



SafetyDocs

by SafetyCulture



Environmental
Management

AS/NZS ISO 14001:2016

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SAMPLE

Disclaimer: This document contains material to assist in meeting environmental management obligations under the International Standard ISO 14001:2016. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only. It does not provide legal advice on meeting your obligations.

Section 8 ENVIRONMENTAL PERFORMANCE EVALUATION

PURPOSE

The purpose of this policy is to define the monitoring methods, measuring and evaluating our EMS to ensure it remains effective and can continually improve.

POLICY

{company_name} commits to the monitoring of the system to evaluate the effectiveness of the system by:

- objectively evaluating how well the requirements of the system are fulfilled;
- verifying the extent to which our organisational, stakeholder, and legal requirements have been met;
- reviewing the suitability, effectiveness, and efficiency of the EMS; and
- determining the need or opportunities for improvements within the system.

We adopt a systematic approach to the monitoring and measurement of data within the EMS to:

- monitor the performance of mitigation/protective equipment and processes in place; and
- monitor compliance with legal and other requirements.

All operational controls and procedures will include documented information that includes:

- procedures/drawings/specifications/blueprints (etc.) that describe the environmental hazard and the control method. The documented information also describes the procedures necessary to achieve the intended outcome and monitoring required;
- the use of suitable infrastructure/equipment and the processes operating in a suitable environment:
 - infrastructure/equipment used in the process will be fit for purpose, be maintained, and used within the parameters and limitations of the manufacturer's recommendations;
 - the operating environment will be suitable in terms of temperature, airflow, and humidity to allow for the operation of the processes;
- the use and availability of monitoring and measuring resources including the use, care, calibration, and maintenance of measuring equipment;
- the use of inspection and testing (monitoring and measuring) procedures throughout defined key stages of implementation; and
- {company_name} workers are competent to conduct our operations in line with the processes and procedures designed and developed. {company_name} also ensures competent testers and inspectors are used to ensure the accuracy of our products and services.

Reference	Title
Document #:	EMS Manual
Document #:	
Document #:	
Document #:	
Document #:	

- A person with specialised knowledge of hazards involved with the incident. E.g. a person with chemical training and qualifications if the incident involves chemicals, an electrician if the incident involves electricity.

HOW TO CONDUCT THE INVESTIGATION

Investigators shall avoid any emphasis on placing blame for the incident. The level of effort involved in the investigation will depend largely on the severity or potential severity of the incident. Regular and supportive consultation between management and the members of the Incident Investigation Team members will be an essential part of the investigation process.

The investigation should be conducted with full cooperation with officers and Inspectors from relevant State Authorities (e.g. WorkSafe, Police, Emergency Services)

THE INVESTIGATORS SHALL

1. Visit the scene of the incident before the physical evidence is disturbed.
2. Collect samples of any substance, that may have contributed, to the incident, noting conditions that may have affected the sample. (Using Personal Protective Equipment if required).
3. Make comprehensive visual records, e.g. video, photos, diagrams.
4. Determine which incident-related items must be preserved.
5. Identify and interview the people who were involved in the incident, including eyewitnesses.
6. Review all sources of potentially useful information. These may include original designs, design specifications, drawings, operation records, purchasing records, previous reports, maintenance records, safe work method statements, standard operational procedures, inspection and testing records, and worker training records.
7. Identify and analyse all of the contributing (causal) factors as evidenced by the facts. Keep an open and objective mind.
8. Determine and document interim and long-term control measures aimed at preventing the recurrence of similar incidents. The determination and implementation of control measures should be based on the hierarchy of control principles and made in consultation with all members of the investigation team, and when appropriate, the Principal Contractor
9. Complete the relevant sections on an *Environmental Incident and Corrective Action Report Form*
10. Maintain a high level of confidentiality and professionalism before, during and after the investigation.

EVALUATION

When the investigation is completed, investigating staff will complete an Incident Investigation Report. This report will then be submitted for evaluation and action to:

1. The Organisation.
2. The Senior Manager.
3. The relevant Field Supervisor.
4. Any relevant Principal Contractor or Workplace Supervisor.
5. The relevant investigating Regulator, if required.

CORRECTIVE MEASURES (CONTROL ACTIONS)

Any hazardous situation or causal factor identified during the investigation must not be allowed to remain, without attention, while the proposed control actions are pending.

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