

**Integrating the  
ENVIRONMENTAL Management System  
and the  
OCCUPATIONAL HEALTH AND SAFETY  
Management system  
In the existing  
QUALITY Management System**

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**9001:2015 - QUALITY MANAGEMENT SYSTEM**

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**14001:2015 - ENVIRONMENTAL MANAGEMENT SYSTEM**

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**45001:2018 - OCCUPATIONAL HEALTH AND SAFETY  
MANAGEMENT SYSTEM**

**QUALITY MANAGEMENT SYSTEM**

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**ENVIRONMENTAL MANAGEMENT  
SYSTEM**

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**OCCUPATIONAL HEALTH AND SAFETY  
MANAGEMENT  
SYSTEM**

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**MANUAL**

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

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## Introduction to the Integrated System (IMS)

Your Company developed and implemented an integrated Quality, Environmental and Occupational Health and Safety Management System in order to document the company's best business practices, better satisfy the requirements and expectations of its customers, workers and other interested parties, enhance its quality, environmental performance, support and promote good health and safety practices and improve the overall management of the company.

To fully understand the organization and its context, Your Company determined the external and internal issues that are relevant and that affect its ability to achieve the intended results of the integrated management system.

Your Company meets the requirements of the international standard ISO 9001:2015. The system addresses the design, development, production, installation, and servicing of the company's products.

Your Company meets the requirements of the international standard ISO 14001:2015. The system addresses the management of environmental aspects, compliance obligations, the actions to address risks and opportunities.

Your Company meets the requirements of the ISO 45001:2018 international standard. The system addresses the identification of workplace hazards and the management of the actions to address risks and opportunities

The IMS incorporates the process approach where consistent and predictable results are achieved more effectively and efficiently when activities are understood and managed as interrelated processes. The management of the interactive processes provides for the achievement of continual improvement with focus on efforts leading to the prevention of undesirable outcomes and the incorporation of the Plan-Do-Check-Act continual improvement cycle.

The manual describes the IMS, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides the documented information with procedures or references for all activities comprising an integrated system that ensures the compliance to the necessary requirements of the standards.

