

SAFETY PROCEDURE

HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR THE CONTEXT OF THE ORGANIZATION

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1 Overview of the Context of the Organization Assessment	5
6.2 Determining the Context	5
6.3 Interested Parties	5
6.4 Interest Party Requirements and Issues of Concern	6
6.5 Risks and Opportunities	6
6.6 Strategic Objectives and Direction	7
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	7
8. REVIEW CRITERIA	7
9. RECORD MANAGEMENT	8
10. REFERENCES	8

2. PURPOSE

The purpose of this procedure is to define the guidelines and strategy on how to establish the context of the organization and subsequent strategic objectives and direction of **Insert Your Company** through the:

- Identification of interested parties.
- Analysis of internal and external issues of concern.
- Identification of needs and expectations of interested parties.
- Relevant risks and opportunities.

3. SCOPE

This procedure applies to the processes of defining **Insert Your Company** in the marketplace and understanding how relevant factors arising from political, economic, social and technological issues influence **Insert Your Company** strategic based on **Insert Your Company** organizational context.

4. TERMS AND DEFINITIONS

Term	Definition
Inputs	Resources such as materials, energy, information or financial resources used in a system to seek a desired output.
Interested Parties	Stakeholders who use our products and services, or who may be impacted by them, or those parties who may be providing a significant interest in (or to) Insert Your Company .
Objective	The results to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
Opportunity	A positive effect of uncertainty.
Output	The result of a process.
Process	A set of interrelated or interacting activities which use inputs to deliver outputs.
Risk	The likelihood of a negative effect.
Risk Assessment	Is the overall process of risk identification, risk analysis and risk evaluation.

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Understanding the needs of internal and external stakeholders, to ensure that **Insert Your Company** health and safety management system is effective.

- Conducting a 'context of the organization assessment' to identify interested parties, their issues of concern, needs and expectations and the associated risks and opportunities.
- Developing the company's strategic direction based on the context of the organization.

Supervisors are responsible for:

- Supporting management with **Insert Your Company** health and safety management system.

