



Occupational Health & Safety Management Manual

Yokogawa North America

Occupational Health & Safety Policy

It is the policy of Yokogawa to maintain a safe and healthy working environment for our employees that is free of hazards and in compliance with applicable statutory and regulatory requirements.

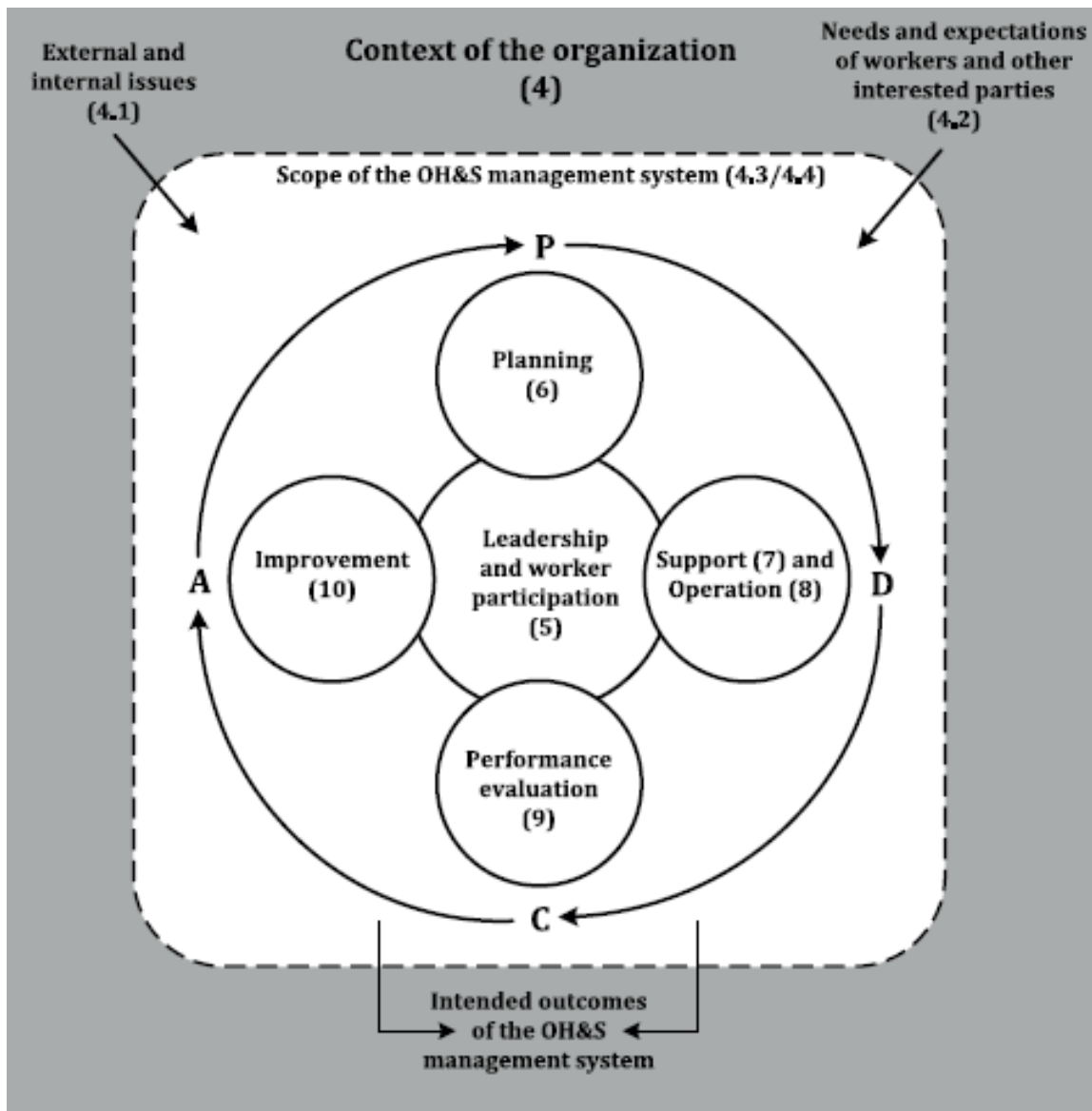
Employees have a responsibility to themselves, their families, fellow employees, and to the company to work within the standards of safety which have been established by Yokogawa. This responsibility can only be met by working continuously to promote safe work practices and maintaining our property and equipment in safe operating condition.