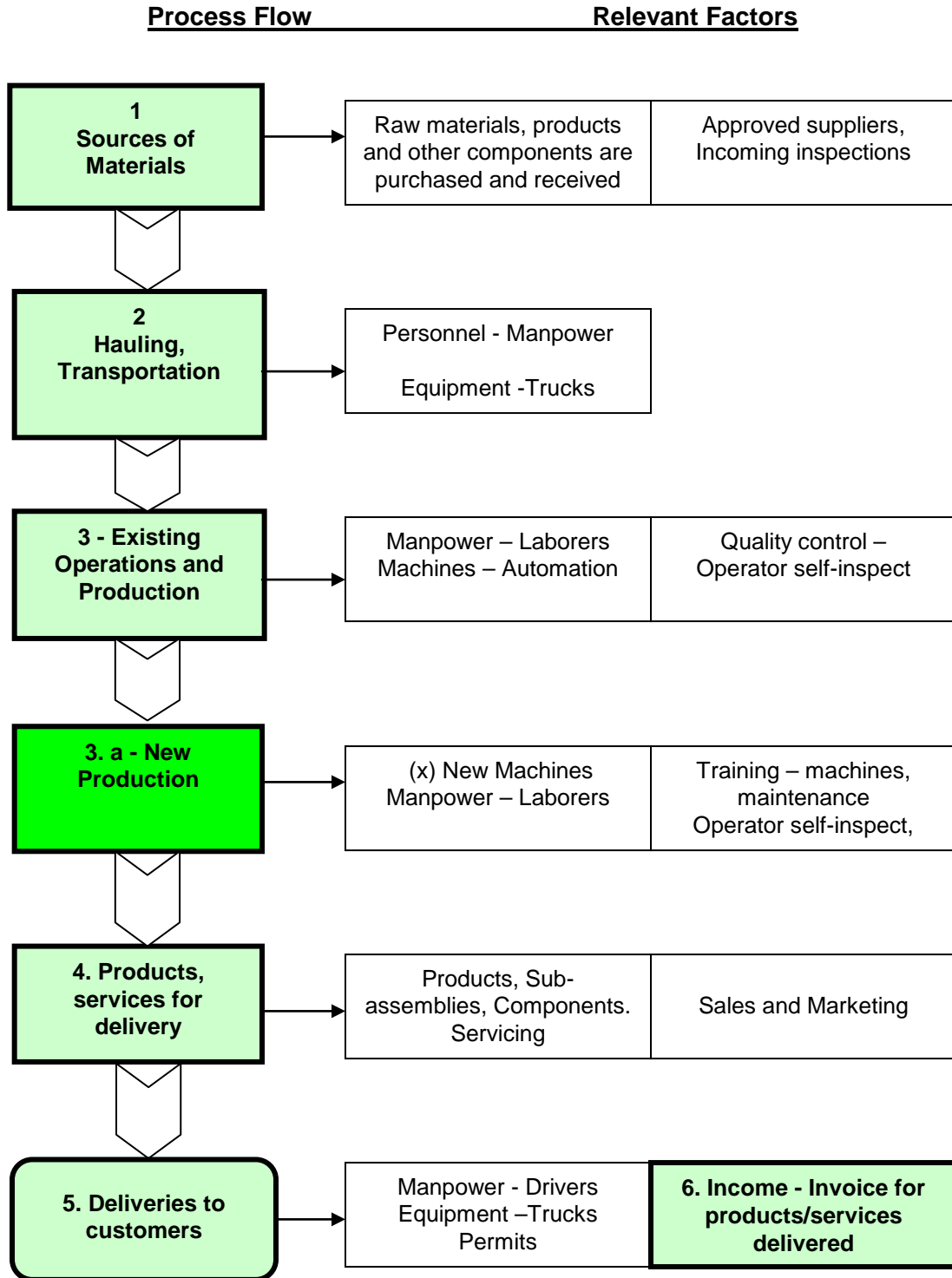
This manual is used internally to guide the company's employees through the requirements of the ISO standards that must be met and maintained in order to control or influence the ways to provide quality goods and services, protect the environment, maintain safe and healthy workplaces, and to detail the necessary instructions that lead to continual improvement.

This manual is used externally to introduce our IMS to our customers and other external organizations or interested parties. The manual is used to familiarize them with the controls that have been implemented and to assure them that it provides for a framework to meet the intended outcomes of the integrated management system.

The manual is approved by a top management representative.

President: \_\_\_\_\_ Date: \_\_\_\_\_

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





## 1.0 Purpose/Scope

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- 1.1 To establish and maintain the leadership responsibilities and authority necessary to ensure top management at [Your Company](#) is committed to supporting the requirements of the Integrated Management System (IMS).
- 1.2 The procedure applies to [Your Company's](#) stated commitments and aspirations to performance, integrity and reliability of products and services through the operation of a Quality Management System (QMS), an Environmental Management System (EMS), and an Occupational Health and Safety Management System (OHS) as an integrated management system (IMS).

## 2.0 Responsibilities and Authorities

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- 2.1 The [President](#) has the prime responsibility and approval authority for this procedure.
- 2.2 [Top management](#) is responsible to demonstrate leadership and commitment with respect to the IMS.
- 2.3 [Top management](#) is responsible to ensure that [Your Company's](#) IMS conforms to the requirements of the ISO standards and is established, implemented and maintained.

## 3.0 References and Definitions

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- 3.1 This document addresses clause 5 of the ISO 9001:2015 and ISO 14001:2015 standards, covering leadership, and clause 5 of the ISO 45001:2018 standard, covering leadership and worker participation.
- 3.2 Top management: Person or group of people who directs and controls an organization at the highest level.
- 3.3 [Include your definition of top management here and include the group that makes up the IMS Team.](#)

## 4.0 Resources

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- 4.1 None

## 5.0 Instructions

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- 5.1 Leadership and commitment to the Integrated Management System (IMS)
- 5.1.1 [Top management](#) ensures that the IMS is established, implemented and maintained in a planned and systematic manner.
- This is accomplished with the appointment of an [IMS team leader](#) as the project manager with specific responsibility for the IMS, and the selection of a supporting [IMS team](#).

