from HR.
- Determining the needs and expectations of interested parties.
- Establishing the OH&S policy.
- Determining how to fulfill OH&S legal requirements and other requirements.
- Establishing OH&S objectives and planning to achieve them.
- Determining applicable controls for outsourcing, procurement, and contractors for OH&S performance.
- Determining what needs to be monitored, measured, and evaluated.
- Planning, establishing, implementing, and maintaining an audit program(s).
- Ensuring continual improvement.
- Investigating incidents and nonconformities and determining corrective actions.

OH&S Committee
Members.

05

Meeting of OH&S Committee is carried out once in Three Month and minutes are prepared and communicated to employees.

06

Follow up of the action as per minutes of meeting is done during sub-subsequent meeting.

**Consultation and Participation
(OH&S Committee)**

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1. **Monitoring:** Monitor the performance of OH&S Committee through Quarterly review with Safety Chairman.
2. **Documents & Records:**

Minutes of OH&S Committee meeting:

List of OH&S Committee members:

Safety Round (Observation Tour) Report:

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5 OCP for Work Permit
(Working at Height and Hot work,
Welding /Gas Cutting, Civil work)

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Purpose: The purpose of this procedure is to ensure the Safe and effective working at height. & Hot working

Scope: Applicable to all people working in the company premises at height & hot work.
Work permit shall be raised by User department, Verified by Dept. officer / Dept. Safety Co-ordinator and approved by Safety HOD / Safety Department. After approval work shall be carried out with following procedure.

Description:

S. No.	Activity	Responsibility
1	Welding and Gas cutting for maintenance work are type of hot work that requires special safety considerations. Unless they are done in a designated area, welding/gas cutting are strictly prohibited without proper authorization (Work Permit for Hot work)	Safety
2	Before conducting welding operations, inspect equipment for the following: Welding cables must be completely insulated and in good condition. Equipment is to be properly earthed. Surrounding area shall be clear from any flammable material.	Process Owner & Welder
3	While performing this operation required PPE must be used: like Safety goggles for welding, Welding screen, hand gloves, safety shoes.	Process Owner, Safety
4	After completing its requirement such as water bucket, fire extinguisher and barricaded clean surrounding from explosives, welding permit will be sanctioned and work can be started. If possible security personnel is need to monitor the process safety while hot work is carried out.	Process Owner, Safety Co-ordinator
5	Gas Cutting Guidelines: Gas welding and cutting tools are often powered by oxygen or acetylene gas cylinders. These cylinders require special safety precautions to prevent explosions and serious injuries.	Fabrication contractor, Safety
6	Follow the safety guidelines below, <ul style="list-style-type: none"> ➤ Ensure all cylinders have proper caps while receiving and the valves are not damaged. ➤ Ensure that acetylene/oxygen systems are equipped with flame or flashback arresters. ➤ Store acetylene cylinders upright and secured. Use proper trolley with chain locking arrangement for cylinder movement. ➤ Keep cylinder fittings and hoses free from oil and grease. ➤ Repair or replace defective hoses by splicing. Do not use tape. ➤ Do not tamper or attempt to repair cylinders, valves, or regulators. ➤ Do not interchange regulators or pressure gauges with other gas cylinders. ➤ Carefully purge hoses and torches before connecting a cylinder. ➤ Set acetylene pressure at or below 15 psi. ➤ Always use the minimum acceptable flow rate. ➤ Never use a match box to light a torch. Use an approved lighter 	Fabrication contractor

**5 OCP for Work Permit
(Working at Height and Hot work,
Welding /Gas Cutting, Civil work)****Doc. No.:** OH&S/CPM/05
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Page no.: 2 OF 2**Working at Height:**

1	For Working at heights, check the ladder, scaffolding, safety shoes, safety belts, helmets, roof ladder are well in condition and are used.	Workman, Contractor & Safety.
2	Take the work permit with authorization to work at height.	Process Owner & Contractor with Safety
3	Ensure that workers uses ladder, roof ladder, safety belt, scaffolding and one attendant is with him during performing such work.	Process Owner & Contractor with Safety
4	If the Welding is to be carried out at height then ensure fire extinguisher, water buckets, enough welding cable, earthing cable is available.	Process Owner & Contractor with Safety
5	While welding at heights, ensure that blowers, fans are kept OFF. Also ensure that tanks, pipe lines are drained.	Engineer/Supervisor-Maintenance
6	While welding at heights ensure that the area underneath is free from any material	

Monitoring: Work Permit.**Documents / Records:** Permit to Work:**Revision History:**

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6. OCP for Electrical Safety

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1. Purpose: To establish a procedure for Electrical safety

