

INSERT YOUR COMPANY LOGO/NAME HERE

Instructions

- With inputs from the **OH&S team**, the **OH&S team leader** prepares this organizational context worksheet.
- The **OH&S team** is responsible to systematically review each issue tabled below and to indicate whether it is OK (in control) or it Needs Attention.
- During the development and implementation phases of the OHSMS, the determination and tracking of relevant issues is followed up at the regular **(weekly) OH&S team meetings**.
- When issues Need Attention, the **OH&S team** set priorities for projects aimed at further understanding the organization and its context.
- On an on-going basis, the **OH&S team leader** maintains and updates the worksheet for consideration as opportunities for subsequent improvement to the OHSMS.

Organizational Context - Worksheet			
Section 1	External and internal issues that are relevant and that affect the ability to achieve the intended outcomes of the OHSMS include production and service conditions capable of affecting or being affected by the company.		
Issue	Describe the External and Internal issues including business and OH&S management conditions that can affect the purpose of the company or be affected by its decisions.	OK in control	Needs Attention
--	Consider Basic Management principles for:	--	--
Worker focus			
Leadership			
Engagement of people			
Process approach			
Improvement			
Evidence-based decision making			
Relationship management			

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**F-710-001
Equipment Problem Report**

EQUIPMENT PROBLEM REPORT

EQUIPMENT DESCRIPTION: _____

LAST TASK PERFORMED: _____

JOB NUMBER: _____

DATE: _____

OPERATOR: _____

REPORTED BY: _____

DESCRIPTION OF PROBLEM:

ACTION TAKEN

PROBLEM INVESTIGATED BY: _____

PROBLEM RESOLUTION DATE: _____

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F-750-001

List of Documented Information

Section D List of Documented information – Form F-750-001

This list of Documented Information covers the clauses 4 through 10 of the ISO standard, and provides the responsibility, approval date, and revision status for the documents.

- The SMS designation indicates a Safety Management System Manual.
- The P designation indicates Procedures.
- The WI designation indicates Work Instructions.
- The number following the document numbers listed in the Document column below identifies the clause of the standard that the document is associated with.
- Additional documented information relevant to procedures and instructions is outlined in the spreadsheets of Master Documentation Lists, form F-750-003.

Doc. #	Description	Responsibility	Approve date	Revise date	Revise date
Occupational Health and Safety Management System					
SMS-001	OH&S Manual	President			
Clause 4 – Context of the Organization					
P-400	Organizational context	President			
Clause 5 – Leadership and Worker Participation					
P-500	Leadership	President			
Clause 6 – Planning					
P-600	Planning for the OHSMS	OH&S team leader			
P-612	OHS-Risk management planning	OH&S team leader			
WI-622-001	OH&S program – Injury prevention	Tech services manager			
WI-622-002	OH&S program – Ill-health prevention	Tech services manager			
WI-622-003	OH&S program – Hazard reduction	Tech services manager			
Clause 7 – Support					
P-710	Resource management	Operations manager			
P-720	Competence, awareness, and training	H R manager			
P-740	Communication	OH&S team leader			
P-750	Control of documented information	OH&S team leader			

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F-810-003
Design Plan

Project Name:	Project Number:
Purpose:	Date:
Project Manager:	Project Category:

Instructions:

Categorize the project on a scale of 1 to 10 where 10 indicates a complex project and 1 a simple / routine project.

Complete the Design Plan to Determine the Stages and Controls for the Design and Development project.

TEAM MEMBERS:

(List the team members and the responsibilities of each)

ORGANIZATION AND TECHNICAL INTERFACES:

(Identify other departments or functions that must be kept informed of design progress, consulted, or included in design review meetings. Identify how communication with these functions will be handled. Identify any approvals required in addition to the project manager and R & D manager)

DESIGN INPUT:

(Identify design inputs. You may put these on attachments and reference the attachments here.)