## 1.0 Purpose/Scope

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- 1.1 This procedure describes the process for internal and external communication regarding the IMS at [Your Company](#).
- 1.2 The procedure applies to the personnel whose work affects the performance of the Quality Management System (QMS), the Environmental Management System (EMS), and the Occupational Health and Safety Management System (OHS) as an integrated management system (IMS).

## 2.0 Responsibilities and Authorities

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- 2.1 The [IMS team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 Additional responsibilities for the [IMS team leader, the supervisors, and employees](#) are detailed in relevant paragraphs of section 5.0 below.

## 3.0 References and Definitions

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- 3.1 This document relates to clause 7.4 of the ISO 9001:2015, the ISO 14001:2015 and the ISO 45001:2018 standards covering communication.
- 3.2 No Definition

## 4.0 Resources

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- 4.1 None

## 5.0 Instructions

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- 5.1 In support of the procedure P-720 for Competence, awareness and training, the [IMS team](#) establishes the processes for internal and external communication relevant to the integrated management system.
- 5.1.1 The tools used to manage the IMS communication needs are designed to address what, when, with whom, and how to communicate information and include the IMS action reports:
- F-740-001, Public response report – P.R.R.
  - F-740-002, Alert report – A.R.
  - F-740-003, Incident report – I.R.
  - F-740-004, Nonconformance report – N.C.R.
  - F-840-003 Provider corrective action request - PCAR
  - F-1020-001 Corrective action request – C.A.R.
- 5.1.2 While the above environmental reports have specific purposes, they ensure that reliable information and responses communicated are consistent with information generated by the IMS and consider the compliance obligations.
- 5.1.3 The main environmental action report is the non-conformance report (NCR), form F-740-004.

## Emergency Preparedness and Response

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### 1.0 Purpose/Scope

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- 1.1 The purpose of this procedure is to establish a method to identify health and safety emergency situations and potential accidents and respond to such situations at [Your Company](#).
- 1.2 The procedure applies to the methods for the reporting of emergencies and for the effective management from the time of discovery to the ultimate resolution to safeguard the health and safety for workers and interested parties.
- 1.3 The procedure applies to the emergency preparedness and response processes required to meet the intended outcomes of the QMS, the EMS, and the OHS as an integrated management system (IMS).

### 2.0 Responsibilities and Authorities

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- 2.1 The [Operations manager](#) has the prime responsibility for the implementation and maintenance of this procedure.
- 2.2 Additional responsibilities for the [IMS team](#), [the supervisors](#), [the workers](#), [employees](#) are detailed in relevant paragraphs of section 5.0 below.

### 3.0 References and Definitions

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- 3.1 This document relates to clause 8.2 of the ISO 14001:2015, and the ISO 45001:2018 standards covering emergency preparedness and response.
- 3.2 This document can relate to clause 8.5.1 d) of the ISO 9001:2015 standard dealing with the use of suitable infrastructure.
- 3.3 No Definitions

### 4.0 Resources

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- 4.1 None

### 5.0 Instructions

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- 5.1 In support of the [Operations manager](#), the [IMS team](#) is responsible to establish, implement and maintain the processes needed to prepare for and respond to the potential emergency situations as determined with the identification of hazards, assessment of EMS and OH&S risks, and operational controls with procedures P-812 and P-815.
  - 5.1.1 The process includes the following:
    - Preparing a planned response to emergency situations and providing first aid and training for the planned response.
    - Periodically testing and exercising the planned response capabilities,
    - Evaluating performance and revising, as needed, the planned response after testing and especially after the occurrence of emergency situations,



## Evaluation of Compliance

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### 1.0 Purpose/Scope

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- 1.1 The purpose of this procedure is to establish a process to evaluate the conformity to legal obligations to which **Your Company** subscribes.
- 1.2 This procedure applies to the legal obligations associated with the QMS, the EMS and the OHS where fulfillment of compliance obligations and legal requirements is evaluated as part of an integrated management system (IMS).

