

# ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SYSTEM PROCEDURE

## ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT PROGRAMS

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 1
-----------------------	-------------	----------------------	---------

### 1.0 PURPOSE

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for:

- Establishing management programs to achieve Environmental, Health, and Safety objectives and targets; and
- Amending management programs and the EHSMS to ensure that they apply to new developments and new or modified activities, products, or services.

### 2.0 SCOPE

This procedure applies to the Data Vista's activities, products and services for which there are established Environmental, Health, and Safety objectives and targets.

### 3.0 DEFINITIONS

- 3.1 Environmental, Health, and Safety Management Program: Procedures, practices, methods or controls implemented to achieve an Environmental, Health, and Safety objective or target.

Rev. #	Effective Date:	Prepared By:	Approved By:
C	3 MAR 2014	R. Williams	D. During

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## ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT PROGRAMS

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 2
-----------------------	-------------	----------------------	---------

### 4.0 REFERENCES

- 4.1 ISO 14001: 2004
- 4.2 EMS-4.5-06, EHSMS Management Review.
- 4.3 EMS-4.3-04; Environmental, Health, and Safety Objectives and Targets
- 4.4 EMS-4.5-09; Monitoring and Measurement
- 4.4 R2: 2013 Standard
- 4.5 BS OHSAS 18001: 2007 Standard
- 4.6 EHSMS Manual – EMS-4.1-01
- 4.7 Safety Policy Manual – EMS-4.1-02

### 5.0 RESPONSIBILITES

#### Responsibilities

- 5.1 The Chief operating Officer: Is responsible for reviewing and approving this document and any of its revisions before its release.
  
- 5.2 The Environmental, Health, and Safety Representative: Is responsible for initiating management programs and for coordinating and supervising their implementation.
  
- 5.3 Departmental managers or other management functions: Assigned with overall responsibility for specific objectives are responsible for defining and implementing relevant management programs, and for reporting on their status and progress.

# ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SYSTEM PROCEDURE

## ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT PROGRAMS

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 3
-----------------------	-------------	----------------------	---------

5.4 Top Management: Is responsible for periodic review of management programs, and has the authority to close out, or redefine programs that achieved their objectives.

## 6.0 PROCEDURE

<b>Responsibility</b>	<b>Activity</b>
Management	<p>6.1 Environmental, Health, and Safety management programs are established to achieve specific Environmental, Health, and Safety objectives and/or targets. Depending on the nature of the objective, management programs may be developed as independent, objective-specific projects, or be based in the EMS in a defined way.</p> <p>6.2 Independent projects are typically set up to achieve a narrow and well-defined objective that requires changes in current operations, or introduction of new methods or controls. These projects will often require establishment of special documents, such as reports, engineering designs, time schedules, etc.; and allocation of specific resources. Once the changes are implemented and are verified to be effective, the project is completed.</p> <p>6.3 EMS-based programs rely on specific elements of the existing EMS for achieving the objective. Such objectives call for gradual improvement of performance that would be achieved through implementation of</p>

# ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SYSTEM PROCEDURE

## ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT PROGRAMS

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 4
-----------------------	-------------	----------------------	---------

certain elements of the EMS; for example, training, document control, or monitoring and verification systems. While these types of programs may not require establishment of special documents, they must still be defined in terms of EMS elements to be used, responsibility, methods to measure progress, and a timeframe.

6.4 Management programs may also be a mixture of both types; some elements being defined as objective-specific projects and some being defined by reference to existing EMS procedures

Environmental,  
Health, and Safety  
Representative

6.5 Establishes an OTMP (Objective and Targets Management Program) specification sheet for each Environmental, Health, and Safety objective and associated target. The following information is entered by the Environmental, Health, and Safety Representative to initiate the OTMP sheet:

- Environmental, Health, and Safety objective and targets that are to be achieved by the program (refer to Procedure EMS 4.3-04, Environmental, Health, and Safety Objectives and Targets);
- Identification of areas, departments, and functions where the program needs to be implemented; and
- Assignment of specific functions responsible for defining and implementing the program.

