

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR THE CONTEXT OF THE ORGANIZATION**

## TABLE OF CONTENTS

<b>1. APPROVAL .....</b>	<b>3</b>
<b>2. PURPOSE.....</b>	<b>4</b>
<b>3. SCOPE .....</b>	<b>4</b>
<b>4. TERMS AND DEFINITIONS.....</b>	<b>4</b>
<b>5. ROLES AND RESPONSIBILITIES .....</b>	<b>4</b>
<b>6. PROCEDURES .....</b>	<b>5</b>
6.1 Overview of the Context of the Organization Assessment.....	5
6.2 Determining the Context .....	5
6.3 Interested Parties.....	5
6.4 Interest Party Requirements and Issues of Concern .....	6
6.5 Risks and Opportunities.....	6
6.6 Strategic Objectives and Direction .....	7
<b>7. RELATED PROCEDURES, FORMS AND DOCUMENTS .....</b>	<b>7</b>
<b>8. REVIEW CRITERIA .....</b>	<b>7</b>
<b>9. RECORD MANAGEMENT .....</b>	<b>8</b>
<b>10. REFERENCES .....</b>	<b>8</b>

# 1. APPROVAL

## Document Control

<b>Document:</b>	HS-MP-1 – Context of the Organization		
<b>Version:</b>	1.0		
<b>Released:</b>	Insert Date		
<b>Review Date:</b>	+ 1 year		
<b>Prepared By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Reviewed By:</b>	Insert Person	<b>Position:</b>	Insert Position
<b>Approved By:</b>	Insert Person	<b>Position:</b>	Insert Position

This procedure is reviewed to ensure its continuing relevance to the processes and systems that it describes. A record of contextual additions or omissions is shown below.

## Amendment Record

Version	Date	Context	Summary of Amendments
1.0	Insert Date	To guide and assist with establishing the organization	Original

The latest revision of this procedure is on **Insert Your Company** intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.

<b>Document Title:</b>	Context of the Organization		<b>Rev:</b>	1.0
<b>Uncontrolled Copy:</b>	<input checked="" type="checkbox"/>	<b>Controlled Copy:</b>	<input checked="" type="checkbox"/>	<b>Date:</b> Insert Date

## 2. PURPOSE

The purpose of this procedure is to define the guidelines and strategy on how to establish the context of the organization and subsequent strategic objectives and direction of **Insert Your Company** through the:

- Identification of interested parties.
- Analysis of internal and external issues of concern.
- Identification of needs and expectations of interested parties.
- Relevant risks and opportunities.

## 3. SCOPE

This procedure applies to the processes of defining the **Insert Your Company** position in the marketplace and understanding how relevant factors arising from political, economic, social and technological issues influence the strategic direction based on **Insert Your Company** organizational context.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Inputs</b>	Resources such as materials, energy, information or financial that are used by a system to seek a desired output.
<b>Interested Parties</b>	Stakeholders who have our products and services, or who may be impacted by them, or those parties who may otherwise have a significant interest in (or to) <b>Insert Your Company</b> .
<b>Objective</b>	Things to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
<b>Opportunity</b>	A positive effect of uncertainty.
<b>Output</b>	The result of a process.
<b>Process</b>	A set of interrelated or interacting activities which use inputs to deliver outputs.
<b>Risk</b>	The likelihood of a negative effect.
<b>Risk Assessment</b>	Is the overall process of risk identification, risk analysis and risk evaluation.

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for:

- Understanding the needs of internal and external stakeholders, in order to ensure that **Insert Your Company** health and safety management system is effective.