Personal injury and loss of property is preventable.

In recognition that employee safety and health is of paramount importance, management will champion the following initiatives to create, maintain, and promote a safe and healthy work environment.

- Observe statutory and regulatory requirements related to health and safety.
- Establish and promote a proactive health and safety management system.
- Seek to eliminate or minimize hazards by conducting risk assessments.
- Promote open health and safety communications with employees, customers, shareholders, members of the local community, and contractors to maintain the integrity of our health and safety system.
- Provide necessary education and training.
- Provide resources to perform scheduled audits aimed at continual health and safety improvements.

This document incorporates the PDCA concept into a new framework, as shown in [Figure 1](#).



NOTE: The numbers given in brackets refer to the clause numbers in this document.

Figure 1 — Relationship between PDCA and the framework in this document

TABLE of CONTENTS

- 1.0 Scope
- 2.0 Normative References
- 3.0 Terms and Definitions
- 4.0 Context of the Organization
 - 4.1 Understand the Organization and its Context
 - 4.2 Understand the Needs and Expectations of workers and Other Interested Parties
 - 4.3 Determining the Scope of the OH&S Management System
 - 4.4 OH&S Management System
- 5.0 Leadership and Worker Participation
 - 5.1 Leadership and Commitment
 - 5.2 OH&S Policy
 - 5.3 Organization Roles, Responsibilities and Authorities
 - 5.4 Consultation and Participation of Workers
- 6.0 Planning
 - 6.1 Actions to Address Risk and Opportunities
 - 6.1.1 General
 - 6.1.2 Hazard Identification and Assessment of Risk and Opportunities
 - 6.1.2.1 Hazard Identification
 - 6.1.2.2 Assessment of OH&S Risk and Other Risk to the OH&S Management System
 - 6.1.2.3 Assessment of OH&S Opportunities and Other Opportunities for the OH&S Management System
 - 6.1.3 Determination of Legal Requirements and Other Requirements
 - 6.1.4 Planning Action
 - 6.2 OH&S Objectives and Planning to Achieve Them
 - 6.2.1 OH&S Objectives
 - 6.2.2 Planning to Achieve OH&S Objectives
- 7.0 Support
 - 7.1 Resources
 - 7.2 Competence
 - 7.3 Awareness
 - 7.4 Communication
 - 7.4.1 General
 - 7.4.2 Internal Communication
 - 7.4.3 External Communication
 - 7.5 Documented Information
 - 7.5.1 General
 - 7.5.2 Creating and Updating
 - 7.5.3 Control of Documented Information

- 8.0 Operation
 - 8.1 Operational Planning and Control
 - 8.1.1 General
 - 8.1.2 Eliminating Hazards and Reducing OH&S Risks
 - 8.1.3 Management of Change
 - 8.1.4 Procurement
 - 8.1.4.1 General
 - 8.1.4.2 Contractors
 - 8.1.4.3 Outsourcing
 - 8.2 Emergency Preparedness and Response
- 9.0 Performance Evaluation
 - 9.1 Monitoring, Measurement, Analysis and Performance Evaluation
 - 9.1.1 General
 - 9.1.2 Evaluation of Compliance
 - 9.2 Internal Audit
 - 9.2.1 General
 - 9.2.2 Internal Audit Program
 - 9.3 Management Review
- 10.0 Improvement
 - 10.1 General
 - 10.2 Incident, Nonconformity and Corrective Action
 - 10.3 Continual Improvement

1.0 Scope

The management of Yokogawa North America has approved issue of the "OH&S Management Manual" to provide a documented description of our OH&S Management System. The Manual will be used as a reference by employees for OH&S management activities.

