



EHQMS Procedure

Operational Control



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2. Communication of organizational environmental and OH&S requirements to contractors;
3. Evaluation, monitoring and periodic re-evaluation, of the environmental and OH&S performance of contractors and their workers.

1.4.8 External Personnel & Visitors to the Workplace

External personnel and visitors to the work place are briefed on the following aspects:

1. Entry procedures and controls;
2. Establish their knowledge and capabilities prior to permitting the use of equipment;
3. Provision of advice, training as necessary;
4. Warning signage/administrative controls/PPE;
5. Methods for monitoring and supervising their activities.

1.4.9 Work Permits

In order to undertake activities that are intrinsically hazardous, a work permit is mandatory. Its preparation and approval must be coordinated with the [Health & Safety Advisor](#) and the [Environmental Coordinator](#):

1. Process equipment maintenance;
2. Confined space (Confined Spaces Regulations 1997);
3. Hazardous materials (COSHH Regulations 2002);
4. Working with electricity (The Electricity at Work regulations 1989);
5. Working at height (Working at Height Regulations 2005);
6. Maintenance, inspection and certification of lifting equipment (LOLER regulations 1998).

In addition to the work permit, other mandatory documents; such as, risk assessments, method statements, and COSHH assessments, etc. must be prepared and approved prior to starting work.

1.5 Maintaining Operational Controls

1.5.1 Normal Conditions

Under **normal conditions**, the [Health & Safety Advisors](#) and [Environmental Coordinators](#) review the operational controls every [six months](#) to evaluate their on-going suitability and effectiveness. The review takes into consideration the performance measurement and monitoring results, the evaluation of compliance, the status of incident investigations, non-conformities and the results of corrective action.

1.5.2 Abnormal Conditions

Under **abnormal conditions**, the [Health & Safety Advisors](#) and [Environmental Coordinators](#) deploy the [Emergency Situations Procedure](#) and if required, they deploy the [Incident Investigation Procedure](#). Once the abnormal condition has stabilized, the related operational controls are reviewed by the [Health & Safety Advisors](#), [Environmental Coordinators](#) and the [QEHS Manager](#) to evaluate their suitability and effectiveness.

1.5.3 Proposed Changes

When **changes are proposed** to existing operations are evaluated for OH&S hazards and risks and environmental aspects and impacts prior to implementation. When changes to operational controls are considered, the [Health & Safety Advisors](#) and [Environmental Coordinators](#) consider whether there are any new, or modified training needs. All changes operational controls are documented and controlled through revision numbering and change schedules.

1.6 Emergency Personnel

1.6.1 First Aiders

In accordance with the Health and Safety (First Aid) Regulations 1981, First Aid facilities are provided at all locations through the workplace. Qualified first aiders must be contacted in the event of accident or illness on site. A current list of first aiders can be found on the boards at all sites. All employees should familiarise themselves with the first aid facilities at their site(s)

First Aiders will render first aid treatment and ensure the contents of first aid kits are maintained. They are responsible for ensuring their first aid certificate is current and advise the [Human Resources Department](#) or the [QEHS Manager](#) when refresher training is required. First Aiders ensure that any first aid treatment given is documented using the *Incident investigation Procedure*.

1.6.2 Fire Wardens

Fire emergency evacuation is specific to each building and its location. It is therefore vital that employees familiarise themselves with the evacuation procedure for the site(s) on which they work. Fire Marshals are appointed to each work area.

A list of Fire Marshals is displayed on the Notice Boards. Fire Marshals are trained in fire evacuation techniques, safe methods of firefighting and use of firefighting equipment. It is vital that employees only attempt to fight a fire if they can do so without undue risk, the personal safety of the employee takes precedence over all other material considerations.

1.7 Documentation

1.7.1 Procedures & Works Instructions

Your organization ensure that work instructions and procedures are established to provide compliant management of significant environmental aspects and health and safety hazards. They are also established where the absence of control could lead to deviation from the corporate policies and stated objectives and targets.

Where possible, operational controls are combined with other existing control documents associated with each process. In most situations, separate environmental and health and safety operational controls are not required but are integrated with the controls which would normally be developed.

Preparation of work instructions and procedures for selected activities is the responsibility of the [Health & Safety Advisors](#), [Environmental Coordinators](#) and the [QEHS Manager](#). This responsibility includes the drafting of the work instruction and gaining approval. The work instructions are written in sufficient detail to provide the necessary level of instruction to ensure the desired outcome.

1.7.2 Communication

Communication of operational control requirements (implementation of procedures) occurs through training as detailed in the *Competence and Awareness Procedure*. While relevant requirements, including your organization's corporate policies, is communicated to suppliers and contractors.

Consideration is given to the experience, education, and competence of personnel who carry out the work instructions. Particular attention is given to the potential or actual consequences of certain information not being provided.