### 2.0 Responsibilities and Authorities

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- 2.1 The **IMS team leader** has the prime responsibility and approval authority for this procedure.
- 2.2 Additional responsibilities for the **IMS team** are detailed in relevant paragraphs of section 5.0 below.

### 3.0 References and Definitions

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- 3.1 This document addresses clause 9.1.2 of both the ISO 14001:2015 and the ISO 14001:2015 standards dealing with evaluation of compliance.
- 3.2 This document also addresses clause 4.2 of the ISO 9001:2015 standard dealing with applicable statutory and regulatory requirements.
- 3.3 Legal obligations in ISO 14001:2015 are noted as compliance obligations
- 3.4 Legal obligations in ISO 45001:2018 are noted as legal and other requirements.
- 3.5 Legal obligations in ISO 9001:2015 are noted as regulatory and statutory requirements

### 4.0 Resources

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- 4.1 None

### 5.0 Instructions

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- 5.1 In support of the procedures P-910, P-911 and P-915 for QMS, EMS and OHS Monitoring, measurement, analysis and evaluation, this procedure addresses the evaluation of compliance.
- 5.1.1 The **IMS team** plans and implements a process to evaluate conformity with the compliance and legal obligations by:
- Determining the frequency that compliance is to be evaluated,
  - Evaluating compliance,
  - Taking action if required,
  - Maintaining knowledge and understanding of the importance of conforming to compliance obligations.

# INSERT YOUR COMPANY LOGO/NAME HERE

F-600-001

## OHS-Hazard Identification - Process Worksheet

### Instructions

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

<b>Hazard Identification - Process Worksheet</b>				
Ensure the determination of the risks and opportunities associated with the identified health and safety hazards, legal and other requirements, objectives, and programs to ensure that the IMS can achieve the intended outcomes.				
Describe the process for the on-going proactive identification of hazards and reduction of OH&S risks				
<b>Section 1</b> Consider routine and non-routine activities and situations for the following:			<b>OK in control</b>	<b>Needs Attention</b>
Infrastructure, equipment, materials, substances, and the physical conditions of the workplace				
Hazards that result from product design and during research, development, testing, production, assembly, construction, service delivery, maintenance, or disposal				
Human factors				
How the work is done				
Consider potential emergency situations				

*The examples outlined below do not list all the possible items for assessing manufacturing facilities. A better checklist for your plant- workplace is one that covers your specific needs.*

Reviewed by:		Date:	
	<b>Comments / Observations</b>	<b>OK = Under Control</b>	<b>X = Needs Attention</b>
<b>TRAINING</b>			
Is training provided for each person newly assigned to a job?			
Does initial training include a thorough review of hazards and accidents associated with the job?			
Is adequate instruction in the use of personal protective equipment provided?			
Is training for the use of emergency equipment provided?			
Are workers knowledgeable in the "Right to Refuse" procedures?			
<b>ENVIRONMENT</b>			
Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)?			
Is the rain gear that is provided comfortable, and light enough so as not to constitute a hazard?			
Are work surfaces and grip surfaces safe when wet?			
Do workers know the symptoms of heat cramps, heatstroke?			
<b>WORK PROCESS</b>			
Are repetitive motion tasks properly paced and kept to a minimum?			

