
1. HSE POLICY & MANAGEMENT SYSTEM DOCUMENTS

1.1 HSE POLICY STATEMENT

A concise statement from top management outlining commitment to health, safety, and environment.

Sample Content:

"At [Company Name], we are committed to ensuring the health, safety, and wellbeing of our employees, contractors, visitors, and the surrounding environment. We pledge to comply with all applicable legal and regulatory HSE requirements, and to continuously improve our HSE performance through effective communication, consultation, training, and risk management."

1.2 HSE MANAGEMENT SYSTEM MANUAL

A comprehensive guide aligned to **ISO 45001** and **ISO 14001**, covering:

Sections:

- Introduction & Scope
- Leadership & Commitment
- HSE Objectives & Targets
- Risk Assessment & Hazard Control
- Legal Compliance Register
- Roles & Responsibilities
- Communication & Consultation
- Training & Awareness

- Emergency Preparedness & Response
- Incident Reporting & Investigation
- Auditing & Performance Monitoring
- Management Review
- Continual Improvement

1.3 OCCUPATIONAL HEALTH AND SAFETY POLICY

Specific focus on the prevention of injury and ill health.

Key Commitments:

- Providing safe work environments
- Preventing occupational diseases
- Promoting safety culture
- Employee involvement and consultation
- Continuous improvement of OH&S performance

1.4 ENVIRONMENTAL POLICY

Outlines the company's environmental protection and sustainability stance.

Commitments:

- Pollution prevention
- Efficient resource use
- Waste minimization
- Compliance with environmental laws
- Continuous environmental performance improvement

1.5 SUSTAINABILITY POLICY

Focuses on social, environmental, and economic sustainability.

Coverage:

- Sustainable procurement
- Ethical labor practices
- Resource conservation
- Stakeholder engagement
- Climate resilience initiatives

1.6 DRUG AND ALCOHOL POLICY

Controls to prevent substance abuse in the workplace.

Key Elements:

- Prohibition of drugs and alcohol at work
- Testing protocols (pre-employment, random, post-incident)
- Disciplinary actions
- Employee assistance programs

1.7 SMOKING POLICY

Defines smoking zones and control measures in compliance with public health laws.

Content:

- No smoking in enclosed workspaces
- Designated smoking areas
- Awareness on the health risks
- Disciplinary action for violations

