

How to Integrate, Reduce Documentation

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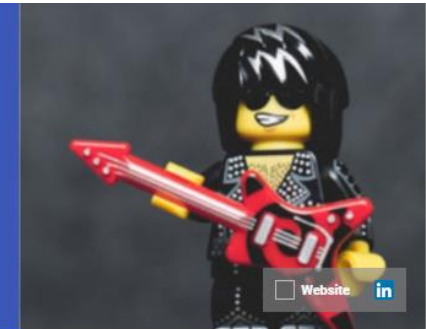


More Information

- IRM Systems – www.irmsystems.com.au/blog
- YouTube – IRM Systems - Subscribe

SIMPLIFY YOUR HSEQ COMPLIANCE

A Knowledge Base for HSEQ Compliance Rockstars



Today

- Refresher – *Purpose* of Documentation; What is “Documented Information”
- Risks and Opportunities
- What Documentation is Mandatory?
- Integration and Reduction Strategies



What is a “Documented Information”

- *“Information required to be controlled by an organisation and the medium on which it is contained” (ISO 45001, 3.24).*
- *“It must be stressed.....documents may be in any form or type of medium”.*
- Paper, magnetic, electronic/ optical, photograph, master sample.



Purpose of Documentation

- “Communication of information”
- “Evidence of conformity” (records)
- “Knowledge sharing”
- “Disseminate and preserve the organisation’s experiences”.

https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/documented_information.pdf



Integration – Opportunities

- Efficiency – reduce duplication, complexity, potential for conflicting requirements
- Cost effectiveness
- Improved understanding of workforce – e.g. operational control and emergency response requirements
- Clear accountabilities and responsibilities

Integration – Risks

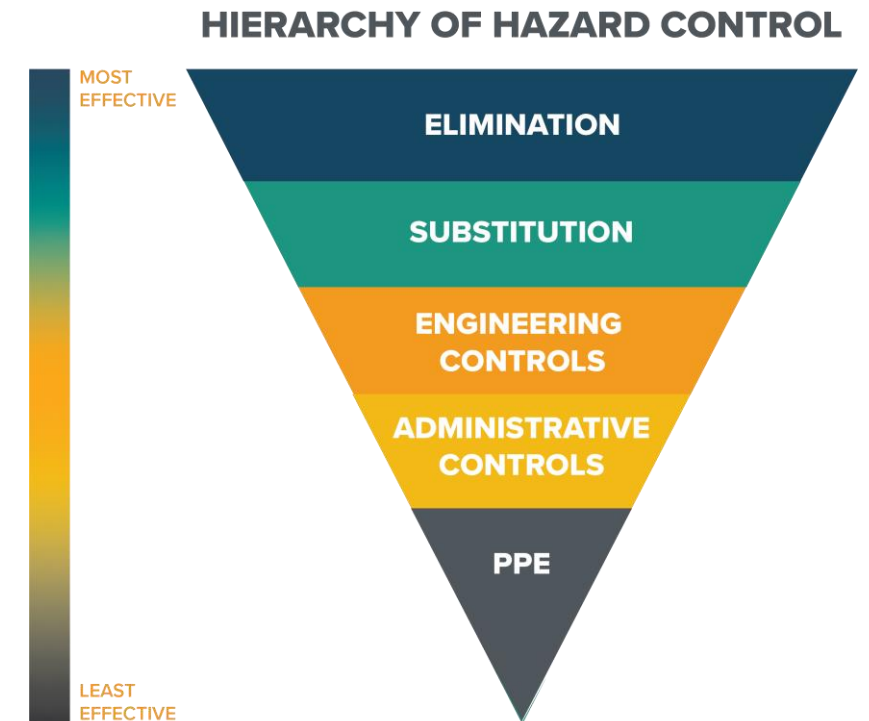
- Reduced focus on specific area (e.g. environment, quality or OH&S performance)
- Integration is a big job. Requires resources and project management skills
- Acceptance of change
- Vested interest
- Cultural readiness and capability

Process, Document or Outcome?