# INSERT COMPANY NAME/LOGO HERE

F-615-004

## OH&S Program Planning Worksheet

ACTION PLAN & TIMING CHART - DEVELOPMENT OF OH&S PROGRAM													
COMMITMENT and POLICY		PLANNING						PROCESS					
OH&S Policy Commitment 1													
		Objective 1											
		Target 1											
		OH&S Program 1											
Date started:		Action											
<b>Project Name:</b>		<b>Project Leader:</b>						<b>Review and Follow up Dates:</b>					
Description / Major Tasks / Timing Chart													
Timing													
Current Months		1	2	3	4	5	6	7	8	9	10	11	12
P-PLAN	Confirm project funding & resources												
	Identify project leader												
D-DO	Select required equipment												
	Purchase, install equipment												
	Try out & test process												
C-CHECK	Identify operational controls -												
	<a href="#">Work Instructions</a> -												
	Review program - monthly												

<b>Public Response Report – PRR</b>
Nature of Comment, Concern or Complaint: _____ _____ _____
Date of contact: _____
Operations Area Identified / Affected in Contact: _____ _____ _____
IMS team leader receiving contact: _____ Date: _____
Is the Issue raised related to a Non-Compliance:      NO [ ]      YES [ ]
If YES, a non-conformance report NCR form F-470-004 is required to initiate the investigation process.
If NO, a corrective action is required with the Corrective Action request (CAR), F-1020-001.
Once the investigation is complete, the OH&S team leader responds to: <ul style="list-style-type: none"><li>• The person making the contact: _____ Date of response _____</li><li>• When required by compliance obligations to the appropriate regulatory agency Agency name: _____ Date of response _____</li></ul>

<b>GUIDELINES FOR OPERATIONAL CONTROLS</b>	Date Approved _____	DATA Form A-800-001
<p>The company considers the different operations and activities contributing to its quality initiatives, identified significant environmental aspects and other health and safety impacts when developing or modifying operational controls and procedures.</p> <p><b>Such operations and activities may include:</b></p> <ul style="list-style-type: none"><li>• R &amp; D design and engineering</li><li>• Purchasing / procurement / outsourcing</li><li>• Contracting</li><li>• Raw materials handling and storage</li><li>• Production and maintenance processes</li><li>• Laboratories</li><li>• Storage of products</li><li>• Transportation</li><li>• Marketing, advertising</li><li>• Customer service</li><li>• Acquisition, construction or modification of property and facilities</li></ul> <p><b>Activities can be divided into three categories:</b></p> <ul style="list-style-type: none"><li>• Planning activities to continually improve performance when managing new capital projects, process changes and resources management, property (acquisitions, divestitures, property management), and new products and packaging.</li><li>• Daily management activities to assure conformance to internal and external requirements, and to ensure their efficiency and effectiveness.</li><li>• Strategic management activities to anticipate and respond to changing quality, environmental and health and safety requirements.</li></ul>		

WI-622-010 Example – from F-615-004 Program planning worksheet

<b>ACTION PLAN &amp; TIMING CHART - DEVELOPMENT OF HEALTH &amp; SAFETY PROGRAM</b>		
<b>COMMITMENT and POLICY</b>	<b>PLANNING</b>	<b>PROCESS</b>
<i>OH&amp;S Policy Commitment 1 -- PREVENTION OF INJURY--</i>	<i>Program Instruction WI-622-010</i>	<i>Maintain a safe workplace</i>
	<i>Objective 1</i>	<i>Minimize handling injuries wherever technically and commercially practical</i>
	<i>Target 1</i>	<i>Reduce frequency of injury at site 1 by 20 % of present level within 1 year</i>
	<i>OH&amp;S Program 1</i>	<i>Prevention of injury through material handling equipment</i>
<i>Date started:</i>	<i>Action</i>	<i>For products exceeding 'x' pounds in weight, install lifting devices at manufacturing operations</i>

**PROGRAM –TIMING CHART PROJECT:** \_\_\_\_\_ **LEADER:** Technical Services manager **Date** \_\_\_\_\_

Description / Major Tasks	Timing												
	Current Months	1	2	3	4	5	6	7	8	9	10	11	12
<i>P-PLAN. Confirm project funding &amp; resources</i>													
<i>Identify project leader</i>													
<i>D-DO. Select required equipment</i>													
<i>Purchase, install equipment</i>													
<i>Try out &amp; test process</i>													