

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR THE
CONTEXT OF THE ORGANIZATION**

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2. PURPOSE

The purpose of this procedure is to define the strategies and guidelines 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 external issues arising from legal, economic, social and technological issues influence the strategic direction of **Insert Your Company** organizational context.

4. TERMS AND DEFINITIONS

Term	Definition
Inputs	Resources such as people, equipment, energy, information or finances that are put into a process to seek a desired output.
Interested Parties	Stakeholders who receive or use products and services, or who may be impacted by them, or those parties who may otherwise have a significant interest in (or to) Insert Your Company .
Objectives	Results to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
Opportunities	The positive effect of uncertainty.
Outputs	Result of a process.
Processes	System of interrelated or interacting activities which use inputs to deliver outputs.
Risks	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** HSEQ management system is effective.

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
MANAGEMENT REVIEWS**

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1. APPROVAL

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The latest revision of this 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'.			
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2. PURPOSE

The purpose of this procedure is to define the **Insert Your Company** process for undertaking management reviews to assess the effectiveness of the HSEQ management system and its compliance to:

- ISO 9001, *Quality Management Systems – Requirements*.
- ISO 14001, *Environmental Management Systems - Requirements with Guidance for Use*.
- ISO 45001, *Occupational Health and Safety Management Systems - Requirements with Guidance for Use*.

3. SCOPE

This procedure applies to the methods of reviewing the management system to ensure that it is up to date, controlled and effective. The methods are designed to enable the HSEQ management system's continual improvement capability and effectiveness in satisfying the requirements of:

- ISO 9001, *Quality Management Systems – Requirements*.
- ISO 14001, *Environmental Management Systems - Requirements with Guidance for Use*.
- ISO 45001, *Occupational Health and Safety Management Systems - Requirements with Guidance for Use*.
- **Insert Your Company** policies and objectives. The 'strategic objectives and direction' management review is conducted **once a year** at a minimum.

4. TERMS AND DEFINITIONS

Term	Definition
Continual Improvement	Recurring activity to enhance performance.
Corrective Action	Action to eliminate and control the cause of an identified non-conformance to the HSEQ management system.
Non-Conformance Report	A report that documents the details of a non-conformance identified in an audit or other process review.
Objective	The result 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

Managers are 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 HSEQ management system data (e.g. results of internal audits, KPIs, opportunities for improvement, etc.).
- Reviewing HSEQ objectives.
- Reporting and evaluating the cost of poor HSEQ management.

Supervisors are responsible for:

- Assisting management with collating data for management reviews

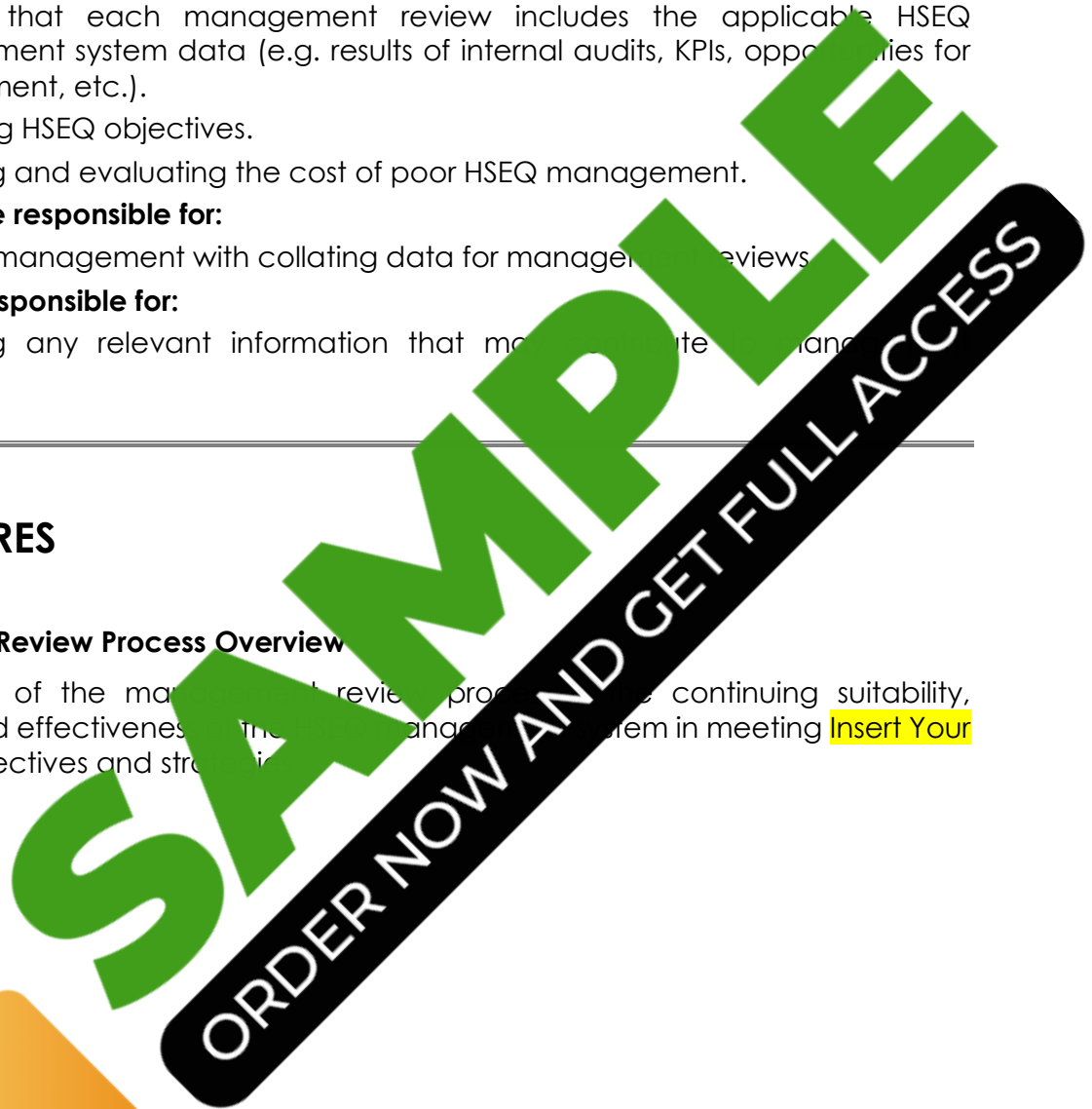
Workers are responsible for:

- Reporting any relevant information that may impact management reviews.

6. PROCEDURES

1.1 Management Review Process Overview

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



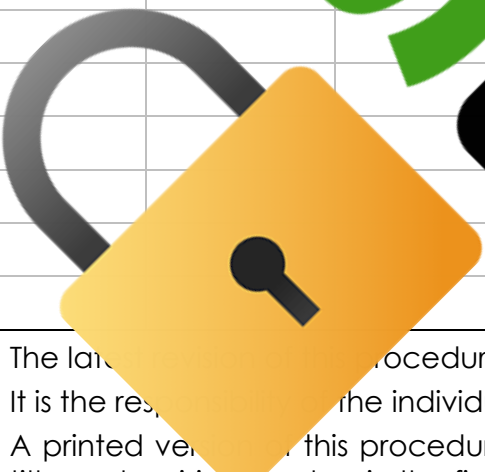
**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR THE
MANAGEMENT OF
RISKS AND OPPORTUNITIES**

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1. Purpose

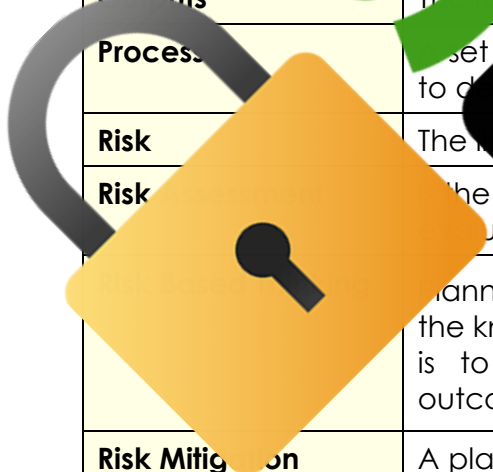
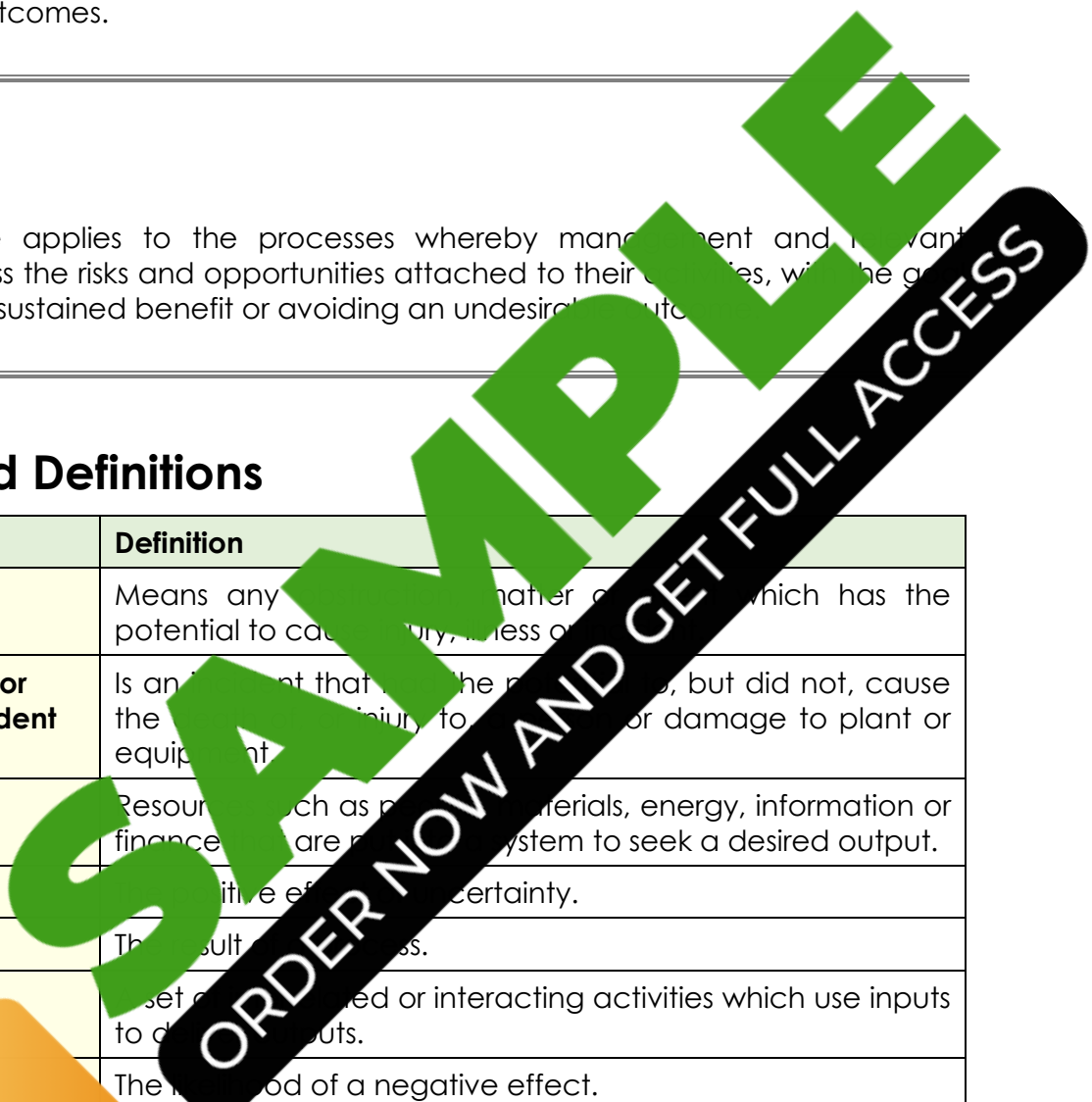
The purpose of this procedure is to ensure that the systematic identification and assessment of risks and opportunities associated with the workplace and work practices is consistent, relevant and applicable to **Insert Your Company** objectives and desired outcomes.

2. Scope

This procedure applies to the processes whereby management and relevant personnel assess the risks and opportunities attached to their activities, with the goal of achieving a sustained benefit or avoiding an undesirable outcome.

3. Terms and Definitions

Term	Definition
Hazard	Means any matter or thing which has the potential to cause injury, illness or damage.
High Potential or Near Miss Incident	Is an incident that had the potential to cause injury, illness or damage, but did not, cause the injury, illness or damage, or damage to plant or equipment.
Inputs	Resources such as personnel, materials, energy, information or finance that are used in a system to seek a desired output.
Opportunity	A chance for a positive effect or benefit, but with some uncertainty.
Outputs	The result of a process.
Process	A set of related or interacting activities which use inputs to deliver outputs.
Risk	The likelihood of a negative effect.
Risk Management	The overall process of risk identification, risk analysis and risk evaluation.
Risk Mitigation	Planning 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 Plan	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.)



4. Roles and Responsibilities

Managers are responsible for:

- Considering all types of risk and opportunity, including health, safety, environmental, quality, processes, schedules, costs, 3rd 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 consulted.
- Assisting with the maintenance of a risk and opportunity register for the scope and objectives for which they are accountable.

Supervisors are responsible for:

- Ensuring that this procedure is implemented in their area of responsibility.
- Ensuring that risk assessments are completed where required.
- Assisting with the control of risks and development of opportunities.

Workers are responsible for:

- Reporting new and existing hazards.
- Assisting with the development and implementation of measures for risks and opportunities.
- Complying with implemented risk and opportunity measures.

5. Procedures

5.1. Risk and Opportunity Management Overview

Insert Your Company controls and manages risks and opportunities differently. Risks are managed with a focus on decreasing their likelihood and minimizing their impact while opportunities are managed to increase their likelihood and maximize their benefits.

Where risks and opportunities overlap, the appropriate method for managing them shall be determined by the situation. Elements of such 'blended' uncertainties may be addressed by measures that address the negative risk and positive opportunity.