

Health & Safety Management System

Operational Control Procedure

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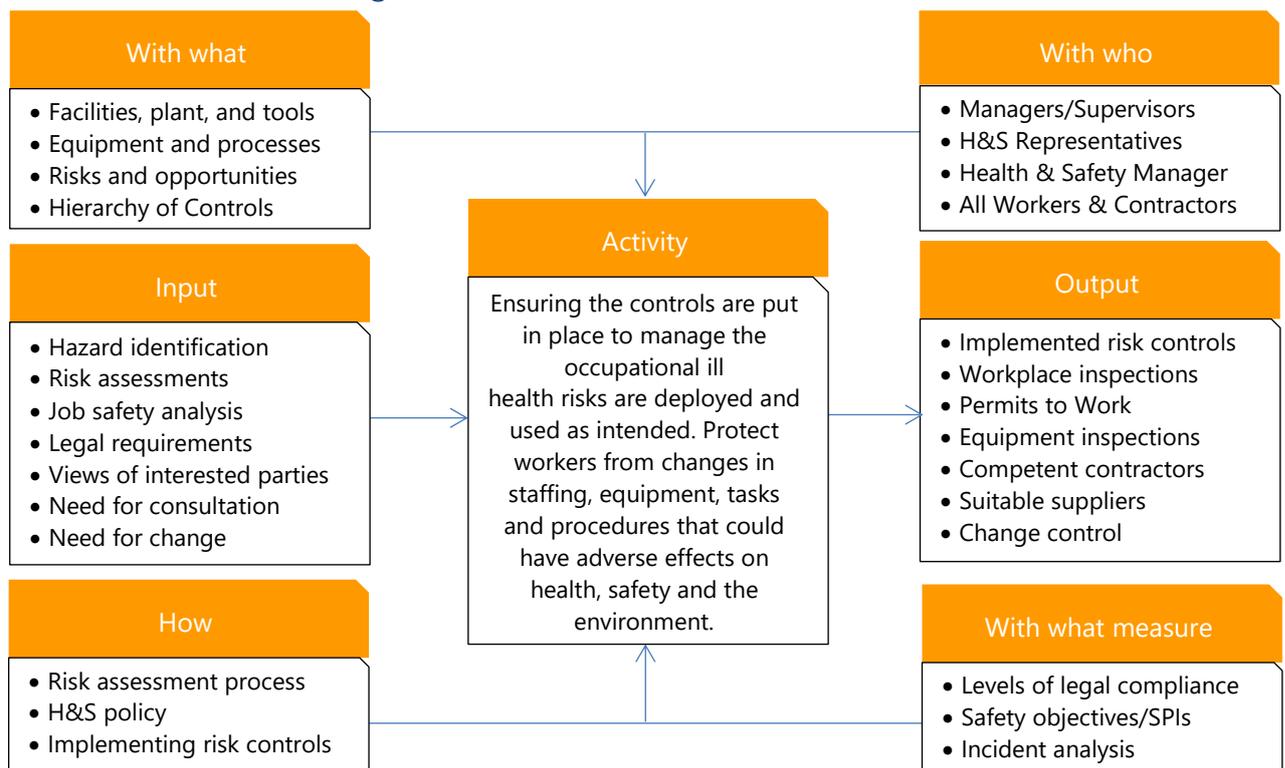
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1 Operational Control

1.1 Introduction & Purpose

The purpose of this procedure is to establish how **your organization** plans for and implements the controls necessary to manage our operational health and safety hazards, associated risks, the methods used to mitigate them, and to comply with applicable legal requirements. Operational controls are established where hazards and risks are identified. Operational control measures are also implemented where their absence could lead to a deviation from our health and safety policies and objectives.

1.1.1 Process Turtle Diagram



1.1.2 References

Standard	Title	ISO Clauses	Manual Sections
BS EN ISO 45001	OH&S management system requirements	8.1	8.1
BS EN ISO 45002-1	Guidance on managing occupational health	8.1	

1.1.3 Terms & Definitions

Term	Definition
Operational Control	An evaluation and reduction of adverse safety risk associated with operations
Outsource	Where an external organization performs part of our organization's function or process
Hierarchy of Controls	A formal methodology for applying risk control
Risk Control	Action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, to minimize the risks so far as is reasonably practicable
Change management	A formal process that ensures changes which may impact identified hazards and risk mitigation strategies are accounted for before the implementation of such changes

6. Knowledge in the use of and availability of emergency equipment.

Under no circumstances should employees or contractors introduce any substance into the workplace without it first being approved for use.

