EH&S Road Map
-The Journey-

4.1 General Requirements
Plan for Continual Improvement

4.2 EH&S Policy
Management Commitment and Support

4.3 Planning
(Evaluate Risks and Prioritize)

4.4 Implementation and Operation
(Assign Resources and Provide Training)

4.5 Checking
(Verify Systems)

4.6 Management Review
(Secure Input)

SMART
Objectives & Targets
Specific
Measurable
Achievable
Realistic
Time-bound

4.1.1 Impacts & Hazards
1. Define Groups involved with Significant Impacts & Hazards
2. Review Activities, Products and Services with Staff
3. Identify Impacts & Hazards and Assign Significance
4. Document the Significant impacts and Hazards
5. Maintain a Process for Updating Changing Business Conditions

4.1.2 Legal & Other Requirements
1. Identify the Legal Requirements Applicable to the Institution
2. Identify Other Requirements to which the Institution Subscribes
3. Develop a Process to keep the Identification of Legal Requirements Updated

4.1.3 Objectives & Targets
1. Consider all Elements of the Standard when Documenting the Objectives
2. Establish SMART Objectives and Targets that can be readily and accurately Measured and Monitored
3. Establish Project Responsibilities and Timeframes for Completion

4.1.4 Roles, Responsibilities & Authority
1. Secure Appropriate Resources from Top Management
2. Appoint An EMS Representative
3. Involve all Levels of the Organization in the EHSMS

4.4.1 Competence, Training & Awareness
1. Identify Individuals working on the Site that have EHSMS Responsibility
2. Determine the Criteria for How These Individuals are Deemed Competent
3. Complete and Record Training

4.4.2 Communication
1. Develop a Process and Organizational Structure for Handling E/H Communication
2. Define a Group/Function to make Decisions with regard to External Communication
3. Document the Communication Activities

4.4.3 Documentation
1. Define a Process for Maintaining Documents for the EHSMS
2. Create and Maintain Linkages to Related Documents (e.g., Compliance Programs, Regulatory Requirements and Permits, Licenses and Registrations)

4.4.4 Control of Documents
1. Follow 4.4.4 in the Document Control System
2. Assign Resources and Provide Training

4.4.5 Operational Control
1. Identify Activities associated with Significant Impacts & Hazards
2. Review Processes to Determine Those That may need Documented Procedures or Work Instructions
3. Inform Contractors and Suppliers of Related Significant Impacts & Hazards

4.4.6 Emergency Preparedness & Response
1. Maintain up-to-date Emergency Procedures
2. Establish an Organizational Structure for Responding to Emergencies and Accidents
3. Hold Drills and Record Lessons Learned

4.5.1 Monitoring & Measuring
1. Identify Key Characteristics related to Operational Control
2. Track Monitoring & Measuring Activities
3. Retain Calibration Processes and Records

4.5.2 Evaluation of Compliance
1. Retain Compliance Plans and Documentation
2. Retain Other Required Plans and Documents
3. Consolidate Evaluation Process as Appropriate

4.5.3 Nonconformity, CPAN
1. Establish a System to Manage the Identified NCNs
2. Take Appropriate Actions to Assure Effective Implementation
3. Review Related EHSMS Documentation

4.5.4 Control of Records
1. Maintain EH&S Records in the Institutional Records Retention Schedule

4.5.5 Internal Audit
1. Define Team and Their Qualifications
2. Train and Prepare Auditors
3. Determine Methodology, Scope and Frequency of Audits
4. Conduct and Report on Audit Findings

Source: John H. Gamble, ISO/OHSAS Implementation Team (2001/2)