2. Scope: This procedure is applicable for all direct & indirect employees of the company premises.

3. Procedure:

S. No.	Activity	Responsibility
1	After receiving of new job work / electricity failure report from respective dept.; The electrical dept. deputes a person for verification & inspection of the fault. After diagnosing the fault the rectification process is carried out.	Process Owner & Maintenance.
2	The safety precautions like switching off mains while carrying out the work, Checking of live conductors if any, proper earthing and Circuit Breaker Loads, Electrical Grounding etc. shall be confirmed.	Maintenance Engineer
3	Use of safety hand gloves, safety shoes, use of proper electrical tools & equipment's, use of calibrated instruments like multimeter, clamp meter, meggar, etc. is monitored regularly. Do not use tester for checking current.	Maintenance Engineer
4	Daily, monthly & annual inspections are carried out to monitor safe and efficient electrical maintenance work. Authorized license holders are only allowed to carry on work at live conductors. The list of such license holders is available with maintenance dept. All electrical circuit diagrams / layout and necessary drawings shall be prepared, updated and maintained.	Process Owner & Maintenance.
5	Daily power factor, meter reading for daily consumption, identifying the deviations in electrical consumption are identified and corrective actions are taken.	Maintenance Engineer
6	The information on use of DG set and power consumption through DG set, Diesel consumed is sent to electrical Inspector on monthly and quarterly basis.	Maintenance Engineer
7	Temporary wiring, flexible connections, cable joints etc. shall be restricted as far as possible. Proper PIN tops shall be always used. Broken boards / fixtures shall not be used or need to be replaced as when identified.	Maintenance Engineer
8	Avoid keeping any flammable material within one meter from electrical connection.	Process Owner & Maintenance.
9	Periodically inspect all wirings, cable joints, panels etc. for proper functioning, damage, if any and do the needful time to time.	Maintenance Engineer
10	All the employees are given electrical safety training.	Maintenance & Safety

Monitoring: Safe electrical equipment's

Records:

Power factor, electricity consumption:

PPE list:

List of Electrical License holders:

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7 OCP for the Procurement Controls with Environment, Health & Safety view

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1. Purpose: To establish a procedure for the procurement controls are effectively been managed with Environment, Health & Safety considerations.

2. Scope:

Effectively ensuring that, procurement procedures include considerations on the Safety and Environmental (S&E) requirements for purchased materials, equipment, tools, and services in all purchases done for (COMPANY NAME) Company.

3. Procedure :

S. No.	Activity	Responsibility
1	While selecting the capital equipment, discuss OH&S views; identify Environmental Aspects & Impacts, hazards and to assess and control the OH&S risks for potential hazards with the indenter/user & OH&S Committee prior to the procurement decision.	Process Owner/ Maintenance
	Review these requirements with suppliers of capital purchase.	Purchase dept.
2	Discuss / communicate supplier's response to indenter / user.	Purchase dept.
3	All equipment and materials being procured must take in account safety, environmental and sustainability parameters. In particular: Equipment guarding, emergency response and shutdown procedures/features, energy saving, legal requirements and internal policies (example: CFCs, HCFCs, refrigeration guidelines, etc.), noise, operability, technical information (maintenance, operation, cleaning, required spare parts, safety features, etc).	Process Owner, Maintenance/ Purchase.
4	Ensure safety precautions are defined in catalogue / manual. If required arrange special training on safety to the user.	Maintenance
5	The equipment supplier shall provide all relevant technical, safety and environmental information	Process Owner, Maintenance/ Purchase.
	This Information should include at least, but not limited to: <ul style="list-style-type: none"> • Safe start-up, shut down, cleaning and maintenance instructions; • Emergency shutdown instructions; • Fail-safe operation in the event of power failures and/or loss of key operating conditions (cooling water, heating solution and steam, compressed air, etc.); • Consumption of relevant utilities, their characteristics and precedence (e.g. if the energy is supplied via compressed air, the effective electrical energy used); • Any emissions and waste generation; • Change over and spare parts replacement procedures; • Safety preparation requirements; • Lock-out/Tag-out (LOTO) points and schematics; • Any special tools or devices required to operate, change-over, or maintain the equipment is to be provided by the supplier. 	
6	For Chemical / Materiel supply, Material Safety Data Sheets. If the material or equipment contains specific hazardous materials (asbestos, lead, PCBs, mercury, radiation, etc.) and there is not suitable alternative, the supplier must highlight their presence so the site can provide controls accordingly.	Process Owner, Maintenance/ Purchase. OH&S Co-ordinator

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7 OCP for the Procurement Controls with Environment, Health & Safety view	Doc. No.: OH&S/CPM/07 Rev. No.: 00 Date: ---- Page no.: 2 OF 2
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7	For Contractors and service providers: Safety & Environmental (S&E) history (prosecutions, accidents, 14001 / 45001 certification, fines, etc.); competency levels of personnel; legal work status (citizenship/work visa, age limits, etc.); confidentiality; compliance with internal S&E procedures and rules, induction/ certification process, previous S&E performance in previous contracts shall be verified before allotment of work or services.	Process Owner, Maintenance/ Purchase. OH&S Co-ordinator
8	In case of transfer of equipment, ensure that safety precaution /catalogue and safety manuals are handed over to next user. If required arrange special training on safety to the user.	Process Owner, Maintenance/ Purchase.

Monitoring: Review of above points before raising final PO by purchase department.