1.4.2.3 Work Equipment

The following regulation specifically covers the use of work equipment, the ***Provision and Use of Work Equipment Regulations (PUWER) 1998***. These regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. Their use includes starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

[Your organization](#) ensures that preventative and routine maintenance of process equipment is undertaken in-house on a regular basis by the maintenance engineers or by external contractors. The [Facilities Manager](#) in conjunction with the [Health & Safety Manager](#) ensure regular planned maintenance and repair of machinery and equipment is undertaken to prevent unsafe conditions from developing;

1. Housekeeping and maintenance of clear walkways;
2. Provision and maintenance of workstations;
3. Maintenance of the thermal environment (temperature, air quality);
4. Waste management;
5. Maintenance of the ventilation systems and electrical safety systems;
6. Maintenance of emergency plans;
7. Health monitoring programmes (medical surveillance programmers);

All maintenance is performed per the original equipment manufacturer's recommendations and is recorded on the *Equipment Maintenance & Service Log* for each piece of equipment. The accuracy and performance of the equipment is continuously monitored and special attention is given to items of key equipment that contribute to safety characteristics.

Testing equipment requiring calibration is done so to the appropriate national standard (ISO 17025) and calibration records are maintained with re-calibration intervals specified.

Under no circumstances should employees bring on site any personal or non-company owned/managed electrical equipment. Electrical equipment must be requested, ordered and supplied via the Supervisor so that it can be tested and entered in the *Equipment Maintenance & Service Log*.

1.4.2.4 Access Equipment

[Your organization](#) ensures that all safety equipment, such as fall arrest systems, exposure monitoring devices, fire detection and suppression systems etc. as well as vehicles, fork lifts, cranes and other lifting and material handling machines, are inspected and tested regularly.

All access equipment (e.g. ladders, kick-stools, etc.) will be assessed for safety by appointed safety consultants. Before each use, such equipment is subjected to visual and functional checks by the user. Any problems identified must be reported, in the first instance, to the department manager, and the equipment should be removed from service immediately.

to which control of the process is shared. Outsourced processes are controlled via purchasing and contractual agreements.

1.4.4 Change Management

1.4.4.1 General

The management of change process is an essential element of our robust SMS, as changes can introduce new hazards, or impact on risk control measures. [Your organization](#) has established and maintains a management of change process to ensure that permanent or temporary changes to our organisation, equipment, plant, materials, standards or procedures and changes associated with laws and regulations are risk assessed to evaluate the potential health and safety impacts of the change.

These changes may introduce new hazards or compromise existing safeguards already. The impact these changes may have on personal safety, environmental protection, processes and procedures, or structural integrity must be identified prior to making the change, and a plan for elimination of hazards or mitigation of the effects to be put in place. Changes are managed via the following sequence of steps:

1. Identify the scope of change;
2. Present justification for change;
3. Evaluate the change for health and safety risks;
4. If the risk level has not increased, obtain approval;
5. If the risk level increases, conduct a risk formal assessment;
6. Evaluate existing and proposed control measures;
7. Obtain approval;
8. If not approved, re-evaluate the control measures and resubmit for approval;
9. If approved, implement control measures;
10. Communicate new control measures to all personnel;
11. Monitor the change for compliance and review if required.

The details of the change, as well as the resulting modifications to processes or procedures, are communicated to all personnel. Special training, if required, is initiated immediately to ensure personnel are familiar with all aspects of the result of the change.

Revised operating procedures must be documented. For the purpose of this procedure, change will be divided into three categories, each of which will be addressed by appropriate procedures, documentation and audits.

1.4.4.2 Operational Changes

The operational change control process covers change initiation of change, control of change, record keeping, decision making for all aspects of change. Under **normal conditions**, the [Health & Safety Advisors](#) review the suitability of existing operational controls every [six months](#) to evaluate their effectiveness.

The review takes into consideration the performance measurement and monitoring results, planned changes, the evaluation of legal compliance, the status of incident investigations, non-conformities and the results of corrective action. Changes that are likely to trigger formal change management include:

1. Introduction of new technology or equipment;
2. Changes in the operating environment;