

[Organization logo]

[Organization name]

**Commented [45A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## PROCEDURE FOR OPERATIONAL CONTROL

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

**Commented [45A2]:** If you already implemented ISO 14001, you do not need to duplicate this procedure for ISO 45001 - it is enough to add the marked sections to your existing procedure - please see the comments below.

**Commented [45A3]:** If you want to find out more about ISO 45001 operational controls, see:

How to implement operational control in OHSAS 18001  
<http://advisera.com/45001academy/blog/2015/11/18/how-to-implement-operational-control-in-ohsas-18001/>

**Commented [45A4]:** To handle documents in an ISO-compliant Document Management System, use Conformio:  
<http://advisera.com/conformio>

**Commented [45A5]:** Adapt to the existing practice in organization.

### Distribution list

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

**Commented [45A6]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

## Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

## Table of contents

<b>1. PURPOSE, SCOPE AND USERS .....</b>	<b>3</b>
<b>2. REFERENCE DOCUMENTS .....</b>	<b>3</b>
<b>3. OPERATIONAL CONTROL.....</b>	<b>3</b>
3.1. OPERATIONAL CONTROLS IN PRODUCTION PROCESS .....	3
3.2. OPERATION CONTROL IN PURCHASING .....	3
3.2.1. Evaluation of suppliers/subcontractors according to OH&SMS.....	4
3.2.2. Supplier rating.....	5
3.3. CONTROL OF OPERATIONS IN WAREHOUSING PROCESS .....	6
3.4. CONTROL OF OPERATIONS IN MAINTENANCE OF EQUIPMENT AND MEASURING EQUIPMENT PROCESS.....	6
3.5. CONTROL OF OPERATIONS IN PROCESSES RELATED TO CUSTOMERS AND VISITORS.....	6
3.6. OPERATION CONTROL IN DESIGN AND DEVELOPMENT PROCESS .....	6
<b>4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT .....</b>	<b>6</b>
<b>5. APPENDICES .....</b>	<b>7</b>

## 1. Purpose, scope and users

The purpose of this document is to define the process of determining, documenting, and conducting control of operations according to the hazard control hierarchy related to significant hazards in the work place, OH&S Policy, and OH&S Objectives of [organization name].

This document is applied to all activities of [organization name] within the scope of the Occupational Health & Safety Management System (OH&SMS) where significant occupational health and safety hazards emerge.

Users of this document are all employees of [organization name].

## 2. Reference documents

- ISO 45001:2018, clause 8.1
- OH&S Manual
- OH&S Policy
- OH&S Objectives
- Procedure for Addressing Risks and Opportunities and OH&S Hazards

## 3. Operational control

The operation control is a set of applied technical solutions and/or procedures, working instructions, and working instructions, which are implemented to control the work activities, processes, and procedures, and working instructions in accordance with the hazard control hierarchy.

### 3.1. Operational controls in production process

[Job title], according to the Risk Assessment Report, identifies for each work place the need for

avoid deviations from the OH&S Policy and OH&S Objectives.

### 3.2. Operation control in purchasing

Suppliers providing material and services to [organization name] must follow legal and other

- Chemicals
- Fuels and lubricants
- Gases

**Commented [45A7]:** Hierarchy of controls in order of preference:

1. Elimination of hazard; Substitution with safe alternative.
2. Engineering; Ventilation & wet methods.
3. Administrative; Work practices, scheduling workers to minimize exposure, extended breaks, etc.
4. Personal Protective Equipment (PPE); Respiratory and hearing protection, protection of face, hands, feet, eyes & whole body.

The idea behind this hierarchy is that the control methods at the top of the list are potentially more effective and protective than those at the bottom. Following the hierarchy normally leads to the implementation of inherently safer job sites, ones where the risk of illness or injury has been substantially reduced.

**Commented [45A8]:** If you already have ISO 14001, just insert this part into existing procedure.

**Commented [45A9]:**

- If you already have an ISO 9001 production procedure and working instructions, then just implement these OH&S requirements there, and delete this section. Refer to clause 4.4.6 of ISO 45001 in your existing ISO 9001 production procedure.
- If you already have ISO 14001, just insert this part into existing procedure.

**Commented [45A10]:** SOPs can be found as appendices to this procedure.

**Commented [45A11]:**

- If you already have an ISO 9001 purchasing procedure, insert this clause in that procedure and delete it here. In reference document section of your purchasing procedure, write in ISO 45001 standard, clause 8.1.
- If you already have ISO 14001, just insert this part into existing procedure.

[organization name]

- Paints and varnishes
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

**Commented [45A12]:** Adapt to organization's needs.

For other materials, the supplier is obliged to notify [organization name] if its material contains any dangerous components.

[redacted]

**Commented [45A13]:** Delete if your organization doesn't have such partners.

[Job title] informs subcontractors about activities in [organization name] performed in case of OH&S accidents and incidents. Subcontractors are obliged by contract to follow OH&S rules and regulations adopted by [organization name].