Records: Purchase Order Records

Revision History:

Rev. no.	Date	Reason for revision

Prepare By:	Approved By:
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8 OCP for Handling Hoists, Cranes, Forklift	Doc. No.: OH&S/CPM/08 Rev. No.: 00 Date: ---- Page no.: 1 OF 1
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Purpose: The purpose of this procedure is to ensure safe handling of Hoists to prevent unwarranted mishaps and injuries

Scope: All hoists, Cranes and Forklift used for material handling in the premises

Description:

S. No.	Activity	Responsibility
1	Provide training to the operators who are going to use the hoists/Cranes/Forklift.	Process Owner Production/Maintenance
2	Preparation of List of the cranes /hoists / Forklift and authorized operators to handle the same.	Process Owner Production/Maintenance
3	Ensure only authorized persons are operating the overhead cranes / hoists / Forklift.	Process Owner Production/Maintenance
4	Before operating the hoists if any abnormality is noticed by operator such as breakage of hook, rope, pendant, or abnormal sound from cradle or electrical panel he shall inform to immediate supervisor & maintenance department.	Operator
5	Supervisor / maintenance will verify the abnormality, stop using the crane/hoists / Forklift and then take immediate remedial action by calling the maintenance staff.	Supervisor / maintenance
6	After completion of crane/hoists maintenance work, supervisor will check and verify the suitability of the crane/hoists and then allow the operator to operate the cranes / Forklift	Supervisor / maintenance
7	Ensure that 'Load' is not more than the maximum safe working load capacity of the crane/hoists. Safe Load carrying Capacity shall be marked on the Crane / Hoist as per Compliance Obligation	Operator
8	Ensure that, the material lifted by crane/hoists will be travelled in the designated path only.	Operator
9	Ensure that while leaving the hoists the lifting hook will be kept at the lowest possible height towards the ground.	Operator
10	Do the annual inspection & testing and certification from competent person / authority.	Maintenance

Monitoring: Overall monitoring will be done by the Shift supervisor / Maintenance Engineer.

Records: List of qualified persons to operate the hoists, Maintenance of hoists:

Monitoring plan for testing of hoists / cranes / Forklift:

Revision History:

Rev. no.	Date	Reason for revision

Prepare By:	Approved By:
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9 Objectives & Action plan to achieve them

Doc. No.: OH&S/CPM/09
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Objectives & Action plan to achieve them:

Sr. No.	Activity	Responsibility
01	Considering the Context of organization, Company Vision, business goals; Focusing the OH&S goal & vision, establish the Objectives for OH&S management systems. Based on past years' experience decide the targets for each objective. Action plan to be developed to achieve OH&S objectives and those should be monitored for the status and compliance.	Top Management
02	While planning for objectives, consider components of the OH&S management system Policies and procedures Including any changes made to policy, any policies requiring changing or reviewing. Employees to be given the opportunity for participation and inputs. This is typically done by involving employees in OH&S committee meeting for any inputs, comments, or improvements. Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time bound).	Top Management
03	Prepare the objectives in to the "Objectives and action plan format" to include: 1. Objective number. 2. Date established. 3. Objective detail. 4. Targeted results and time frame. 5. Means of achievement. 6. Responsibility for achievement.	Core Team
04	Establish objectives for the business that are consistent with the OH&S Policy and scope of the business operations. OH&S objectives must be measurable (where practicable) and must also consider: 1. Commitment to prevention of accidents and ill health. 2. Compliance with legal requirements. 3. Continual improvement of the safety management systems.	Top Management
05	When setting and reviewing objectives, further consideration must be given to: 1. Safety risk. 2. Legal requirements. 3. Opportunities & Technological options. 4. Financial, operational and business needs. 5. Requirements, Needs, Expectations and views of interested Internal & External parties etc. 6. Plan for introduction and achievement.	Top Management & Core Team

9 Objectives & Action plan to achieve them

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06	Objectives should be approved by Top Management (Managing Directors).	Top Management	--
	Review & performance Monitoring and Action plan		
07	Regular review of the OH&S management system should be conducted to allow for further planning with the output of establish objectives. Review the performance and revised the objectives and action plan if required at least every 6 months and record the review findings during Management Review meeting.	Core Team	Objective Status sheet OH&S-DI-09
08	Objectives must be reviewed and updated to reflect progress and to measure and monitor the extent of achievement to the program and set new objectives where relevant.	Core Team	--
09	On an annual basis the CORE TEAM should conduct meeting to identify objectives and develop a plan for the upcoming year. The review and objective plan will consider components of the OH&S Management System Policies and procedures Including any changes made to policy, any policies requiring changing or reviewing. Employees will be given the opportunity for participation and inputs. This is typically done by involving employees in OH&S committee meeting for any inputs, comments or improvements.	Core Team	Objective Status sheet OH&S-DI-09
10	Considering a holistic review develop a time bound and realistic action plan to achieve the objectives. The plan to be forwarded to the Managing Director and other relevant representatives for input and approval.	Core Team	Objective Status sheet OH&S-DI-09
11	<p>Action Plan</p> <p>When developing the action plan consider the following inputs:</p> <ul style="list-style-type: none"> ➤ The requirements of the standard. ➤ Legislative compliance including new legal requirements or industry codes. ➤ Achievement of objectives for the previous year. ➤ Staff responsibilities and management positions against performance. ➤ Proposed training plan for the coming year. ➤ Performance, trends, and initiatives. ➤ Change control management. ➤ Customer Requirements, new market trends & technological developments. ➤ Risk & Opportunities identification process to ensure it is effective and is implemented as per the procedure. 	Core Team	Objective Status sheet OH&S-DI-09

