Top Tips for Integrating Your QHSE Management Systems

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Presenter

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  - Give away free stuff – forms, checklists, manuals, policies and procedures
  - Monthly webinars
  - Topics under discussion:
    - Quality – ISO 9001
    - Health and safety – ISO 45001
    - Environmental – ISO 14001
    - Food safety – ISO 22000
    - Information security – ISO 27001
    - Integrated.

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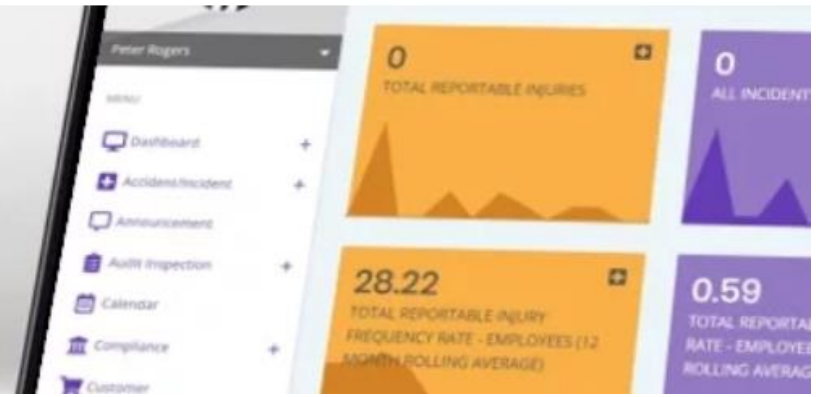
Get Everyone Involved and Participating in Your QHSE System



Poll

1. What Makes Up a Management System?
2. Management System Silos
3. Advantages of an Integrated System
4. Tips for Combining Systems
5. Case Study
6. Q&A

Corrective actions

Incidents

Assets

Inspections.

