

IGD 1000: ESOHMS GENERAL REQUIREMENTS

A. PURPOSE

The Interpretive Guidance Document (IGD) provides general guidance for the DLA-SM Environmental, Safety, and Occupational Health Management System (ESOHMS). The ESOHMS is based upon the integration of ISO 14001:2015 “Environmental Management Systems-Requirements with Guidance for Use” & ISO 45001:2018 “Occupational Health and Safety Management Systems-Requirements with Guidance for Use”. The DLA-SM ESOHMS applies to all DLA-SM facilities.

B. DEFINITIONS

1. Top Management – person or group of people who directs and controls an organization at the highest level. Top Management consists of the Administrator, the Deputy Administrator, Directorate Directors, and Division Directors.
2. Administrator and Front Office – DLA head of Strategic Materials and the administrative staff supporting the Administrator.
3. Director, Material Management – manages the Directorate which includes Depot Operations and Logistics, Facilities Management and Environmental, Safety, and Occupational Health.
4. Directors, Strategic Planning and Market Research – manage planning, sales, and market research for DLA-SM.
5. Depot Manager – responsible individual for all aspects of Depot operations.
6. ESOH Professionals – consist of environmental, safety, and occupational health professionals located at DLA-SM HQ and at the Depots. Responsible for reviewing and directing ESOHMS activities and are appointed as Top Management’s ESOHMS representatives.
7. Office of Council – attorneys supporting DLA-Strategic Materials.
8. Business Office – manages the business functions.
9. continual improvement – recurring activity to enhance performance.
10. corrective action – action to eliminate the cause of a nonconformity and to prevent recurrence.
11. depot operations – includes all activities assigned to the staffed Depots.
12. environmental aspect – element of an organization’s activities or products or services that interacts or can interact with the environment.
13. environmental impact – change to the environment, whether adverse or beneficial, wholly, or partially resulting from an organization’s environmental aspects.

14. ESOHMS Policy Statement – The Environmental, Safety, and Occupational Health Management System (ESOHMS) Policy Statement is a statement(s) formally expressed by Top Management of our intentions and direction related to ESOHMS performance, to promote pollution prevention to the environment, to prevent work-related injury and ill health to all workers, and to provide safe and healthy workplaces.
15. ESOHMS risks/aspects – potential adverse effects to humans or the environment, or a combination of the likelihood and consequence(s) of a hazardous event occurring.
16. interested party/stakeholder – person or organization that can affect, be affected by, or perceive itself to be affected by a decision or activity.
17. pollution prevention – use of processes, practices, techniques, materials, products, services, or energy to avoid, reduce, or control (separately or in combination) the creation, emission, or discharge of any type of pollutant or waste, to reduce adverse environmental impacts. Pollution prevention may also include source reduction or elimination; process, product, or service changes; efficient use of resources; material and energy substitution; reuse; recovery; recycling; reclamation; or treatment.

C. INTERPRETIVE GUIDANCE DOCUMENTS

Each Interpretive Guidance Document (IGD) is a standalone document. However, changes in an IGD impacts other IGDs. This IGD enables DLA-SM to:

1. Embrace and conform to our Environmental, Safety, and Occupational Health (ESOHMS) Policy Statement.
2. Identify the environmental aspects and safety/occupational health risks arising from the organization's past, present, or planned activities, commodities, or services, and to determine the environmental impacts; safety, and occupational health risks and hazards to build a safer and healthier workplace for our personnel and the environment.
3. Identify and comply with the relevant ESOHMS legislative, legal, and regulatory requirements.
4. Identify priorities and set appropriate ESOHMS objectives.
5. Establish a structure and programs to implement the ESOHMS and to achieve those objectives.
6. Facilitate planning, control, monitoring, corrective action, auditing, and activity review to ensure ESOHMS conformance.
7. Through Management Review, incorporate any necessary changes, as appropriate, to continually enhance/improve the DLA-SM ESOHMS.

D. DOCUMENT CONTROL

Electronic and hard copies of the IGDs shall be controlled, and the controlled copy (most current active versions) of all ESOHMS IGDs and related documents will be maintained on the I Am The Key website. All copies or reproductions of the ESOHMS documents shall be marked with the following statement to maintain appropriate document control: "Any reproduction of this document may not reflect the current version. Please refer to the 'I Am The Key' website for the most current version."

E. RESPONSIBILITY

The Administrator provides the authority for maintaining the ESOHMS. The DLA-SM Environmental Chief provides the authority for approving all updated IGDs. The DLA-SM Environmental Team is responsible for developing, reviewing, and revising the IGDs.

F. INTERPRETIVE GUIDANCE DOCUMENT ELEMENTS

1. IGD 1000: ESOHMS IGD General Requirements
2. IGD 1001: ESOHMS Policy
3. IGD 1002: ESOHMS Organizational Roles, Responsibilities, Authorities, & Participation
4. IGD 1003: ESOHMS Aspects/Risk Assessments
5. IGD 1004: ESOHMS Compliance Obligations & Legal Requirements
6. IGD 1005: ESOHMS Objectives & Achievements Plan
7. IGD 1006: ESOHMS Awareness & Competence
8. IGD 1007: ESOHMS Communications
9. IGD 1008: ESOHMS Documented Information
10. IGD 1009: ESOHMS Operational Planning, Control, & Managing Changes
11. IGD 1010: ESOHMS Emergency Preparedness & Response
12. IGD 1011: ESOHMS Monitoring, Measurement, Analysis & Evaluation, & Evaluation of Compliance
13. IGD 1012: ESOHMS Internal Audit
14. IGD 1013: ESOHMS Management Review
15. IGD 1014: ESOHMS Incident, Nonconformity, & Corrective Action

G. INTERPRETIVE GUIDANCE DOCUMENT FORMAT

All IGDs, except for IGD 1000, are formatted as follows:

1. A. PURPOSE – The purpose of each IGD document corresponds to the specific ESOHMS clauses that are the integration of both the ISO 14001:2015 and the ISO 45001:2018 standards and their application to the responsible organization of DLA-SM.
2. B. PROCESS – The process of each IGD defines how the ESOHMS conforms to the specific clauses of both stated ISO standards.
3. C. SUPPORTING ESOHMS DOCUMENTS – Each IGD will offer a list of documentation and records detailing and supporting the ESOHMS.

Note: This matrix is not intended to be an all-inclusive list of each document.

**IGDs are considered active documents and will be revised accordingly as DLA-SM Depot and/or HQ operations and processes change.*

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