9 Objectives & Action plan to achieve them

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Sr. No.	Activity	Responsibility	Output
12	<p>When developing the health and safety action plan consider the following inputs:</p> <ul style="list-style-type: none"> ➤ Legislative compliance including new legal requirements or industry codes e.g. HSE regulations, codes of practice and standards. ➤ Achievement of objectives for the previous year. ➤ Proposed objectives for the coming year ➤ Staff responsibilities and management positions against performance. ➤ The effectiveness of the hazard reporting / management system ➤ Training undertaken and a proposed training plan for the coming year. ➤ Performance, trends, and initiatives. Incident Reports and investigations received during the past year. ➤ Document control system including the availability of legislation and codes of practice. ➤ Risk identification process to ensure it is effective and is implemented as per the procedure. ➤ Critical events that have occurred since the last safety plan. 	HOD-HR	Objective Status sheet OH&S-DI-09
13	<p>When developing the action plan consider the following inputs:</p> <ul style="list-style-type: none"> ➤ The requirements of the standard. ➤ Legal and Other requirements including new legal requirements or industry codes, codes of practice and standards. ➤ Achievement of objectives for the previous year. ➤ Staff responsibilities and management positions against performance. ➤ Training undertaken and a proposed training plan for the coming year. ➤ Performance, trends, and initiatives. ➤ Monitoring results received during the past year. ➤ Control & management of Changes including the availability of legislation and codes of practice. ➤ Risk identification process for significant aspects to ensure it is effective and is implemented as per the procedure. ➤ Critical events that have occurred since the last EMS plan. <p>Note: a review of the risk register is completed independently of this review but significant risks that are not adequately Controlled to be covered in the recommendations for objectives.</p>	Core Team	Objective Status sheet OH&S-DI-09

9 Objectives & Action plan to achieve them**Doc. No.:** OH&S/CPM/09**Rev. No.:** 00**Date:** ----**Page no.:** 4 OF 4

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Ensure that personnel are made aware of the relevant objectives and targets relating to the role. Action plans to be circulated, approved & accepted by the relevant personnel's. Action plans to be communicated for the further implementation & actions. Periodical review of the compliance to be conducted in MRM and results & status to be recorded.

Core Team

Management
Review Record
OH&S-DI-17**Revision History:**

Rev. no.	Date	Reason for revision

Prepare By:**Approved By:**

10 Communication

Doc. No.: OH&S/CPM/10
 Rev. No.: 00
 Date: ----
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Purpose: To establish and maintain procedures for ensuring that pertinent OH&S information is communicated to & from Employees (internal) and other interested parties (external).

Scope: This OCP is applicable for Employees, interested parties (e.g. Contractors, visitors, suppliers, vendors etc.), OH&S committee members, neighboring industries, Government / Non-Governmental agencies.

A) Internal Communication:

S. No.	Activity	Responsibility
1	Communicate Updated OH&S policy to all employees through: <ul style="list-style-type: none"> • Distribution of OH&S literature • Display of the policy at various locations 	Process Owner, HR
2	Communicates OH&S management systems to all employees through awareness training program.	OH&S Co-ordinator / HR
3	Respective Process Owner communicates to the team, the significant environmental aspects, hazards and related risks and opportunities & the control measures taken including consequences of deviation.	Respective Process Owner
4	Communicate Legal and Other requirements & legal & other requirements and changes / amendments to all concerned personnel.	Process Owner HR / Legal team
5	Consult and communicate to their respective people when there are any changes that effect environment, workplace, health and safety in hazards / risks, Objectives and action plans, OCP, Structure and Responsibilities throughout the (COMPANY NAME).	OH&S Co-ordinator, All Process Owner, core team.
6	Ensure that the assigned responsibilities and authorities for relevant roles are communicated within the (COMPANY NAME).	Top management / Process Owners

A) External Communication

Sr. No.	Activity	Responsibility
1	Communicate OH&S management system requirement to supplier / vendor & Contractors.	Process Owner Purchase / Maintenance / HR
2	Communicate Updated OH&S policy, OH&S performance to external interested parties when requested, Including display at Gate as per Compliance Obligation	Process Owner HR & OH&S Co-ordinator.
3	All External communication received / sent regarding OH&S will be documented and reviewed periodically	Plant Head / Process Owner HR
4	Communicate any Incident / Accident, Emergency Situations, Potential Hazards affecting neighboring community and changes in OH&S management system to concerned authorities as per Legal and Other requirements	OH&S Co-ordinator, Process Owner HR & Legal team.