Audits

Document control

Policies

Procedures

Management Review

Training and competency

Cleaning

Hygiene

Labelling

Maintenance

Induction

Performance Evaluation

Calibration

Recruitment

Receiving

Storage and Transport

Suppliers

Contractors

Risks

Hazards

Context

Knowledge

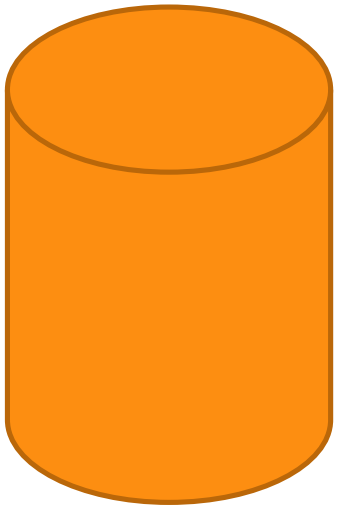
Objectives

Leadership

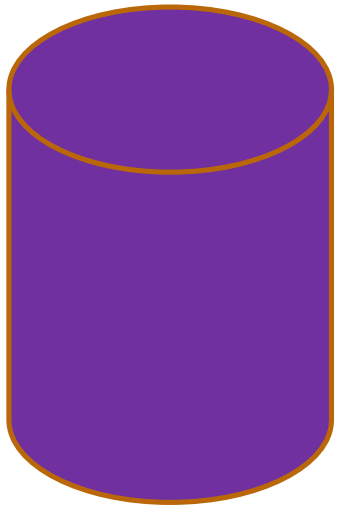
Monitoring

Responsibility

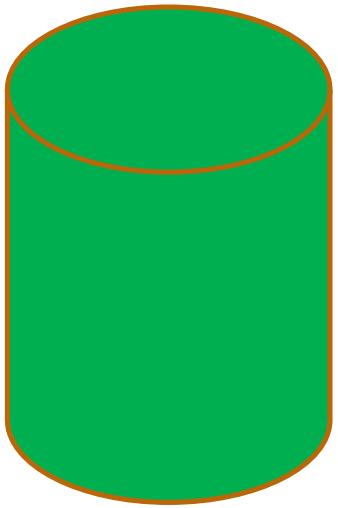
Legals



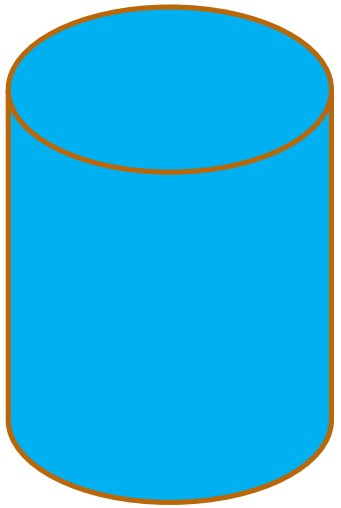
Quality Management System



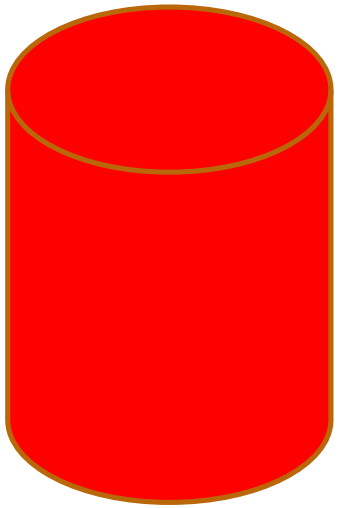
Health & Safety Management System



Environmental Management System

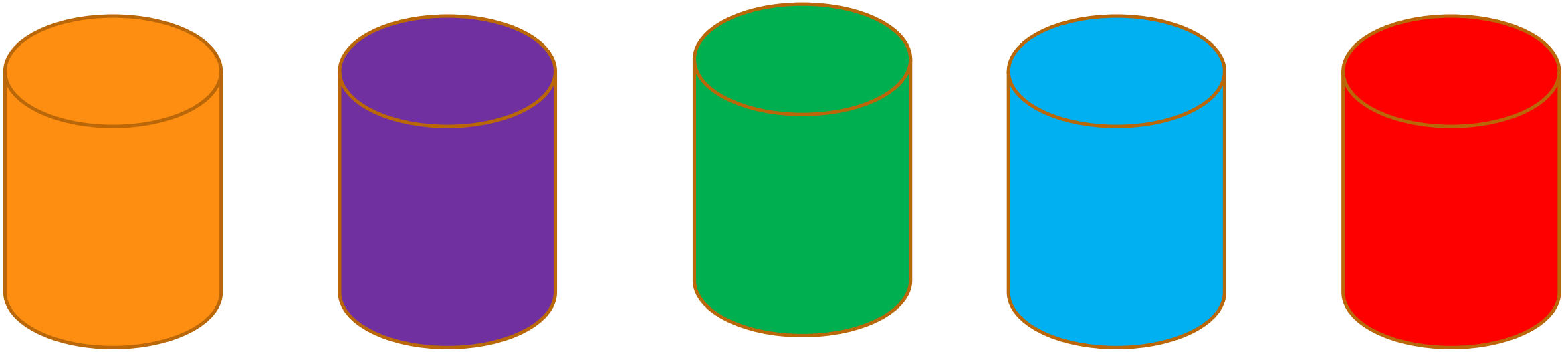


Food Safety Management System



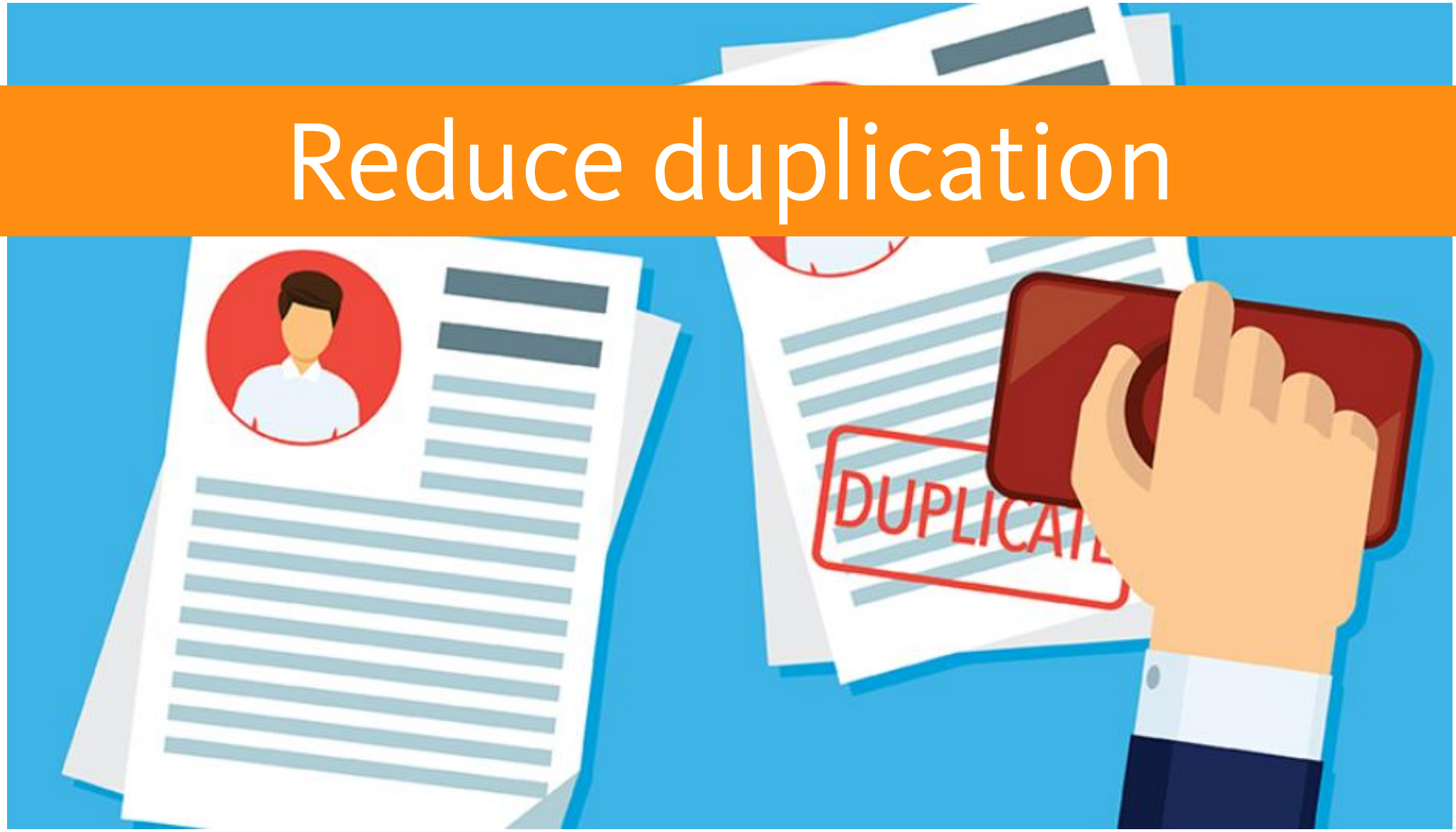
Information Security Management System

Integrated Management System



Advantages of an Integrated Management System

Reduce duplication

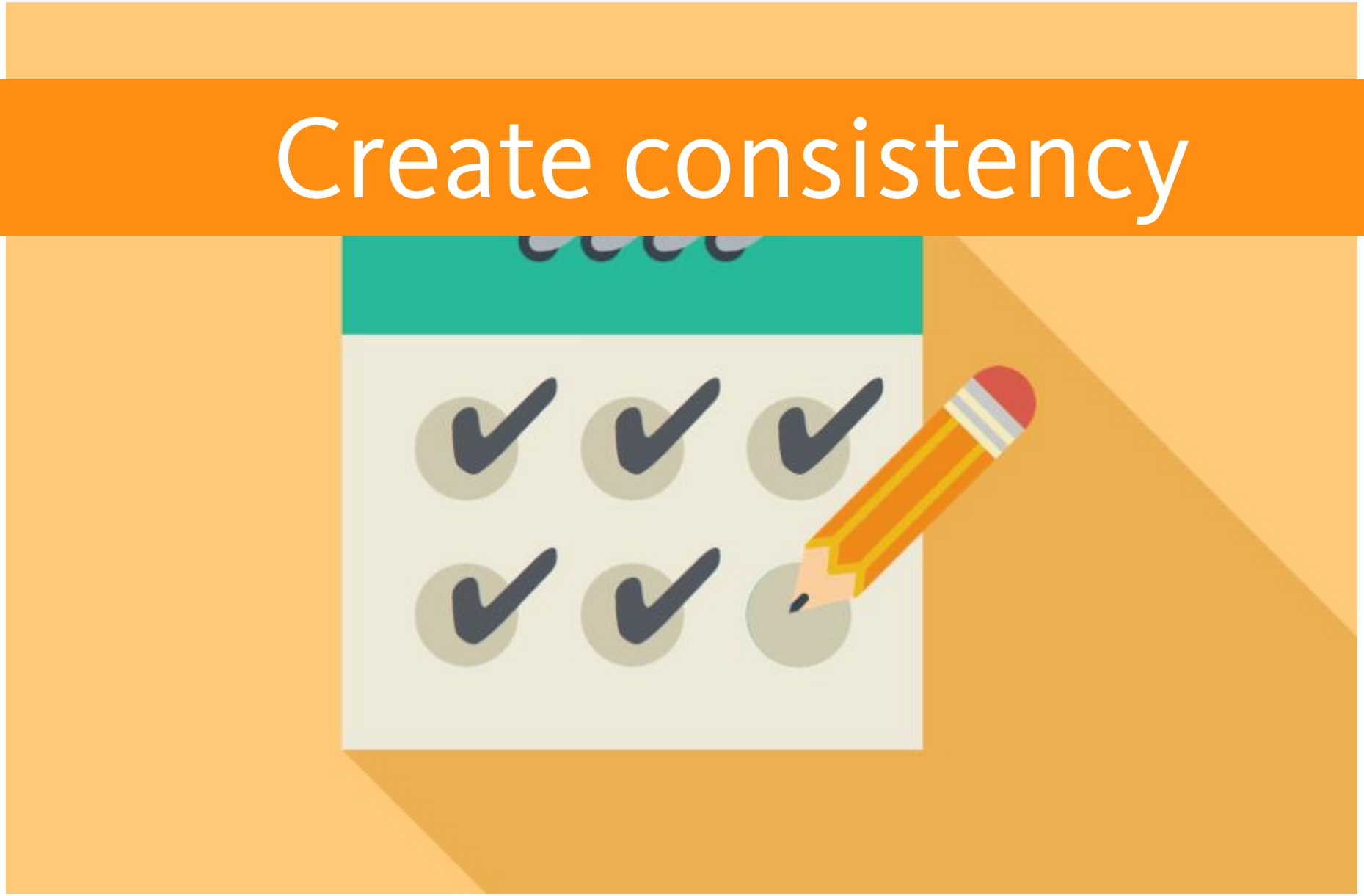