6.6 OTMP sheets are then forwarded to managers assigned with the responsibility to implement the program.

Responsible  
Manager(s)

6.7 Define the main parameters of the program, document them on OTMP sheets, and return the sheets to the

# ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SYSTEM PROCEDURE

## ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT PROGRAMS

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 5
-----------------------	-------------	----------------------	---------

Environmental, Health, and Safety Representative for review. The input required at this stage consists of:

- Outline of the program and identification of its major elements and phases;
- Timeframe for completing the program and/or its elements or phases; and
- Methods, means, and parameters to be used to measure progress toward achieving the underlying objective.

Environmental,  
Health, and Safety  
Representative

- 6.8 Reviews the submitted OTMP sheets and, if in agreement with the proposed program, approves it for implementation.
- 6.9 For simple programs, the OTMP sheet should normally be sufficient to completely define the program and to maintain records of its implementation, progress, and completion. However, for larger or more complex programs, it may be necessary to establish a special project file to organize associated documents and records, such as reports, data sheets, minutes of meetings, etc. In any event, the OTMP sheet is always established as the initiating document, and is maintained to record important events
- 6.10 When necessary, the Environmental, Health, and Safety Representative may extend the overall time frame for achieving an objective or target, but does not have the authority to change the actual objective. If the objective needs to be changed, this can only be authorized by the top management
- 6.11 When a management program achieves its objectives and targets, the results are reported at the

## ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SYSTEM PROCEDURE

### ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT PROGRAMS

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 6
-----------------------	-------------	----------------------	---------

management review meeting. If a review is not scheduled within the next three months, or when the matter is urgent, results of the program may be communicated to individual members of the management team, or an extraordinary review may be called.

6.12 The process for the final review and closeout or modification of objectives, targets, and associated programs is defined in Procedure EMS-4.5-06, EMS Management Review.

6.13 Reviews the proposed changes and determines whether the EMS or any of its elements needs to be amended to address the change. For larger or more complex projects, the Environmental, Health, and Safety Representative may assemble a multidisciplinary team representing various departments and functions in the company to assist in the review. Amendments to the EMS may include:

- Identification of new Environmental, Health, and Safety aspects or invalidation of current aspects;
- Addition of new significant Environmental, Health, and Safety aspects;
- Setting of new Environmental, Health, and Safety objectives and targets;
- Modification of Environmental, Health, and Safety management programs or establishment of new programs;
- Adjustments of programs for monitoring Environmental, Health, and Safety

# ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SYSTEM PROCEDURE

## ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT PROGRAMS

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 7
-----------------------	-------------	----------------------	---------

performance and evaluation of compliance;

- modification of emergency preparedness and response programs;
- Addition of new training programs; and
- changes to the Environmental, Health, and Safety policy.

6.14 Processes for amending specific elements of the EMS are defined in operational procedures dealing with these elements.

Management

6.15 Amendments and changes to the EMS are also considered by the management review (refer to Procedure EMS-4.5-06).

## 7.0 RECORDS, REPORTS, FORMS

It is DataVista procedure that all Environmental, Health, and Safety records needed to support this procedure shall be legible. They shall be stored in a place that will prevent damage or deterioration and also prevent loss. They shall be stored and retained in such a way that they are readily available and maintained in accordance with the following matrix:

## ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT SYSTEM PROCEDURE

### ENVIRONMENTAL, HEALTH, AND SAFETY MANAGEMENT PROGRAMS

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 8
-----------------------	-------------	----------------------	---------

Identification Name	Number	Collection	Indexing	Accessing	Min Ret	Disposition	Storage
OBJECTIVE/ TARGETS MANAGEMENT PROGRAM SPEC SHEET	EMF-4.3- 04-01	Reclamation Manager	Date	Jim Byrnes	3 years	Shred/Delete	Library/Ele ctronic
Environmental Aspects Evaluation Chart	EMF-4.3- 01-02	Director – Operations	Date	David During	3 years	Shred/Delete	Library/Ele ctronic
OSH Aspects (Risk) Evaluation Chart	EMF-4.3- 01-03	Director – Operations	Date	David During	3 years	Shred/Delete	Library/Ele ctronic



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MANAGEMENT SYSTEM PROCEDURE**

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MANAGEMENT PROGRAMS**

Procedure: EMS-4.4-01	Revision: C	Rev.Date: 3 MAR 2014	Page: 9
-----------------------	-------------	----------------------	---------