10 Communication

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Monitoring: Monitoring through Communication Register

Records: OH&S Committee meetings MOM:
OH&S Communication register:
Awareness training record:

Revision History:

Rev. no.	Date	Reason for revision

Prepare By:**Approved By:**

11 Control of Documented Information

Doc. No.: **OH&S/CPM/11**
 Rev. No.: **00**
 Date: **----**
 Page no.: **1 OF 2**

Purpose:

To establish, implement and maintain procedure for Control of documented Information & for identification, storage, maintenance, Protection, retrieval, retention, disposal of OH&S Documented information and data required by EMS & OHSMS specification to ensure that:

Scope:

All documents and data containing information critical to the operation of the OH&S management system and the performance of the OH&S activities e.g. Apex manual, Common procedure manual, Dept. procedure manual, formats, legal requirements and other requirements, departmental procedure manual and Other requirement documentation etc.

Procedure:

S. No.	Activity			Responsibility
A	Master copies of all documents are maintained in soft copy version with OH&S Co-ordinator/Concerned Process Owner in hard / non editable soft copy form. All other copies are distributed to concerned departments (except for blank formats) as per chart below.			OH&S Co-ordinator
1	Document	Controlled copy	Medium of copy	
	Apex manual	Plant Head	Hard / soft copy	
		Auditors copy	Hard / soft copy	
		All Process Owner	Soft on Centralize Server	
2	Common procedure manual	Plant Head	Hard / soft copy	
		Auditors copy	Hard / soft copy	
		All Process Owner	Soft on Centralize Server	
3	Legal and Other Requirements register	Plant Head	Hard / soft copy	
		Process Owner HRA	Hard / soft copy	
		Process Owner MNT	Hard / soft copy	
		All Process Owner	Soft on Centralize Server	
5	List of External origin documents	Process Owner HRA	Hard / soft copy	
		Process Owner MNT	Hard / soft copy	
6	Departmental procedure manual	Plant Head	Soft on Centralize Server	
		Respective Process Owner	Hard / soft copy	
7	List of OH&S Objectives	Plant Head	Hard / soft copy	
		All Process Owner	Soft on Centralize Server	
8	Action Plan for Achieving Objectives	Respective Process Owner	Hard / soft copy	
		Business Head	Hard / soft copy	
9	Hazard identification and Risk Assessment	Respective Process Owner	Hard / soft copy	
10	Results of Audits and reviews	Plant Head	Hard / soft copy	
		All Process Owner	Soft on Centralize Server	

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11 Control of Documented Information	Doc. No.: OH&S/CPM/11 Rev. No.: 00 Date: ---- Page no.: 2 OF 2
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S. No.	Activity	Responsibility
B	In case of any change, revision or new formats / procedures are required; changes will be done by OH&S Co-ordinator /concerned Process Owner and all the changes will be approved by the Operation Head/concerned Process Owner and issued by OH&S Co-ordinator. In general documents shall be revised and approved by the same authorities who have originally prepared and approved.	OH&S Co-ordinator
C	The revision of documents or formats will be done as and when found necessary and controlled by OH&S Co-ordinator. Before issuing a revised document, all old versions of the same are collected from the area of its usage & destroyed. Soft copies of old documents are replaced by revised documents on server. The change for revised document is recorded in Revision Record Sheet.	OH&S Co-ordinator
D	Updating of documents will be done as and when required by respective department Process Owner and OH&S Co-ordinator as appropriate. if there is any addition or deletion in the documents as applicable, otherwise it will not be updated. The respective department Process Owner where the documents are located will provide the revised document/record number, revision date and revision status	OH&S Co-ordinator
E	Obsolete & archival documents, data which are required to be retained for legal & knowledge, preservation purposes or both will be suitably identified by affixing a rubber stamp "Obsolete" and maintained by OH&S Co-ordinator. Controlled copies of obsolete documents will be destroyed by respective copy holder.	OH&S Co-ordinator
F	Control of External documents: for OH&S management systems external documents includes Hard/soft Copies of laws, acts, standards, reference books, rules, and any other documents received from outside agencies. List of MSDS is separately maintained in the respective production / user department.	OH&S Co-ordinator /Process Owner HR
G	Control of Soft Copy of related documents: All soft copies are controlled by OH&S Co-ordinator through common server. for any revision, concern Process Owner/ OH&S Co-ordinator will take print or save document to be revised on their PC, do the revisions with next revision no and send it to OH&S Co-ordinator. OH&S Co-ordinator will review the changes and upload and replace the same with revised one on server. Procedure for amendment by giving document change note by individuals to the Co-ordinator as per QMS procedure will be followed.	OH&S Co-ordinator
H	The backup of all computer data is maintained on the system server routinely by Systems department.	IT HOD

Monitoring: Monitoring through internal audit.

History:

Rev. no.	Date	Reason for revision

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Prepare By:	Approved By:
12 OCP for Management of PPE	Doc. No.: OH&S/CPM/12 Rev. No.: 00 Date: ----- Page no.: 1 OF 1

Purpose: To establish and maintain procedures for Identification, usage, maintenance, and care PPE.

Scope: All, type of PPE used in plant.