**Commented [45A14]:** Delete if organization doesn't hire subcontractors.

**3.2.1. Evaluation of suppliers/subcontractors according to OH&SMS**

**Commented [45A15]:** If you already have ISO 14001, just insert this part into existing procedure.

[redacted]

Criteria for supplier selection may include, but are not limited to:

Symbol	Criteria	Range of Points
CO	[redacted]	from 0 to 20
WI	[redacted]	from 0 to 25
T	[redacted]	from 0 to 20

**Commented [45A16]:** These are suggested criteria and range of points; adapt to needs of organization.

**CO – Certified OH&SMS**

Points	Description
20	[redacted]
10	Organization has a certified OH&SMS.
5	[redacted]
0	[redacted]

[organization name]

### WI – Work injuries

Points	Description
25	There have been no work injuries in last 5 years.
15	There have been minor work injuries that didn't require medical attention.
10	There have been minor work injuries that required medical attention but didn't require surgery.
5	There have been work injuries that required hospitalization.
0	There were injuries that led to death.

**Commented [45A17]:** This is a recommendation; adapt to organization's needs.

### T – Transport vehicles

Points	Description
20	Transport vehicles are completely adapted to handling hazardous materials.
10	Transport vehicles are adapted to transport of hazardous materials, but can also be used for other purposes.
5	Transport vehicles are partially adapted to hazardous materials transport. They are only holding small.
0	Transport vehicles are not adapted to hazardous materials transport. There is a possibility of losing hazardous materials.

### 3.2.2. Supplier rating

Rank	Description	Points
A	Exceptional	>50
B	Acceptable	40-50
C	Acceptable with further testing	30-40
D	Unacceptable	Less than 30

The supplier rating is calculated as a combination of points for each above mentioned criteria.

[organization name]

The customer doesn't apply to suppliers who have a contract on the basis of an agreement for the supply of goods or services on agreed terms and conditions.

### 3.3. Control of operations in warehousing process

[Job title] is responsible to provide conditions for storage materials that are considered to be hazardous and may affect occupational health and safety, using SDS (Safety Data Sheets) lists and/or manufacturer instructions.

See also your health and safety program, safety and health plan, and other applicable laws.

In case of production or handling of dangerous materials, see also your safety-related documents, including equipment and appropriate activities.

### 3.4. Control of operations in maintenance of equipment and measuring equipment process

[Job title] creates plans for preventive equipment maintenance in a way that prevents violation of occupational health and safety, safety and other requirements.

See also your safety-related activities of measuring equipment in the equipment calibration plan.

### 3.5. Control of operations in processes related to customers and visitors

[Job title] is responsible to contractually define the customer's obligation to follow established rules of cooperation with our sales, such as registration, work permits, etc. using appropriate sales contracts.

See also your rules in the offer to the customer, the possibility of removal of product and setting after use.

### 3.6. Operation control in design and development process

[Job title] is responsible for including occupational health and safety requirements in design and development inputs that contain, but are not limited to:

- [redacted]
- [redacted]

Design and development outputs can include, but are not limited to:

- [redacted]
- [redacted]

## 4. Managing records kept on the basis of this document

**Commented [45A18]:**

- If you already have a warehousing procedure, insert this clause in that procedure and delete it here. In reference document section of your warehousing procedure, write in ISO 45001 standard, clause 8.1
- If you already have ISO 14001, just insert this part into existing procedure.

**Commented [45A19]:** For example chemicals, explosive and evaporative matters – dangerous matters.

**Commented [45A20]:**

- If you already have a procedure for maintenance of equipment and measuring equipment, insert this clause in that procedure and delete it here. In reference document section of the procedure, write in ISO 45001 standard, clause 8.1
- If you already have ISO 14001, just insert this part into existing procedure.

**Commented [45A21]:**

- If you already have a sales procedure, insert this clause in that procedure and delete it here. In reference document section of your sale procedure, write in ISO 45001 standard, clause 8.1.
- If you already have ISO 14001, just insert this part into existing procedure.

**Commented [45A22]:** Delete if your organization doesn't perform design and development.

**Commented [45A23]:**

- If you already have a design and development procedure, insert this clause in that procedure and delete it here. In reference document section of your design and development procedure, write in ISO 45001 standard, clause 8.1.
- If you already have ISO 14001, just insert this part into existing procedure.

**Commented [45A24]:** Adapt to organization's needs.

**Commented [45A25]:** Adapt to organization's needs.

[organization name]

Record name	Code	Storage		Responsibility
		Retention time	Location	
Equipment Calibration Record	PR.08.11	2 years	[office of Management Representative]	[job title]

**Commented [45A26]:** If the record is in electronic form, write the name of the folder on Management Representative's computer.

Only [job title] can grant other employees the right to access records.

## 5. Appendices

- Appendix 1 – SOP for Chemical Hazards
- Appendix 2 – SOP for Ergonomic Hazards
- Appendix 3 – SOP for Environmental and Physical Hazards
- Appendix 4 – SOP for Radioactive Hazards
- Appendix 5 – SOP for Electrical Hazards
- Appendix 6 – SOP for Working on Height Hazards
- Appendix 7 – SOP for Display Screens and Posture Hazards (Office Hazards)
- Appendix 8 – SOP for Personal Protective Equipment
- Appendix 9 – Good Practice for Maintenance of Tools and Machinery
- Appendix 10 – SOP for Operating Heavy Machinery
- Appendix 11 – Equipment Calibration Record

**Commented [45A27]:** Delete the guidelines inapplicable to organization's business.