The contents of this Manual are binding on all employees within and any subcontractors (apart from the organization) inside all active facilities in North America. It is intended that this Manual will provide the basic structure upon which we will implement specific OH&S policies and procedures and create OH&S work standards.

Further, management has committed that the OH&S Management System be certified by an accredited third party to the applicable OH&S management standard ISO 45001.

The scope does not address issues such as product safety, property damage or OH&S impacts, beyond the risks to workers and other relevant interested parties.

2.0 Normative References

This OH&S management manual was created based on the international standard ISO 45001:2018 OH&S Management Systems requirements.

If the international standards are modified the OH&S management manual will be revised accordingly.

3.0 Terms and Definitions

For definitions of terms used in this document please reference ISO 45001:2018.

4.0 Context of the Organization

4.1 Understanding the Organization and its Context

The context of Yokogawa is defined in our scope of registration:

Design, Manufacture, Distribution, Integration and Service of Industrial Instrumentation; Test & Measurement Equipment; and Process & Safety Control Systems.

Yokogawa has determined external and internal issues that are relevant to our purpose and strategic direction and that affect our ability to achieve the intended result(s) of our OH&S Management System.

The external issues that affect our organization include:

- a) Economic environment and trends;
- b) International trade conditions;

- c) Competitive products and services;
- d) Opportunities and conditions related to outsourcing;
- e) Material availability and prices;
- f) Potential changes in statutes and regulations.

Yokogawa uses the SWOT analysis framework for identifying and analyzing the external issues that can have an impact on the company.

Context		External issues:					
		Economic Environment & Trends	International Trade Conditions	Competitive Products & Services	Outsourcing Conditions & Opportunities	Material Availability & Prices	Statute Changes
Strengths	Reputation in Marketplace			x			
	Member of Global Yokogawa network		x	x	x	x	
	Access to Capital	x				x	
	Disciplines: J-Ethic, 4-ISO, FSM						x
Weaknesses	Customer Satisfaction			x			
	Lack of Marketshare - New to US			x			
	Aging Workforce - Knowledge Management	x					
	Competition Entrenched			x			
Opportunities	Product Delivery - Competitor Stocking	x		x			
	Narrow Portfolio - Energy Focus	x		x			
	Territory (USA) is a strong market	x					
	Major Energy Accounts in Territory	x					
Threats	Potential for Growth - Increase marketshare			x			
	Many GMA's are in Territory		x	x			
	EPA Mandates May Increase	x					x
	Volatility of Energy Market	x		x		x	
Threats	Competitive pressure at Key Customers	x		x			
	Competitors / Retaining Key Personnel	x					
	Regulatory Changes	x					x
	Aging Workforce - Knowledge Management	x					

The internal issues that affect our organization include:

1. Governance, organizational structure, roles and accountabilities;
2. policies, objectives and the strategies that are in place to achieve them;
3. the capabilities, understood in terms of resources, knowledge and competence (for example capital, time, human resources, processes, systems and technologies);
4. information systems, information flows and decision-making processes (both formal and informal);
5. introduction of new products, services, new tools, new software, new premises and equipment;
6. relationships with, and perceptions and values of workers;
7. the culture in the organization;
8. standards, guidelines and models adopted by the organization;
9. the form and extent of contractual relationships, including for example outsourced activities;
10. working time arrangements;
11. changes in relation to any of the above;

4.2 Understand the Needs and Expectations of Workers and Other Interested Parties
 Due to their effect or potential effect on Yokogawa's ability to consistently provide products and services that meet customer and applicable statutory and regulatory requirements, we determined:

- a) The other interested parties, in addition to workers, that are relevant to the OH&S Management System;
- b) The relevant needs and expectations (i.e. requirements) of workers and other interested parties;
- c) Which of these needs and expectations are, or could become, legal requirements and other requirements.