Procedure:

S. No.	Activity	Responsibility
1	Realized that use of PPE is a third line of defense (first is eliminate & second line is control). PPE cannot eliminate or minimize hazards & cannot prevent accident, PPE can only eliminate or minimize in yield.	All Process Owner
2	Identify the hazards, assess the degree of protection needed and select appropriate type of PPE for easy & comfortable uses.	All Process Owner
3	While purchasing new PPE, ensure that all required specifications are given to supplier & get the advice of supplier for type of PPE and latest development/improvement in PPE, try to get inspection check list for PPEs.	Process Owner, Purchase
4	After receiving, ensure proper inspection of PPEs.	Process Owner, Purchase
5	Types of PPE -Following type of PPEs are generally used in plant. a) Eye protection- Safety goggles b) Respirator protection - Mask c) Face protection - Face shield. d) Ear protection - Ear plug/ Ear muffs (Which gives loss of 30 to 40 dB) e) Head protection - Helmet. f) Fingure/palm/hand/arm protection- Hand gloves g) Foot / leg protection - Safety shoes and leg guard. h) Fall protection- Full Body Harness (Safety belt).	All Process Owner, HR and OH&S Committee
6	Ensure the availability of appropriate PPE to all concerned and convenience for the user to use while working.	All Process Owner
7	Ensure proper storage, cleaning and disinfection of PPE	User
8	Verify any health hazards due to PPEs and take suitable action.	User / Process Owner
9	In case of break down, ensure timely repair of PPEs. If found damaged discard the PPE's	User / Process Owner
10	Inspect and confirm suitability, physical conditions, intended protection etc. periodically.	User / Process Owner

Monitoring: Audit of PPEs by OH&S Committee.

Records: Issue of PPEs.

Revision History:

Rev. no.	Date	Reason for revision

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Prepare By:	Approved By:
13 Monitoring, Measurement, Analysis and Performance Evaluation	Doc. No.: OH&S/CPM/13 Rev. No.: 00 Date: ---- Page no.: 1 OF 2

Purpose: To establish and maintain a procedure for monitoring, measurement, analysis and performance evaluation of OH&S on a regular basis.

Scope: The identified key characteristic of the operations of the OH&S Management System

Description: This procedure provides for:		
1	Both qualitative & quantitative measurement as appropriate to Legal and Other requirements, Legal, other requirements, OH&S Objectives, related activities, Risk, Opportunities, and effectiveness of Operational and controls of (COMPANY NAME).	
2	Monitoring of the extents to which the OH&S objectives are met.	
3	Proactive measures of performance that monitors compliance with the OH&S program, operational criteria, and applicable legal and regulatory requirements.	
4	Reactive measures of performance to monitor accidents, ill health, incidents, and other historical evidence of deficient OH&S performance.	
5	Recording of data & results of monitoring & measurement sufficient to facilitate subsequent analysis & corrective action.	
6	Various parameters have been defined from the characteristics of the operations and activities, the relevant Operational Control Procedures (including process parameters), Environmental and Safety Programs (including Department Objectives) and are identified for meting Process performance measurement and monitoring of OH&S management system.	
Compliance monitoring:		
Sr. No.	Activity	Responsibility
1	Compliance monitoring of the legal requirements	HR
2	Monitoring of the extents to which the set OH&S objectives are met.	All Process Owner
3	Monitoring of the critical equipment's that can affect the OH&S performance.	All Concerned Process Owner
4	Education & training of personnel for safe working practices.	HR
5	Measurement of accidents and incidences and trend of accidents	HR
6	Personnel Health check-up records,	HR
7	Drinking water analysis etc.	HR
8	Calibrate instrument and equipment's at regular intervals used to assess OH&S, e.g. Sound level meter, lux meter.	Process Owner, Instrument calibration section.
9	Work place monitoring for ambient air, stack emission, workplace noise, volatile organic compounds, exposure to chemicals, First aid boxes, discharge water quality and quantity as required.	Process Owner Maintenance
10	Records are maintained by respective Process Owner	All Concerned Process Owner
11	Review of these trends is carried out on Six Monthly basis, and initiate necessary corrective action	OH&S Co-ordinator All Concerned Process Owner

Monitoring: As per Legal and Other Requirements register.

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13 Monitoring, Measurement, Analysis and Performance Evaluation

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Records: Monitoring records

Ambient monitoring reports.

Hazard identification & Risk assessment: OH&S-DI-06

Trend charts.

Revision History:

Rev. no.	Date	Reason for revision

Prepare By:

Approved By:

14 OCP for Incident Investigation

Doc. No.: **OH&S/CPM/14**
 Rev. No.: **00**
 Date: **----**
 Page no.: **1 OF 1**

Purpose: The purpose of the incident reporting and investigation is to make certain that incidents are investigated according to the injury, or injury potential of an event, in accordance with company policy and OH&S legislation.

Scope: All the activities & products and the personnel within the Premises of units.

Responsibility: Overall responsibility lies with the Safety Committee, Process Owner, HR and Safety Co-ordinator.

Support responsibility will be provided by all Process Owner and concern Supervisor.

Procedure: Incident Reporting and Investigations: (COMPANY NAME) have an obligation to make certain that all our employees, staff, contractors and visitors are aware of the importance of and requirements for reporting and investigating near misses and incidents. Investigations of incidents & near misses provide a learning and improvement opportunity to help prevent someone from being injured.