Improve communication

Reduce conflicting objectives

Facilitate training & development

Create consistency



Tips for Combining Systems

Tip#1
Get Management Buy-in

Tip#2
Create a plan, seek Management approval

Tip#3
Create a small cross-functional team

Tip#4
Combine like processes together

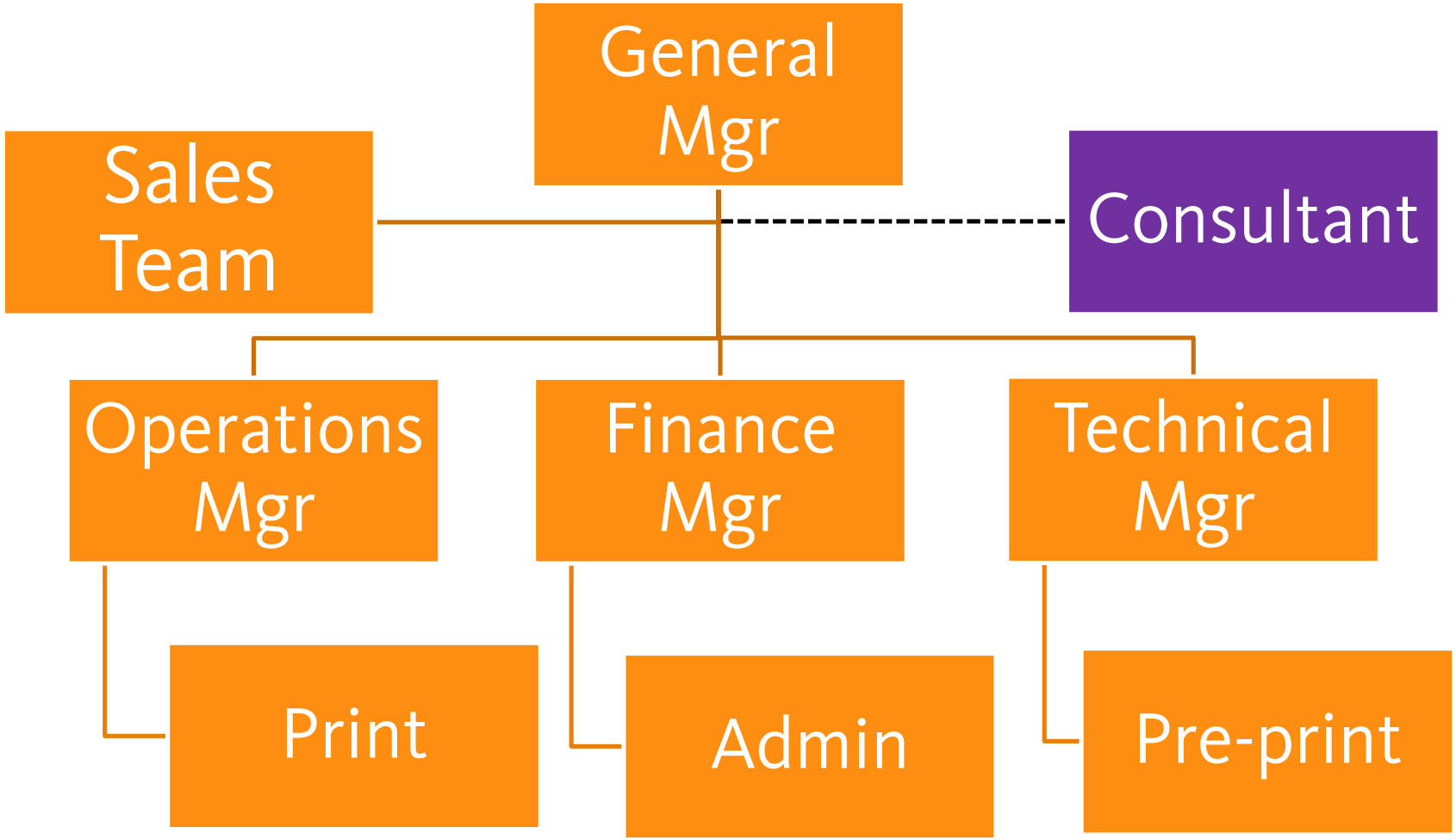
Case Study

High quality labels for the FMCG market
50 employees
Manufacturing and Sales
Christchurch, New Zealand

Clover
Honey
Manuka
Honey

olivó
COLD PRESS
EXTRA VIRGIN
olive oil
PRODUCT OF NEW ZEALAND

FORAGE
PINOT NOIR 2015


General Mgr
Sales Team
Consultant
Operations Mgr
Finance Mgr
Technical Mgr
Print
Admin
Pre-print

enviroguard®

accredited innovation

- ✓ “Branded” management system
- ✓ Only one system for all management systems
- ✓ Multiple standards to be met
- ✓ External audits are all combined – keeps $ down

One management system manual - “Enviroguard” manual

Enviroguard Manual

Kiwi Labels

mark-it labels

