KEY ELEMENTS OF A SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM
Safety & Environmental Management System

2005 - SEMS Adopted by Leadership Team

2006 - Baseline SEMS audits conducted
2006 - First year of annual SEMS plans

2008/2009 - Second round of SEMS audits

2010/2011 - Third round of SEMS audits

2012/2013 - Fourth round of SEMS audits &
ISO 14001/ OHSAS 18001 gap analysis
Safety & Environmental Management System

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[Graph showing OSHA Recordable Incidence Rate from 2005 to 2012 YTD]
Safety & Environmental Management System

**OHSAS 18001**
OH&S Management System Requirements
- General requirements
- OH&S policy
- Planning
  - Hazard Identification, risk assessment and determining controls
  - Legal and other requirements
  - Objectives and programme(s)
- Implementation and operation
- Checking
- Management review
## Safety & Environmental Management System

### OHSAS 18001

**OH&S Management System Requirements**
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- OH&S policy
- Planning
  - Hazard Identification, risk assessment and determining controls
  - Legal and other requirements
  - Objectives and programme(s)
- Implementation and operation
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- Management review

**Lessons learned**
- Corporate requirements
  - Checklist for each requirement
- Corporate audit once/two years
- Audit discrete programs
- Auditors are site safety managers
- Corporate strategic planning
- Annual plans for each location
- Align with Quality Management System
Safety & Environmental Management System

GENERAL TOPICS:

GEN 001- Audit Process
GEN 002- Records Retention
GEN 003- Monthly Occupational Injury and Illness Summary
GEN 004- Corrective and Preventative Actions
GEN 005- Naming Convention and Document Management
SAFETY TOPICS:

SHG 100- Safety Meetings and Employee Safety Contacts
SHG 101- Incident Investigations
SHG 102- Housekeeping
SHG 103- Job Safety & Health Analysis
SHG 104- Hazard Identification, Risk Assessment and Control
SHG 105- Lockout / Tagout / Tryout
SHG 106- Confined Spaces
SHG 107- Emergency Response/ Disaster Planning
SHG 108- Personal Protective Equipment
SHG 109- Hearing Conservation & Noise Abatement
SHG 110- Hazard Communication
SHG 111- Mobile Equipment
SHG 112- Management of Change
SHG 113- Medical and Exposure Records Access
SHG 114- Respiratory Protection
SHG 115- Blood borne Pathogens
Safety & Environmental Management System

ENVIRONMENTAL TOPICS:

EM 001 - Environmental Aspects, Impacts & Controls
EM 002 - Storm Water Pollution Prevention
EM 003 - Universal and Electronic Waste
EM 004 - Used Oil Management
EM 005 - Solvent Management
EM 006 - Spill Prevention Control & Countermeasures
## Corporate Safety and Health Needs Assessment Checklist

**Liste de vérifications corporative de santé et sécurité au travail**

<table>
<thead>
<tr>
<th>Subject: Safety Communication</th>
<th>NA No. 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (Location): Enter Company Name</td>
<td>Revision Date (Date de révision): 21/Dec/11</td>
</tr>
<tr>
<td>Auditor (Vérificateur): Enter Auditor Name</td>
<td>Audit Date (Date de vérification): Enter Audit Date</td>
</tr>
</tbody>
</table>

### Needs Assessment Rating Criteria (Administration; Execution) - Critères d'évaluation (Administration; Exécution)

- 0 - Nothing Done (Rien d'effectué);
- 1 - Criterion Documented but no Policy (Critères mentionnés mais pas de politique);
- 2 - Implemented but Incomplete (Mise en place, mais incomplète);
- 3 - Policy Implemented, Key Components Vague (Politique mise en œuvre, les composants clés sont vagues);
- 4 - Satisfactorily Implemented (Mise en œuvre satisfaisante);
- 5 - Fully Implemented and Effective (Mise en œuvre complète et efficace);
- 6 - Excellent (Excellent);

### Questions

<table>
<thead>
<tr>
<th>ITEM No.</th>
<th>QUESTIONS</th>
<th>ADM Rate (Note)</th>
<th>EXEC Rate (Note)</th>
<th>COMMENTS (COMMENTSAIRES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Does the facility have a written policy/procedure for conducting safety meetings/contacts? L'établissement a-t-il une politique / procédure écrite concernant les réunions de sécurité?</td>
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<td>2</td>
<td>Has the policy/procedure been communicated to the workforce? La politique / procédure a-t-elle été communiquée au personnel?</td>
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<td>3</td>
<td>Does the policy/procedure address the frequency of safety meetings/contacts? La politique / procédure fait-elle mention de la fréquence des réunions de sécurité?</td>
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</tbody>
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