ISO & OHSAS Road Map -The MD Anderson Journey-

4.1 General Requirements Plan for Continual Improvement **PLAN** DO

Authority

4.2 EH&S Policy

Management Commitment and Support

Define and Engage **Stakeholders**

Feedbac **ACT**

4.3 Planning

(Evaluate Risks and Prioritize)

4.3.1 Aspects & Hazards

- 1. Define Groups involved with Significant Aspects & Hazards
- 2. Review Activities. Products and **Services**
- 3. Identify Aspects & Hazards and **Assign Significance**
- 4. Document the Significant Aspects and Hazards
- 5. Maintain a Process for Updating **Changing Business Conditions**

4.3.2 Legal & Other Requirements

- 1. Identify the Legal Requirements Applicable to the Institution
- 2. Identify Other Requirements to which the Institution Subscribes
- 3. Develop a Process to keep the **Identification of Legal Requirements** Updated

4.3.3 Objectives & Targets

- 1. Consider all Elements of the Standard when Documenting the **Objectives**
- 2. Establish SMART Objectives and Targets that can be readily and accurately Measured and Monitored
- 3. Establish Project Responsibilities and Timeframes for Completion

SMART

Objectives & Targets Specific Measurable Achievable Realistic Time-bound

(Assign Resources and Provide Training) 4.4.1 Roles, Responsibilities &

4.4 Implementation and Operation

- 1. Secure Appropriate Resources from Top Management
- 2. Appoint An EMS Representative
- 3. Ensure that all Levels of the Organization are involved in the **EHSMS**

4.4.2 Competence, Training & **Awareness**

- 1. Identify Individuals working on the Site that have EHSMS Responsibility
- 2. Determine the Criteria for How These Individuals are Deemed Competent
- 3. Complete and Record Training

4.4.3 Communication

- 1. Develop a Process and Organizational Structure for Handling E/I Communications
- 2. Define a Group/Function to make **Decisions with regard to External** Communication
- 3. Document the Communication **Activities**

4.4.4 Documentation

- 1. Define a Process for Maintaining **Documents for the EHSMS**
- 2. Create and Maintain Linkages to Related Documents (e.g., JCAHO, Security, AAALAC)

4.4.5 Control of Documents

1. Ensure that 4.4.4 is followed in the Document Control System 2. Assign Resources and **Provide Training**

4.4.6 Operational Control

- 1. Identify Activities associated with Significant Aspects & Hazards
- 2. Review Processes to Determine Those That may need Documented **Procedures or Work Instructions**
- 3. Inform Contractors and Suppliers of Related Significant Aspects & Hazards

4.4.7 Emergency Preparedness & Response

- 1. Maintain up-to-date Emergency **Procedures**
- 2. Establish an Organizational Structure for Responding to **Emergencies and Accidents**
- 3. Hold Drills and Record Lessons Learned

4.5.1 Monitoring & Measuring

(Verify Systems)

4.5 Checking

1. Identify Key Characteristics related to Operational Control

CHECK

- 2. Track Monitoring & **Measuring Activities**
- 3. Retain Calibration Processes and Records

4.5.2 Evaluation of Compliance

- 1. Retain Compliance Plans and Documentation
- 2. Retain Other Required Plans and Documents
- 3. Consolidate Evaluation Process as Appropriate

4.5.3 Nonconformity, CPAN

- 1. Establish a System to Manage the Identified NCNs
- 2. Take Appropriate Actions to Assure Effective Implementation
- 3. Review Related EHSMS **Documentation**

4.5.4 Control of Records

- 1. Document Conformance with the EHSMS and Results **Achieved**
- 2. Follow the Requirements of 4.4.5 and 4.5.4

4.5.5 Internal Audit

- 1. Define Team and Their Qualifications
- 2. Train and Prepare Auditors
- 3. Determine Methodology, **Scope and Frequency of Audits**

4.6 Management Review

1. Engage Management in the **Objectives & Targets Decision Making Process**

4.6 Management Review

2. Complete Annual **Management Review**

(Secure Input)

2. Record Decisions and Recommendations as Part of the Record

ADD BUSINESS VALUE