Enviroguard Manual

Contents

0.0	**Scope and Background**	**Date**	**Issue**
0.1	**Context, Scope and Intended Use**	**04/07/2018**	**3**

Policies Displayed Together

1.0	Policies	Date	Issue
1.1	Quality Policy	14/05/2018	4
1.2	Health & Safety Policy	14/05/2018	3
1.3	Environmental Policy	14/05/2018	5
1.5	Food Safety Policy	14/05/2018	4

Analytics Integrated

Leadership

- ✓ Responsibilities and authorities combined in Manual
- ✓ Job descriptions have all systems combined
- ✓ Single organisation chart
- ✓ General Manager leads the management systems.

Business Objectives

- ✓ Combined in the system
- ✓ Includes:
  - ✓ Quality
  - ✓ Environmental
  - ✓ H&S
  - ✓ Food
  - ✓ Financial – Top line, Bottom line, Cashflow
- ✓ Monitored – weekly, monthly, six-monthly.

Corrective actions

- ✓ Single FAF system:
  - ✓ Quality
  - ✓ Environmental
  - ✓ Improvements
  - ✓ Food
  - ✓ Credits
- ✓ Maintained by General Manager
- ✓ Monitored – weekly by GMgr and Ops Mgr.

Training and Competency

- ✓ Induction and SOP:
  - ✓ Quality
  - ✓ Environmental
  - ✓ H&S
  - ✓ Food
- ✓ Single database of training records – training matrix
- ✓ Reminder system when renewals are due.

Risk Management

- ✓ Risk registers:
  - ✓ Aspects and Impacts - Env
  - ✓ HACCPs - Food
  - ✓ Hazard Register – H&S
- ✓ Separate registers for most systems
- ✓ Monitored separately.

Supplier and Contractors

- ✓ Common management system:
  - ✓ Selection
  - ✓ Evaluation
  - ✓ Induction
  - ✓ Review
- ✓ All standards are considered at each stage
- ✓ Single database of supplier and contractors

General Manager

- ✓ Manages the Corrective action system
  - ✓ Allocates investigations and corrective actions
  - ✓ Root cause analysis
- ✓ Manages accidents and incidents
  - ✓ Investigations
  - ✓ Corrective actions
- ✓ Manages the events
  - ✓ Management Review – six monthly
- ✓ Signs policies and approves documentation

Questions and Answers