S. No.	Activity	Responsibility
1	The incident is reported by a person to the OH&S Committee, Safety Officer / HR by Individual or concern Supervisor in writing	OH&S Co-ordinator, All Process Owner & OH&S Committee chairman & secretary.
2	The incident site must be visited and the site preserved until the investigation is complete, if safe to do so. Photographs, sketches, and other evidence collection should be undertaken promptly as required.	
3	The OH&S Committee & direct supervisor of the employee involved will organize investigation. The investigation must be carried out by those knowledgeable about the type of work involved and, if reasonably available, with the participation of Process Owner & OH&S Co-ordinator.	
4	The investigation will follow the incident investigation template format, which includes root cause analysis.	
5	The investigation must be held in a timely manner.	
6	Action required as the result of an investigation will be recorded using a corrective action format and tracked for completion by OH&S Committee and will monitor the effectiveness of any changes or implementations.	
7	Operational control procedures will be reviewed by the Process Owner HR & OH&S Committee after an incident to ensure that changes required by the investigation findings are implemented and those they meet or exceed legal requirements.	
8	All investigation reports will be reviewed in management review meeting in order to: i) Confirm that action required was implemented. ii) Determine if the action was effective in prevention of recurrence. iii) Identify trends & Determine areas for improvement	Top Management / OH&S Co-ordinator

Monitoring: Register of accidents & investigation with HRA

Documented Information: Copies of incident investigations will be saved for future reference

Incident investigation report: (OH&S-DI-15), MRM: (OH&S-DI-17)

Revision History:

Rev. no.	Date	Reason for revision

Prepare By:

Approved By:

15 Non-conformity and Corrective Actions

Doc. No.: OH&S/CPM/15
 Rev. No.: 00
 Date: ----
 Page no.: 1 OF 1

Purpose: To establish and maintain Procedure for defining responsibility & authority for:

1. The initiation & completion of corrective actions
2. Confirmation of the effectiveness of corrective actions taken.

Scope: All the activities & products & Services.

Responsibility: Overall responsibility lies with the OH&S Co-ordinator, Process Owner-HR and Plant Safety Leader.

Support responsibility will be provided by all Process Owner.

Procedure:

A) Non-Conformity & Corrective action:

S. No.	Activity	Responsibility
1	Non conformities will be identified through Internal Audits, Compliance & other Reviews, monitoring of performance parameters, interested party concerns and experts advise.	
2	Identification and implementation of correction & corrective measures both for the short term as well as long term will be planned. Advice may be taken from employees with good OH&S expertise.	OH&S Co-ordinator, Concern Process Owners & OH&S Committee.
3	Evaluation of any impact on hazard identification and risk assessment result and any need to update the HIRA control measures also will be reviewed.	
4	Any required changes in procedures resulting from the action or HIRA and risk control will be recorded & reviewed.	
5	Application of risk controls, or modification of existing risk control, to ensure that corrective actions are taken and that they are effective.	
6	The said Corrective Action should be appropriate to the magnitude of the problems and commensurate with the OHS risk encountered.	
7	All Non conformities and corrective actions / action plans will be reviewed at MRM	
8	Inputs from the Corrective actions will also be reviewed for Risks and Opportunities in Context of the (COMPANY NAME).	

Monitoring: Through internal audits

Records: Corrective action records

Revision History:

Rev. no.	Date	Reason for revision

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Prepare By:	Approved By:
16 Internal Audit	Doc. No.: OH&S/CPM/16 Rev. No.: 00 Date: ---- Page no.: 1 OF 1

Purpose: To establish and maintain an audit program and procedures for periodic OH&S Management System audits to be carried out in order to

- To determine whether the OH&S -
 - * Confirms to planned arrangements for OH&S including the requirements of OH&S specification
 - * Has been properly implemented and maintained.
 - * Is effective in meeting the (COMPANY NAME) s policy and objective
- Review the results of previous audits
- Provide information on the results of audits to management

Scope: Entire activities of (COMPANY NAME) Plant.

Procedure

S. No.	Activity	Responsibility
1	Internal Audits are carried out by the defined, trained internal auditors who are competent to carry out the OH&S audit for determining whether or not the OH&S management system is being properly implemented and maintained. The requirements for becoming an internal auditor are as below a. Member of process owners/department heads & b. Trained and certified Internal Auditors. Audits shall be conducted six monthly.	OH&S Co-ordinator
2	List of departments to be audited, Auditors, Frequency of Audits is prepared by OH&S Co-ordinator and OH&S Co-ordinator informs the respective departments about the Audit schedule a week before.	OH&S Co-ordinator
3	Auditors conduct the audit with mutual convenience of the auditee about audit schedule and submit their observations of the audit (non-conformance / opportunity for improvement) to OH&S Co-ordinator in Audit Report.	OH&S Co-ordinator
4	Auditee gives details of proposed corrective action and time required to resolve the nonconformance. When the required corrective action has been taken, the auditor counter checks the activity and gives his comments.	OH&S Co-ordinator
5	OH&S Co-ordinator prepares an Audit Summary report for the audits conducted and forwards the same to Operation Head for his remarks / comments. This report is also presented in Management Review Meeting. In addition to the scheduled audits, special audits may be conducted as and when deemed fit by the OH&S Co-ordinator.	OH&S Co-ordinator
6	In case no non-conformance is observed during an audit, auditor/s submits a brief report of the audit suggesting further scope of improvement. All the records related to the Audits are maintained by the OH&S Co-ordinator.	OH&S Co-ordinator

