



ERSG/Project/FS/004/09

**PROJECT:**  
**OHS & EMS SYSTEM DEVELOPMENT**

**OUR SERVICES COVER THE FOLLOWING AREAS:**

- Process Hazard Analysis
- Enterprise Risk Management
- Project Management
- RUBI-Software
- Business Continuity Systems
- Process Safety Management
- Risk Training Solutions



# MA'ADEN: CORPORATE OHS & EMS SYSTEM DEVELOPMENT

## Project Intro.



**INDUSTRY:** RESOURCES  
**SECTOR:** MINING

ERSG staff, working for IGH at the time were awarded 2 tenders for the development of **corporate Safety & Health and Environmental Management Systems**. The mobilization of the projects started on 23 April 2006 at the Riyadh offices with the completion of Phase 1 of the project plan. The **development of a Corporate EMS & OHS manual** was challenging as a result of the fact that Ma'aden was and is still a diverse and growing organization with a large number of variables to consider.

## Project Scope

**The project scope covered the Ma'aden group and all subsidiaries and included the following outcomes:**

- The scope of work will enable Ma'aden to carefully plan the work, and monitor and review includes developing procedure for management of work and auditing. Implementation of OHSAS 18001 & ISO 14001:2004 is as follows:
- Review of Ma'aden Environmental Policy and development of a policy that conforms with industry norms, relevant legislation, and the OHSAS 18001 & ISO 14001:2004 standards;
- Identify the OHS & EMS risks arising from the organizations past, existing or planned activities, products and services, in order to determine the OHS risks and environmental impact of significance.
- Identity priorities and set appropriate environmental objectives and targets.
- Establish a structure and programs to implement the policy and achieve objectives and meet targets.
- Development of registers, including the "Register of OHS Risks", "Register of Environmental Aspects" and the "Register of Legal and Other Requirements".
- The compilation of our OHS & EMS Policy and Procedures Manuals (i.e. OHS & EMS manual);
- Facilitate planning, control, monitoring, preventative and corrective actions, auditing and review activities to ensure both that the policy is complied with and that the OHS & EMS management system remains appropriate.
- The compilation of OHS & EMS plans aimed at achieving the determined objectives and targets.
- The compilation of standard forms and modifications of your existing forms (where applicable).

## MANUALS MEET OHSAS 18001 & ISO 14001 REQUIREMENTS

## Project Results

**The Corporate OHS & EMS project resulted in the following outcomes for the company and participants:**

- 1: A formal document hierarchy covering the following:
  - Business / strategic plan-OHS / EMS requirements
  - A Safety, Health and Environmental Policy
  - OHS & EMS Management System Manual
  - OHS & EMS Core Management Procedures
  - OHS & EMS Technical Standards
  - OHS & EMS Toolkit including forms, checklists, data bases, audit tool, KPI tool (electronic DMS)
2. Development of OHS, EMS and Legal Risk Registers
3. Development and training on new OHS & EMS Policy
4. Electronic score card and electronic documentation management system

### CONTACT DETAIL

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### SOFTWARE APPLICATION

The project required the development of a **Document Management System** which could be used to control the corporate DMS and document history. As a result of the requirements a customized system had to be developed and installed.