- ISO 45001: *Plan, Implement, Check, Monitor and Improve processes necessary to achieve OHS Policy and Objectives (0.4)*

- Training
- Experience, Qualifications & Competency
- In process controls/checks
- Assess and Manage Risk & Opportunities
- Communication & Consultation
- Handover
- Review/Authorisation
- Monitor and Measure Processes
- Maintenance, Inspection, Audit
- Supervision
- Process Validation
- Hazard Reporting





Reduction - Approach

1. *Why is it Documented?* Required by Standard, Law, Customer or organisational purposes?
2. Understand a “Process” and focus on the Outcome.
3. Consider the Audience:
 - How do they learn? (Observing, Doing, Listening, Visual, **Reading**)
 - What do they need to know?
 - Cut out the waffle.
4. Manuals – 18 Safe Operating Procedures > One Safety Manual
5. Software – standardize process – e.g. Accident Reporting.



Integration - Approach

1. Integrate how the task is actually performed into the procedure.
Remove Waste.
2. Identify and understand common areas between ISO Standards:

	ISO001:2015	ISO 14001:2015	ISO 45001:2018
Clause 6	Planning	Planning	Planning
Clause 6.1	Actions to address risks and opportunities	Actions to address risks and opportunities	Actions to address risks and opportunities
Clause 6.1.1		General	General
Clause 6.1.2		Environmental aspects	Hazard identification and assessment of risks and opportunities



Integration - Approach

3. Plan Integration - Procedure (if needed) and/or Output

	Issue	Applies ?	Risk/ Opportunity Level	Mitigation/Facilitation Actions
External	Regulatory change – OH&S, environment or product/service related	Yes	Medium	Maintain updates/review of new Bills and Regulations
	Market change	Yes	High	Focus on improving value of products/services
	Increasing competition	Yes	High	Focus on improving value of products/services
	New technology	Yes	Opportunity	Develop Technology committee. Review available products
Internal	Resources and budget	Yes	Low	Management have committed a budget for 3 years
	Organisational knowledge	Yes	Medium	Identify and implement knowledge retention strategies. Source external support in critical areas.
	Staff turnover	Yes	Medium	Develop and implement employee engagement strategies. Implement exit interview process.



Case Study – Performance Evaluation

Current Practice	<ul style="list-style-type: none">✓ Current Practice❖ Opportunity
Site inspection	<ul style="list-style-type: none">✓ Standard practice (Good/current practice)❖ Easy opportunity to add OH&S & E criteria
Pre-start Checks	<ul style="list-style-type: none">✓ Often used for safety purposes❖ Could extend to consideration of Q&E criteria (e.g. damaged hydraulic hose)
Inspection and Test Plan	<ul style="list-style-type: none">✓ Quality, engineering focus❖ Opportunity to add critical OH&S and E criteria
Hold and Witness Points	<ul style="list-style-type: none">✓ As above❖ Could be used to prevent further works prior to testing of critical OH&S and E requirements
Calibration	<ul style="list-style-type: none">✓ Integration would ensure that all devices that need calibration are considered

Case Study – Performance Evaluation

Integration of HSEQ	✓ Current practice ❖ Opportunity
Preventive Maintenance	✓ Increasingly used to check safety controls working ❖ Further opportunity to integrate E
Equipment Checks (e.g. fire extinguisher, lifting gear)	✓ OH&S - standard practice (not always) ❖ Safety focus. Could integrate Q or E
Task Observation	✓ Standard practice ❖ Safety focus. Could integrate Q or E
Supervision & monitoring	✓ Standard practice ❖ Ensure consideration of OH&S and environmental performance
Audit – internal & external	✓ Increasingly integrated



Resources

- www.irmsystems.com.au/resources
- Documented Information Required – ISO 45001, 14001 and 9001
- Comparison - ISO 45001, 14001 and 9001

Q & A