Relevant interested parties include:

Relevant Interested Parties	Classification	Requirements	Responsible Function in YCA
Customers	External	<ol style="list-style-type: none"> 1) Supply of Products & Services as per agreed HSE Standards 2) Quality of Products & Services. 3) On time Delivery of Products & Services 4) Response to complaints 5) Proper Communication channel 6) Competitive Prices 7) Local presence / support 8) Product Lifecycle perspective 	YCA Organization
External Providers (Suppliers)	External	<ol style="list-style-type: none"> 1) Long Term Relationship 2) Clear Specifications, Quality & HSE Requirements, Terms & Conditions 3) Meeting commitments and financial obligations 4) Fair & Equal Opportunity 5) Technology support 6) Open Communication Channel 	YCA Organization
External Providers (Contractors/Subcontractors)	External	<ol style="list-style-type: none"> 1) Long Term Relationship 2) Clear Scope of Work, Quality & HSE Requirements, Terms & Conditions 3) Meeting commitments and financial obligations 4) Fair & Equal Opportunity 5) Technology support 6) Open Communication Channel 	YCA Organization
Regulatory Authorities	External	<ol style="list-style-type: none"> 1) Comply to Regulations 2) Local Permits 3) Corporate Social Responsibility 4) Environment Friendly 	YCA Organization
Non-Governmental Organizations	External	<ol style="list-style-type: none"> 1) Corporate Social Responsibility 2) Environment Friendly 	YCA Organization
International Authorities	External	<ol style="list-style-type: none"> 1) Compliance to International Treaties & Regulations (e.g. RoHS, GHS, GHG) 	YCA Organization

Community / Society	External	1) Corporate Social Responsibility 2) Environment Friendly	YCA Organization
YHQ	External	1) Compliance to Yokogawa Global Management Standards 2) Compliance to Global guidelines (e.g. Export Compliance Program, Accident at Customer Site Reporting Procedure, ISMS, Policies, Objectives, KPIs, etc.) 3) Open communication channels & assigning liaisons	YCA Organization
Certification Bodies	External	1) Compliance to respective international standards (e.g. ISO9001, ISO14001, ISO45001, IEC61511-1, etc.) 2) Long Term Relationship 3) Clear Requirements, Terms & Conditions 4) Meeting commitments and financial obligations 5) Fair & Equal Opportunity 6) Open Communication Channel	YCA Organization
Owners / Shareholders	Internal	1) Sustained profitability 2) Business Growth & Stability 3) Maintain good Quality & HSE reputation 4) Corporate Social Responsibility 5) Regular Management Reports & Meetings	Management
Corporate Management	Internal	1) Meeting corporate Vision, Mission and Policies. 2) Achieving corporate objectives, targets & KPIs 3) Sustained profitability & Cost Reduction 4) Business Growth & Stability 5) Maintain good Quality & HSE reputation 6) Corporate Social Responsibility 7) Regular Management Reports & Meetings	Management
Employees	Internal	1) Training & Career Development 2) Healthy & Safe working environment 3) Clear roles and responsibilities 4) HSE Risks Awareness 5) Recognition and Reward 6) Business Ethics & Compliance System 7) Health Insurance	YCA Organization

		8) Healthy & Safe Accommodation 9) Job security	
YCA Affiliates	Internal	1) Support and Guidance by the RHQ 2) Clear roles and responsibilities 3) Clear objectives, targets & KPIs 4) Necessary authorities 5) Involvement & Engagement in Corporate Decision Making	YCA RHQ

4.3 Determining the Scope of the OH&S Management System

Yokogawa has determined the boundaries and applicability of the OH&S Management System to establish its scope.

When determining this scope, Yokogawa considered:

- a) The external and internal issues referred to in 4.1;
- b) The requirements referred to in 4.2;
- c) The planned or performed work-related activities.