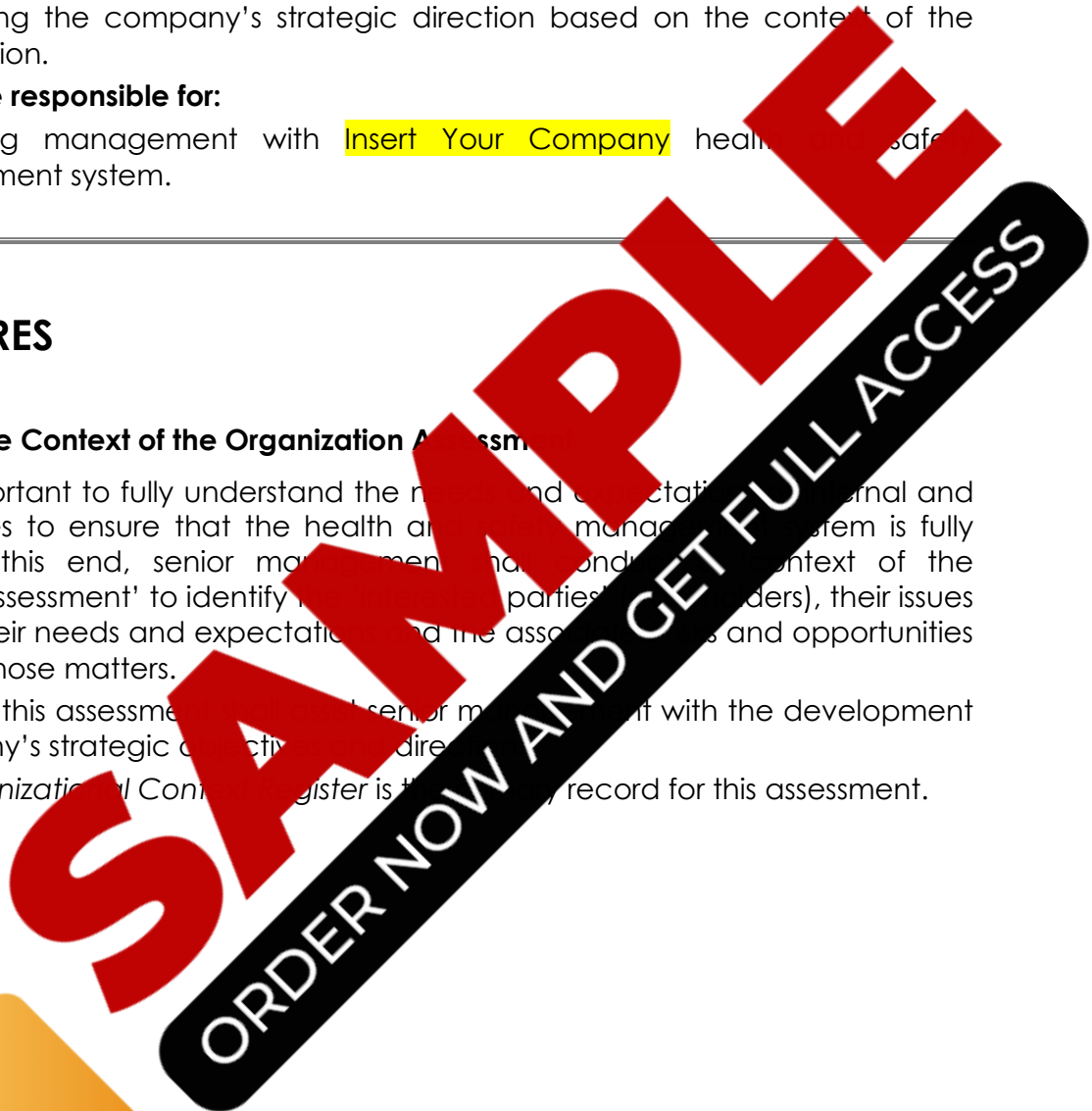
6. PROCEDURES

6.1 Overview of the Context of the Organization Assessment

It is vitally important to fully understand the nature and characteristics of internal and external parties to ensure that the health and safety management system is fully effective. To this end, senior management should conduct a 'context of the organization assessment' to identify interested parties (stakeholders), their issues of concern, their needs and expectations and the associated risks and opportunities derived from those matters.

The outputs of this assessment will assist senior management with the development of the company's strategic objectives and direction.

HS-MF-1 –Organizational Context Register is the primary record for this assessment.



SAFETY PROCEDURE

HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR MANAGEMENT REVIEWS

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	4
6. PROCEDURES	5
6.1. Management Review Process Overview	5
6.1.1. Management Review Process Flowchart	5
6.2. Management Review Inputs	6
6.3. Management Review Outputs	7
6.4. Policies, Objectives and Targets	7
6.5. Management Review Process Map	8
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	9
8. REVIEW CRITERIA	9
9. RECORD MANAGEMENT	9
10. REFERENCES	9

2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** process for undertaking management reviews to assess the effectiveness of the health and safety management system and its compliance to *ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use*.

3. SCOPE

This procedure applies to the methods of reviewing the health and safety management system to ensure that it is up to date, controlled and effective. The methods and reviews enable the health and safety management system to demonstrate suitability and effectiveness in satisfying the requirements of *ISO 45001 Occupational Health and Safety Management Systems - Requirements with Guidance for Use* and **Insert Your Company** policies and objectives. The 'strategic and direction' management review is carried out **Insert Your Company** a minimum of once a year.

4. TERMS AND DEFINITIONS

Term	Definition
Continual Improvement	Recurrence of activities to enhance performance.
Corrective Action	An action to eliminate the cause of an identified non-conformance to control the health and safety management system.
Non-conformance Report (NCR)	A report that documents the details of a non-conformance identified during an audit or other process review.
Objective	The results to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
Record	Document(s) stating results achieved or providing evidence of activities performed.

5. ROLES AND RESPONSIBILITIES

Management responsible for:

- Preparing the management review agenda and ensuring that minutes are recorded.
- Ensuring that management reviews are conducted at planned intervals.
- Determining the review schedule and agenda, in coordination with participating attendees.

Ensuring that each management review includes the applicable health and safety management system data (e.g. results of internal audits, KPIs, opportunities for improvement, etc.).

Reviewing health and safety objectives.

Reporting and evaluating the cost of poor health and safety management.

Supervisors are responsible for:

Assisting management with collating data for management reviews.

Workers are responsible for:

Reporting any relevant information that may contribute to management reviews.

6. PROCEDURES

6.1 Management Review Process Overview

The objective of the management review process is to ensure the continuing suitability, adequacy and effectiveness of the health and safety management system in meeting **Insert Your Company** objectives and standards.



