

IGD 1009: ESOHMS OPERATIONAL PLANNING, CONTROL, & MANAGING CHANGES

A. PURPOSE

The Interpretive Guidance Document (IGD) provides general guidance for the DLA-SM Environmental, Safety, and Occupational Health Management System (ESOHMS). This IGD details the guidance of the ESOHMS operational planning, control, and management changes requirements per the integration of International Organization of Standards (ISO) 14001:2015 & 45001:2018. The DLA-SM ESOHMS applies to all DLA-SM facilities.

B. PROCESS

1. Operational planning and control

DLA-SM will plan, establish, implement, control, and maintain processes to meet the ESOHMS requirements and to implement the actions to address ESOH risks and opportunities and all ESOH objectives and planning to achieve these objectives by: establishing operating criteria for the processes; implementing control of the processes, in accordance with the operating criteria; adapting work to workers; and maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned. DLA-SM will coordinate relevant parts of the ESOHMS throughout all DLA-SM operated facilities. DLA-SM will ensure the requirements of the ESOHMS are met by contractors and their workers.

2. Planning action

DLA-SM will plan to take actions to address:

- a. Risks, opportunities, and significant environmental aspects.
- b. Legal requirements, environmental compliance obligations, and other requirements.
- c. Prepare for and respond to emergency situations.

And how to:

- a. Integrate and implement the actions into the ESOHMS processes or other business processes.
- b. Evaluate the effectiveness of these actions.

DLA-SM will consider the hierarchy of controls in B.3. (below) and outputs from the ESOHMS when planning to take action.

When planning actions, DLA-SM will consider best practices, technological options, and financial, operational, and business requirements.

3. Eliminating hazards and environmental impacts and reducing ESOH risks

DLA-SM will establish, implement, and maintain processes for the elimination of hazards and reduction of ESOH risks and impacts using the following hierarchy of controls:

- a. Eliminate the hazard.
- b. Substitute with less hazardous processes, products, services, operations, materials, or equipment.
- c. Use engineering controls and reorganization of work.
- d. Use administrative controls, including training.
- e. Use adequate personal protective equipment.

4. Life cycle perspective

Consistent with life cycle perspective, DLA-SM will:

- a. Establish controls, as appropriate, to ensure that environmental requirements are addressed in the design and development process for the product or service, considering each life cycle stage.
- b. Communicate relevant environmental requirements to external providers, including contractors.
- c. Consider the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of products and services.

5. Management of change

DLA-SM will establish processes for the implementation and control of planned temporary and permanent changes that impact ESOH performance, including:

- a. New products, services and processes, or changes to existing products, services and processes, including: workplace locations and surroundings; work organization; working conditions; equipment; and workforce.
- b. Changes to ESOH legal requirements, compliance obligations, and other requirements.
- c. Changes in knowledge or information about hazards, environmental impacts, and ESOH risks.
- d. Developments in knowledge and technology.

DLA-SM will review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

6. Procurement

DLA-SM will establish, implement, and maintain processes to control the procurement of products and services considering sustainability and other environmental requirements of these products and services, as appropriate, to ensure their conformity to ESOHMS.

DLA-SM will ensure that outsourced functions and processes are controlled or influenced. Outsourcing arrangements will be consistent with legal requirements, compliance obligations, and other requirements and with achieving the intended outcomes of the ESOHMS. The type and degree/extent of control or influence to be applied to these functions and processes will be defined within the ESOHMS. The procurement process will also define and apply ESOH criteria for the selection of contractors.

DLA-SM will coordinate procurement processes with our contractors to identify hazards and environmental impacts and to assess and control ESOH risks arising from the contractors' activities and operations that impact DLA-SM and other interested parties in the workplace and DLA-SM activities and operations that impact contractors' workers.

C. SUPPORTING ESOHMS DOCUMENTS

1. DLA-SM ESOHMS Policy Statement
2. DLA-SM ESOH Management Plan
3. DLA-SM Depot Job Hazard Analysis (JHA) forms (as prescribed within DLAI 6055.01
4. Supplemental Environmental and Safety Requirements for DLA-SM Contracts

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