The OH&S management system includes the activities, products and services within Yokogawa's control or influence that can impact the OH&S performance.

Design, Manufacture, Distribution, Integration and Service of Industrial Instrumentation; Test & Measurement Equipment; and Process & Safety Control Systems.

The scope of our OH&S Management System is available and maintained as documented information.

4.4 OH&S Management System

Yokogawa has established, implemented, maintains, and continually improves an OH&S Management System, including the processes needed and their interactions, in accordance with the requirements of ISO 45001.

5.0 Leadership and Worker Participation

5.1 Leadership and Commitment

Top management demonstrates leadership and commitment with respect to the OH&S Management System by:

- a) Taking accountability for the effectiveness of the OH&S Management System; or taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities;
- b) Ensuring that the OH&S or Safety policy and OH&S objectives are established for the OH&S Management System and are compatible with the context and strategic direction of Yokogawa;
- c) Ensuring the integration of the OH&S Management System requirements into Yokogawa business process;
- d) Ensuring that the resources needed to establish, implement, maintain and improve the OH&S Management System are available;
- e) Communicating the importance of effective OH&S management and of conforming to the OH&S Management System requirements;

- f) Ensuring that the OH&S Management System achieves its intended results;
- g) Engaging, directing and supporting persons to contribute to the effectiveness of the OH&S Management System;
- h) Promoting improvement;
- i) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.
- j) Developing, leading and promoting a culture in Yokogawa that supports the intended outcomes of the OH&S management system;
- k) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities;
- l) Ensuring that Yokogawa establishes and implements processes for consultation and participation of workers.
- m) Supporting the establishment and functioning of health and safety committees.

5.2 OH&S Policy (See Page 2 of this Manual)

Based on corporate objectives and fundamental principles, Yokogawa establishes an appropriate Occupational Health & Safety Policy as part of the annual OH&S Plan. This OH&H Policy includes a commitment both for products and employee behavior to meet statutory and regulatory requirements, as well as customer requirements and a commitment to continual improvement. The OH&S Policy provides a framework for establishing and reviewing OH&S objectives, and is communicated and understood within Yokogawa.

It is endorsed by top management and is reviewed annually for continued suitability by them through the Management Review process.

Top management has established, implemented and maintains an OH&S policy that:

- a) Includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health and is appropriate to the purpose, size and context of Yokogawa and to the specific nature of our OH&S risks and OH&S opportunities;
- b) Provides a framework for setting OH&S objectives;
- c) Includes a commitment to satisfy applicable requirements;
- d) Includes a commitment to eliminate hazards and reduce OH&S risks
- e) Includes a commitment to continual improvement of the OH&S Management System.
- f) Includes a commitment to consultation and participation of workers, and, where they exist, workers' representatives.

The Occupational Health & Safety Policy:

- a) Is available and maintained as documented information;
- b) Is communicated, understood and applied within the organization; and
- c) Is available to relevant interested parties, as appropriate;
- d) Is relevant and appropriate.

5.3 Organizational Roles, Responsibilities and Authorities

Top management ensures that the responsibilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within Yokogawa and maintained as documented information. Workers at each level

of the organization assume responsibility for those aspects of the OH&S management system over which they have control. Some of the ways this is done is through specific job descriptions, organizational chart and/or risk assessments.

Top management assigns the responsibility and authority for:

- a) Ensuring that the OH&S Management System conforms to the requirements of ISO 45001;
- b) Reporting on the performance of the OH&S Management System and on opportunities for improvement (10.1), in particular to top management;

Yokogawa has appointed the Health, Safety and OH&S Manager as the Management Representative, with the responsibility and authority to ensure:

- a) Processes for the OH&S Management System are established, implemented and maintained,
- b) The performance of the OH&S Management System and any need for improvements are reported to the President and Executive Staff,
- c) Awareness of customer requirements is promoted throughout the company.

The responsibilities of the management representative include liaison with external parties on matters relating to the OH&S Management System.