SAFETY PROCEDURE

HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR THE MANAGEMENT OF RISKS AND OPPORTUNITIES

TABLE OF CONTENTS

1. APPROVAL	3
2. PURPOSE	4
3. SCOPE	4
4. TERMS AND DEFINITIONS	4
5. ROLES AND RESPONSIBILITIES	5
6. PROCEDURES	5
6.1. Risk and Opportunity Management Process Overview.....	5
6.1.1. Risks and Opportunities Process Flowchart.....	6
6.2. Management of Risks	6
6.2.1. Identification	6
6.3. Safety Risk Assessments.....	7
6.4. Risk Control	7
6.5. Management of Opportunities.....	8
6.6. Monitor and Review.....	9
6.7. Reporting	9
6.8. Communication	9
6.9. Training.....	10
7. RELATED PROCEDURES, FORMS AND DOCUMENTS	10
8. REVIEW CRITERIA	10
9. RECORD MANAGEMENT	10
10. REFERENCES	11

1. APPROVAL

Document Control

Document:	HS-MP-3 – Management of Risks and Opportunities		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position

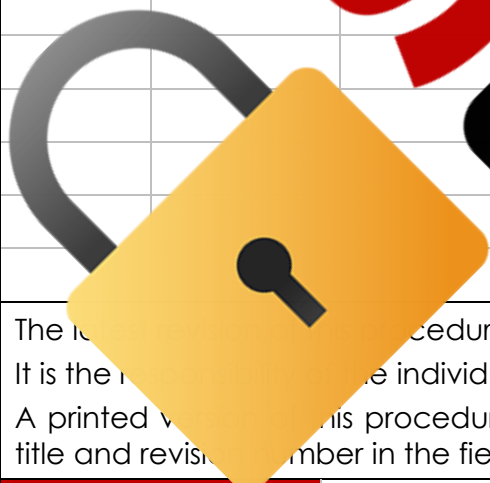
This procedure is reviewed to ensure its continuing relevance to the systems and processes it describes. A record of contextual additions or omissions is maintained below.

Amendment Record

Version	Date	Context	Description	Authority of Amendments
1.0	Insert Date	To support compliance to ISO 9001:2015 regarding risks and opportunities.	All	Original

The current procedure is on **Insert Your Company** intranet site.
 It is the responsibility of the individual to ensure that any hardcopy is the current revision.
 A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

Document Title:	Management of Risks and Opportunities		Rev:	1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/>	Date: Insert Date



2. PURPOSE

The purpose of this procedure is to ensure that the systematic identification and assessment of risks and opportunities associated with the workplace and work practices are consistent, relevant and applicable to **Insert Your Company** objectives and desired outcomes.

3. SCOPE

This procedure applies to the processes whereby management and personnel assess the risks and opportunities attached to their activities, to achieve a sustained benefit or avoid an undesirable outcome.

4. TERMS AND DEFINITIONS

Term	Definition
Hazard	Means any obstruction, condition or equipment which has the potential to cause a loss or injury.
High Potential or Near Miss Incident	Is an incident that had the potential to cause a loss or injury, but did not, cause the death of or injury to a person, or damage to plant or equipment.
Inputs	Resources such as people, materials, energy, information or finance that are put into a system to seek a desired output.
Opportunity	The potential for a positive effect.
Outputs	The result of a process.
Risk	A potential for interacting activities which use inputs to produce a negative effect.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Management	Integrating your objectives and actions with consideration to the known risks and their potential effects. The ideal situation is to minimize the likelihood or impact of unwanted outcomes.
Risk Mitigation	A plan developed with the intent of addressing all known or possible risks and preventing their occurrence.
Uncertainty	A deficiency of information related to understanding or knowledge of an event, its consequence, or likelihood. (Not to be confused with measurement uncertainty.)



5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

- Considering all types of risk and opportunity, including health, safety, environmental, quality, processes, schedules, costs, third parties, etc.
- Ensuring that the scope of this procedure fully applies within their area(s) of authority.
- Ensuring that resources are provided to enable the management of risks and opportunities.
- Ensuring that all relevant parties and perspectives are appropriately engaged.
- Assisting with the maintenance of a risk and opportunity register for scope and objectives for which they are accountable.

Supervisors are responsible for:

- Ensuring that this procedure is implemented in the scope of responsibility.
- Ensuring that risk assessments are completed and recorded.
- Assisting with the control of risks and development of opportunities.

Workers are responsible for:

- Reporting new and existing hazards.
- Assisting with the development of risk control measures and opportunities.
- Complying with implemented control measures.

6. PROCEDURES

6.1 Risk and Opportunity Management Procedure Review

Insert Your Company Name. Risks and opportunities are managed differently. Risks are managed with a focus on decreasing their likelihood and minimizing their impact. Opportunities are managed to increase their likelihood and maximize their benefits.

Where risks and opportunities are blended, the appropriate method for managing them shall be determined given the situation. Elements of such 'blended' uncertainties may require controls that address the negative risk and positive opportunity.