Monitoring:

Records:

Internal audit reports:, Non-Conformity Report (OH&S-DI-14)

Revision History:

Rev. no.	Date	Reason for revision

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Prepare By:	Approved By:
17 Management Review	Doc. No.: OH&S/CPM/17 Rev. No.: 00 Date: ----- Page no.: 1 OF 2

Purpose:

To establish and maintain the procedure for management review of OH&S management system to ensure its full implementation, continuing suitability, adequacy, and effectiveness.

The Management Review Meeting shall include assessing opportunity for improvement and the need for changes to the Management System including the OH&S policy, objectives and targets and other elements of the OH&S in the light of OH&S audit results, changing circumstances and the commitment to continual improvement. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation and this review is documented.

Scope: Entire activities of units OH&S management system.

Description:

The top management chairs the management review meeting whereas OH&S Co-ordinator conducts the management review meeting of OH&S management System once in six months and is attended by the Heads of department (Process Owner) and invitees (Departments head).

Procedure:

S. No.	Activity	Responsibility
	Management Review Meeting agenda/circular for OH&S will be communicated before MRM will include	OH&S Co-ordinator/Operation Head
1	Results of internal OH&S audits and Evaluation of compliance with legal requirements of OH&S and with other requirements to which the (COMPANY NAME) subscribes.	
	a) The status of the actions from previous MRM Meeting b) changes in external and internal issues that are relevant to the EOH&S management system, including: <ol style="list-style-type: none"> 1) the needs and expectations of interested parties; 2) legal requirements and other requirements; 3) risks and opportunities; 4) Significant environment aspect c) The extent to which the EOH&S policy and the EOH&S objectives have been met; d) Information on the EOH&S performance, including trends in: <ol style="list-style-type: none"> 1) incidents, nonconformities, corrective actions and continual improvement; 2) monitoring and measurement results; 3) results of evaluation of compliance with legal requirements and other requirements; 4) audit results; 5) consultation and participation of workers; 6) risks and opportunities; e) adequacy of resources for maintaining an effective EOH&S management system; f) relevant communication(s) with interested parties; g) Opportunities for continual improvement.	

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Outcome of MRM should include following & to be recorded in MOM for future reference & record.

1. Decision regarding continuing suitability, adequacy & effectiveness of EOH&S management system in achieving its intended outcome.

The outputs of the management review will include decisions related to: —

The continuing suitability, adequacy, and effectiveness of the EOH&S management system in achieving its intended outcomes;

- Continual improvement opportunities;
- Any need for changes to the EOH&S management system;
- Resources needed;
- Actions, if needed;
- Opportunities to improve integration of the EOH&S management system with other business processes;
- Any implications for the strategic direction of the organization.

Top management will communicate the relevant outputs of management reviews to workers, and, where they exist, workers' representatives

Records:

Management Review Record (OH&S-DI-17)

Revision History:

Rev. no.	Date	Reason for revision

Prepare By:**Approved By:**

18 OCP for Management of Change

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Purpose: To define the purpose and responsibilities to manage risks associated with Changes to Product, process, services, or person that may impact Health and Safety, or the Environment.

Scope: All the activities & products and the personnel within the Premises of unit.

Responsibility: Overall responsibility lies with the OH&S Co-ordinator, Process Owner, and Plant Head.

Support responsibility will be provided by all Process Owner and concern core team.

Procedure:

Management of change

An effective Management of change process will ensure that any proposed change is technically feasible, safe and environmentally sound. The process provides for the orderly review, approval and documentation of change.

S. No.	Activity	Responsibility
1	Establish requirements for identifying, assessing, and mitigating risks associated with proposed changes.	OH&S Co-ordinator, All Process Owner & OH&S Committee
2	Ensure an appropriate level of management review and approval for any permanent, temporary, or emergency change.	
3	Assure that any program, procedure, or document impacted by any change is updated and that changes are documented and communicated to affected personnel.	
4	This applies to any change that affects or alters: <ul style="list-style-type: none"> ➤ Hazards of the chemicals or materials used in the process. ➤ Waste /emissions generated from process. ➤ Process technology, including control system. ➤ Safety, environment, or protection equipment, system or devices, emergency response procedures, licenses, consents, registrations etc. 	Top Management / OH&S Co-ordinator
5	Based on the risks identified, appropriate changes to procedures and practices shall be brought out and documented as applicable.	
6	Change all relevant documents as Applicable in checklist for managing change.	

Monitoring: Smooth management of changes.

Documented Information: Related changes in the documented information, if any.

Records: Change Control Form (OH&S-DI-11)

Revision History:

Rev. no.	Date	Reason for revision

Prepare By:

Approved By: