



Table Of Contents

- 1. Purpose & Scope 2
- 2. Definitions 2
 - 2.1. Controlled Document/Procedure 2
 - 2.2. Amendment/Revision 2
 - 2.3. Interim Instruction. 2
 - 2.4. Uncontrolled/For Reference Only documents. 2
- 3. Procedure 2
 - 3.1. Control 2
 - 3.2. Emergency Changes to Procedures, processes & policies:..... 3
 - 3.3. Uncontrolled Documents..... 3
 - 3.4. Working Drafts: 3
 - 3.5. Interim Instructions..... 3
 - 3.6. Site-Specific Appendices 4
 - 3.7. Review, Issuance and Implementation 4
- 4. Training 5
- 5. Auditing – As needed 5
- 6. Responsibilities 5
- 7. Record Retention: 5
- 8. References - None 5
- 9. Appendices 5
 - 9.1. Appendix A Site-Specific Information..... 5

 <p>Stonewater Consulting</p> <p>Environment, Health & Safety</p>	<p>DOCUMENT CONTROL</p>	<p>EHS-XX</p>	<p>Page 2 of 7</p>
---	-------------------------	---------------	--------------------

Document Control of EHS Procedures

1. PURPOSE & SCOPE

To ensure **Company Name** Associates have access to and use the most up-to-date and correct procedures, the **COMPANY NAME** Environment, Health & Safety Manual and related procedures are controlled documents. This procedure applies to the EHS Manual, including appendices and to EHS Workplans.

2. DEFINITIONS

- 2.1. **Controlled Document/Procedure:** A controlled document or procedure is one that has the following characteristics:
- 2.1.1. It is the current revision, as demonstrated by a means of control, e.g., a revision/issue number or revision/issue date that can be verified against a controlled source, such as a master index;
 - 2.1.2. Its source and authorization can be identified and verified against an authorized listing or a means of preventing unauthorized reproduction is maintained;
 - 2.1.3. The distribution of the current revision is known and appropriate;
- 2.2. **Amendment/Revision:** A controlled change to any part of a controlled document where the document is reissued in its entirety.
- 2.3. **Interim Instruction:** A temporary controlled procedure issued to augment, amend or rescind, either entirely or in part, a controlled document prior to or without reissuing the original procedure.
- 2.4. **Uncontrolled/For Reference Only documents:** Copies of controlled procedures reproduced for convenience and suitably identified as uncontrolled copies.

3. PROCEDURE

- 3.1. **Control**
- 3.1.1. An updated Table of Contents listing the correct revisions of each of the procedures and the revision history for each procedure will be posted on the **COMPANY NAME** web site with each new, rescinded, or revised Procedure.
 - 3.1.2. The controlled copies of the EHS Manual will be maintained on the **COMPANY NAME** web site in a format protected from unauthorized changes.
 - 3.1.3. All copies of **COMPANY NAME** EHS procedures, other than the official copies on the web site will be considered uncontrolled.
 - 3.1.4. Each controlled procedure will be marked to indicate that all printed copies, except the local site-specific appendices, are uncontrolled and for reference only.
 - 3.1.5. Revisions or amendments to EHS Procedures will require the reissue of the entire procedure (all pages).
 - 3.1.6. Temporary changes to procedures may be made through the use of Interim Instructions (see below).
 - 3.1.7. A Master Copy of the Site-Specific appendices for each procedure will be maintained at the Branch in a location identified in Appendix A to this procedure. These copies shall be marked "Master Copy".

 <p>Stonewater Consulting Environment, Health & Safety</p>	<p>DOCUMENT CONTROL</p>	<p>EHS-XX</p>	<p>Page 3 of 7</p>
---	--------------------------------	----------------------	---------------------------

- 3.1.8. Each procedure will receive a unique number.
- 3.1.9. Each procedure will list the effective date in the *Month, Day, Year* format.
- 3.1.10. Upon issuance, each procedure will carry the approval of the business Director - Environment, Health & Safety. At the discretion of the current Director - Environment, Health & Safety, the previous approval may be carried forward on succession in that role for all previously issued EHS procedures.
- 3.1.11. Copies of the manual, controlled or uncontrolled will not be distributed outside of **Company Name** without verbal approval by the Director - Environment, Health & Safety.

3.2. Emergency Changes to Procedures, processes & policies:

- 3.2.1. Emergency changes to processes, procedures or policies may be made in situations such as changes in conditions on job-sites, unforeseen customer requirements, etc. **Such changes are limited to changes that will not compromise Safety or Environmental Protection**, such as administrative processes, introduction of new processes on short notice, etc.
- 3.2.2. Authority for emergency changes to EHS procedures/processes must at the highest level available given the situation, e.g., Site Manager or Region EHS Manager at branch locations or customer sites.
- 3.2.3. In cases where no manager is available for authorization of emergency changes, the work must stop if established **COMPANY NAME** EHS procedures cannot be followed.
- 3.2.4. Emergency changes shall be documented as soon as practicable. Such documentation will be, of necessity, simple (e.g., email, marked-up JSAs, etc.) but must carry the name(s) of the person(s) making the changes.

3.3. Uncontrolled Documents

- 3.3.1. Backup copies of the master Procedures and Site-Specific appendices are uncontrolled copies for reference only and shall be so marked.
- 3.3.2. Branches must take steps to ensure that obsolete revisions of EHS procedures are not used where an Associate must make an informed decision regarding Environment, Health or Safety. When new revisions are issued, Branches should request the recall of any uncontrolled copies of prior revisions during the training conducted on the new revision. Older revisions should be discarded.
- 3.3.3. Obsolete EHS procedures retained for legal purposes and/or knowledge preservation will be suitably marked. Note: Branches have no reason to keep archive copies of the main body of EHS procedures. These are maintained by EHS Headquarters. Archive copies of Site-Specific Appendices should be kept no longer than the longest audit period for the subject of the procedures, e.g., three years for Health and Safety procedures subject to audit by OSHA for VPP recertification.

3.4. Working Drafts:

- 3.4.1. Drafts copies of new procedures or amendments are uncontrolled documents and are to be suitably identified as such (e.g., marked with the word "Draft").

3.5. Interim Instructions

- 3.5.1. Controlled Interim Instructions may be issued temporarily in lieu of new procedures or to modify, supplement or rescind, either entirely or in part, existing procedures under the following conditions:

© Stonewater Consulting, LLC, 2010

Effective Date:

Approved:

*Note: All printed copies of this document, except the Site-Specific Appendix, are considered uncontrolled and for reference only. Current revision must be verified on the **Company Name** web site.*

 <p>Stonewater Consulting Environment, Health & Safety</p>	<p>DOCUMENT CONTROL</p>	<p>EHS-XX</p>	<p>Page 4 of 7</p>
---	--------------------------------	----------------------	---------------------------

3.5.2. Interim Instructions shall state the following information:

3.5.2.1. The date of issue;

3.5.2.2. The expiration date;

3.5.2.3. Reason for issue and instructions for handling, e.g., if and where to insert into the EHS Manual, communication of content, actions required for compliance, etc.

3.5.2.4. The issuing authority; (note a preformatted name field is not acceptable. The Interim Instruction must list a specific contact person.)

3.5.2.5. Scope and applicability;

3.5.2.6. Procedural instruction;

3.5.2.7. Definitions, training and auditing, as applicable;

3.5.2.8. Reference to the original procedure if the Interim Instruction modifies or supplements an existing procedure.

3.5.3. Interim Instructions must have a defined lifespan. If the Interim Instruction modifies or supplements a standing procedure, the lifespan of the Interim Instruction terminates upon the next scheduled review of the standing procedure.

3.5.4. All Interim Instructions will be posted on the **COMPANY NAME** EHS web page as controlled documents. All hard copies of Interim Instructions will be uncontrolled and for reference only.

3.6. Site-Specific Appendices

3.6.1. Master copies of the Site-Specific Appendices shall be controlled documents at the Branch level.

3.6.2. A master copy of the Site-Specific Appendices will be maintained and identified as such in each Branch.

3.6.3. The content of Site-Specific Appendices may be modified at the Branch level, as needed, with the following exceptions:

3.6.4. Formatting which includes reference to the main body procedure may not be removed;

3.6.5. Content fields included in the template provided by EHS Headquarters may not be left blank. Non-applicable fields must be marked as such.

3.6.6. All new EHS Procedure Site-Specific Appendices shall contain a signature block to indicate the Site Manager's review and approval of the EHS Procedure main body and Site-Specific information.

3.7. Review, Issuance and Implementation

3.7.1. EHS procedures will be reviewed every two years at a minimum. A record of this review will be maintained with the Director - Environment, Health & Safety.

3.7.2. Changed sections of newly revised procedures will be highlighted in the text by vertical bars in the adjacent margin. In the case of extensive revision, where highlighting the changes is impracticable, the procedure will be marked at the bottom of each page with the following note: "*The revisions to this procedure are extensive and are therefore not individually noted.*"



- 3.7.3. All revisions and new issues of EHS Procedures are to be communicated to all affected Associates as soon as practicable, but no later than 30 days from the date of issue. In the case of procedure issues or amendments dealing with an immediate risk to Health and Safety, Environmental protection or regulatory compliance, all possible efforts must be made to communicate the changes immediately to all affected Associates.

4. TRAINING

- 4.1. All Associates shall be trained to identify and locate correct revisions of the procedures they use.
- 4.2. Personnel responsible for maintaining **COMPANY NAME** EHS procedures will be trained in the content of this procedure.

5. AUDITING – AS NEEDED

6. RESPONSIBILITIES

6.1. EHS Headquarters shall:

- 6.1.1. Issue EHS Procedures as needed;
- 6.1.2. Maintain controlled copies of the main bodies of all EHS Procedure;
- 6.1.3. Control the format of all **COMPANY NAME** EHS Procedures;
- 6.1.4. Lead the development process for **COMPANY NAME** EHS Procedures;
- 6.1.5. Secure appropriate approval of all **COMPANY NAME** EHS Procedures prior to issuance.

6.2. Site Manager shall:

- 6.2.1. Review and approve all **COMPANY NAME** EHS procedures, including Site-Specific appendices for use at the **COMPANY NAME** Branches they are responsible for.
- 6.2.2. Oversee document control for EHS Procedures at the Branch.

6.3. EHS Representative with Region EHS Manager support shall:

- 6.3.1. Communicate revisions/amendments to EHS procedures to all affected Associates and, if applicable, contractors;
- 6.3.2. Conduct training on the content of new and revised procedures to all affected Associates and, if applicable, contractors.

7. RECORD RETENTION:

- 7.1. Superseded procedures shall be maintained for one (1) year after the date of the superseding revision, or longer at the discretion of the Director – **COMPANY NAME** EHS.
- 7.2. Branches shall maintain superseded site-specific appendices for one (1) year after the date of the superseding revision, or longer at the discretion of the Region EHS Manager.

8. REFERENCES - NONE

9. APPENDICES

- 9.1. **Appendix A Site-Specific Information**

SITE-SPECIFIC DOCUMENT CONTROL INFORMATION

Name and Location of Branch: _____

Name of Site Manager: _____

Name of EHS Representative: _____

Location of Master Copies of EHS Procedure Site-Specific Appendices:

Location of Obsolete/Archived EHS Site Specific Appendices:

Location(s) of Uncontrolled Copies of EHS Procedures:

Information Completed By: _____ Date: _____

Reviewed & Approved By: _____ Date: _____
Site Manager Signature