

Document Label Format Procedure

January 2023

INSTRUCTION DESCRIPTION

The following instructions have been prepared by the HSEQT Manager to serve as a reference for employees to format, label, locate and sort various IPS★ITCS documents.

DOCUMENT LABEL FORMAT

Policies are written and reviewed annually; they dictate company expectations and are labeled as follows:

POL.Name.YYYY

(Example)

POL.Health and Safety Policy.2023

Company Goals are established on an annual basis, these goals are based on expected workload and existing pending issues within the company. Annual Goals are labeled as follows:

HSEQT.Annual Goals.YYYY

(Example)

HSEQT.Annual Goals.2023

Procedures and Plans deliver company expectations in a specific way and are labeled as follows:

HSE.PRO.Name.YYYY

HR.PRO.Name.YYYY

QAQC.PRO.Name.YYYY

(Example)

HR.PRO.Rescue Technician Hire Procedure.2023

Tools such as guidelines, checklists, forms, inspections and/or audits are quantitative tools used to measure the expectation and are labeled as follows:

HSE.FOR.Name.YYYY

HR.FOR.Name.YYYY

QAQC.FOR.Name.YYYY

(Example)

HSE.FOR.Rescue Pre-Plan.2023

Competency Assessment

| No. | Questionnaire | C/NYC |
|-----|---------------|-------|
| Q1 | | |
| A1 | | |
| Q2 | | |
| A2 | | |
| Q3 | | |
| A3 | | |
| Q4 | | |
| A4 | | |
| Q5 | | |
| A5 | | |

| Enclosed Attachments | |
|---------------------------------|-------------------------------------|
| Risk Assessment | <input checked="" type="checkbox"/> |
| Environmental Aspect and Impact | <input checked="" type="checkbox"/> |
| Training and Competency | <input checked="" type="checkbox"/> |
| Measure and Evaluation Tools | <input checked="" type="checkbox"/> |

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

| Procedure | Competency | Date | Competent YES / NO | Employee Signature |
|-----------|------------|------|-----------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Please tick appropriate box)

This employee is competent in performing the job.

| |
|--|
| |
| |

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

| | | | | |
|-----------|-------------------|-------|-------|-------|
| Signed By | Employee: | _____ | Date: | _____ |
| | Trainer: | _____ | Date: | _____ |
| | Assessor: | _____ | Date: | _____ |
| | Regional Manager: | _____ | Date: | _____ |

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

| Activity | Aspect | Impact |
|--|---|--|
| Purchasing & Administrative Work | Consumption of goods | Conservation of natural resources |
| | Consumption of energy (eg. Electrical equipment and facilities) | Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss |
| | Generation of waste (eg. Paper) | Consumption of space for waste disposal; Habitat loss |
| Climate Control | Consumption of energy | Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss |
| | Generation of noise | Disturbance to community; Habitat loss |
| Cleaning of – offices / vehicles | Storage, use and release of chemicals | Contamination of air, water or soil; Risk to human health |
| Transport (Fleet vehicles / staff travel) | Consumption of energy | Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution |
| | Consumption of goods (eg. Oil) | Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts |
| | Generation of waste (eg. Oil) | Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss |
| | Exhaust emission | Release of greenhouse gases and atmospheric pollution |
| | Use of dangerous goods (eg. Batteries) | Potential contamination of air, water or soil; Risk to human health |
| | Generation of noise | Disturbance to community; Habitat degradation |
| Operations | | |
| | | |
| | | |

Sample only.
To be filled in

Risk Assessment



Risk Assessment // insert name here

| <p>Step No: Logical sequence</p> | <p>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</p> <p>Each step should be logical and accomplish a major task.</p> | <p>Potential Safety & Environmental Hazards/Impacts at the site of the Job</p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p> | <p>Risk Rating</p> <p>Refer to the risk matrix or HSEQT.PRO.Risk Mgt</p> | <p>Recommended Corrective Action or Procedure</p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p> | <p>Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt</p> |
|---|---|--|---|--|--|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Audit



| Process: insert// Procedure: Insert // | | Date: | Audited by: | |
|---|----------|-------------------------|----------------------|--|
| | | Location of Audit: | Area Mgr/Supervisor: | |
| Item | Question | Evidence Sited | Comments | Conformance Score 0,3,5 |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| AUDITOR'S SIGNATURE: | | CONFORMANCE SCORE: / 25 | | 0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance |
| SAFETY REP'S SIGNATURE: | | CONFORMANCE %: | | |