5.4 Consultation and Participation of Workers

The organization shall establish, implement and maintain a processes for consultation and participation of workers at all applicable levels and functions, and, where they exist, workers' representatives, in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system.

Yokogawa:

- a) Provides mechanisms, time, training and resources necessary for consultation and participation;
 - 1) Safety Committee representation can be a mechanism for consultation and participation.
- b) Provides timely access to clear, understandable and relevant information about the OH&S management system;
- c) Determines and remove obstacles or barriers to participation and minimize those that cannot be removed;
- d) Emphasizes the consultation of non-managerial workers on the following:
 - 1) Determining the needs and expectations of interested parties (see [4.2](#));
 - 2) Establishing the OH&S policy (see [5.2](#));
 - 3) Assigning organizational roles, responsibilities and authorities, as applicable (see [5.3](#));
 - 4) Determining how to fulfil legal requirements and other requirements (see [6.1.3](#));
 - 5) Establishing OH&S objectives and planning to achieve them (see [6.2](#));
 - 6) Determining applicable controls for outsourcing, procurement and contractors (see [8.1.4](#));
 - 7) Determining what needs to be monitored, measured and evaluated (see [9.1](#));

- 8) Planning, establishing, implementing and maintaining an audit program (see 9.2.2);
- 9) Ensuring continual improvement (see 10.3);
- e) Emphasizes the participation of non-managerial workers in the following:
 - 1) Determining the mechanisms for consultation and participation;
 - 2) Identifying hazards and assessing risks and opportunities (see 6.1.1 and 6.1.2);
 - 3) Determining actions to eliminate hazards and reduce OH&S risks (see 6.1.4);
 - 4) Determining competence requirements, training needs, training and evaluating training (see 7.2);
 - 5) Determining what needs to be communicated and how this will be done (see 7.4);
 - 6) Determining control measures and their effective implementation and use (see 8.1, 8.1.3 and 8.2);
 - 7) Investigating incidents and nonconformities and determining corrective actions (see 10.2).

6.0 Planning

6.1 Actions to Address Risk and Opportunities

6.1.1 General

When planning for the OH&S management system, Yokogawa considered the issues referred to in 4.1 (context), the requirements referred to in 4.2 (interested parties) and 4.3 (the scope of its OH&S management system) and determine the risks and opportunities that need to be addressed to:

- a) Give assurance that the OH&S management system can achieve its intended outcome(s);
- b) Prevent, or reduce, undesired effects;
- c) Achieve continual improvement.

When determining the risks and opportunities for the OH&S management system and its intended outcomes that need to be addressed, Yokogawa takes into account:

- a) Hazards (see 6.1.2.1);
- b) OH&S risks and other risks (see 6.1.2.2);
- c) OH&S opportunities and other opportunities (see 6.1.2.3);
- d) Legal requirements and other requirements (see 6.1.3).

Yokogawa, in its planning processes, determines and assess the risks and opportunities that are relevant to the intended outcomes of the OH&S management system associated with changes in Yokogawa, its processes or the OH&S management system. In the case of planned changes, permanent or temporary, this assessment shall be undertaken before the change is implemented (see 8.1.3).

Yokogawa maintains documented information of:

- a) Risk and opportunities that need to be considered;
- b) Processes needed in 6.1.1 to 6.1.4 to the extent necessary to have confidence they are carried out as planned.

6.1.2 Hazard Identification and Assessment of Risk and Opportunities

6.1.2.1 Hazard Identification

Yokogawa establishes, implements and maintains the processes for hazard identification that is ongoing and proactive. These processes take into account, but are not limited to:

- a) How work is organized, social factors (including workload, work hours, victimization, harassment and bullying), leadership and the culture in Yokogawa;
- b) Routine and non-routine activities and situations, including hazards arising from:
 - 1) Infrastructure, equipment, materials, substances and the physical conditions of the workplace;
 - 2) Product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal;
 - 3) Human factors;
 - 4) How the work is performed;
- c) Past relevant incidents, internal or external to Yokogawa, including emergencies, and their causes;
- d) Potential emergency situations;
- e) People, including consideration of:
 - 1) Those with access to the workplace and their activities, including workers, contractors, visitors and other persons;
 - 2) Those in the vicinity of the workplace who can be affected by the activities of Yokogawa;
 - 3) Workers at a location not under the direct control of Yokogawa;
- f) Other issues, including consideration of:
 - 1) The design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to the needs and capabilities of the workers involved;
 - 2) Situations occurring in the vicinity of the workplace caused by work-related activities under the control of Yokogawa;
 - 3) Situations not controlled by Yokogawa and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace;
- g) Actual or proposed changes in organization, operations, processes, activities and the OH&S management system.
- h) Changes in knowledge of, and information about, hazards.

6.1.2.2 Assessment of OH&S risk and other risk to the OH&S Management System

Yokogawa Corporation of America has established, implemented and maintained a processes to:

- a) Assess OH&S risks from the identified hazards, while taking into account the effectiveness of existing controls;

- b) Determine and assess the other risks related to the establishment, implementation, operation and maintenance of the OH&S management system.

Yokogawa Corporation of America's methodology and criteria for the assessment of OH&S risks are defined with respect to their scope, nature and timing to ensure they are proactive rather than reactive and are used in a systematic way. Documented information is maintained and retained on the methodology and criteria.

6.1.2.3 Assessment of OH&S opportunities and other opportunities for the OH&S Management System

Yokogawa Corporation of America has established, implemented and maintained processes to assess:

- a) OH&S opportunities to enhance OH&S performance, while taking into account planned changes to Yokogawa, its policies, its processes or its activities and:
 - 1) Opportunities to adapt work, work organization and work environment to workers;
 - 2) Opportunities to eliminate hazards and reduce OH&S risks;
- b) Other opportunities for improving the OH&S management system.

6.1.3 Determination of Legal Requirements and Other Requirements

Yokogawa:

- a) Determine and have access to the compliance obligations related to the OH&S risk;
- b) Determine how these compliance obligations apply to Yokogawa
- c) Take these compliance obligations into account when establishing, implementing, maintaining and continually improving the OH&S Management System.

Yokogawa maintains documented information of its compliance obligations.

6.1.4 Planning Action

Yokogawa takes into account the hierarchy of controls (see 8.1.2) and outputs from the OH&S management system when planning to take action.

When planning actions, Yokogawa will consider technological options, financial, operational and business requirements.

Yokogawa:

- a) To take actions to address:
 - Significant risk and opportunities, 6.1.2.2 and 6.1.2.3;
 - Legal requirements, Compliance obligations, and other requirements, 6.1.3;
 - Prepare for and respond to emergency situations, 8.2;
- b) How to:
 - Integrate and implement the actions into the OH&S Management System processes or other business processes;

- Evaluate the effectiveness of these actions.

6.2 OH&S Objectives and Planning to Achieve Them

6.2.1 OH&S Objectives

Yokogawa establishes OH&S objectives at relevant functions and levels in order to maintain and continually improve the OH&S management system and OH&S performance

The OH&S objectives are:

- a) Consistent with the OH&S policy;
- b) Measurable (if practicable) or capable of performance evaluation;
- c) Take into account:
 - 1) Applicable requirements;
 - 2) The results of assessments of risk and opportunity (6.1.2.2 and 6.1.2.3);
 - 3) Results of consultation with workers (5.4) and, where they exist, workers' representatives;
- d) Monitored;
- e) Communicated;
- f) Updated as appropriate.

6.2.2 Planning to Achieve OH&S Objectives

When planning how to achieve the OH&S objectives, Yokogawa determines:

- a) What will be done;
- b) What resources will be required;
- c) Who will be responsible;
- d) When it will be completed;
- e) How the results will be evaluated, including indicators for monitoring progress;
- f) Yokogawa considers how actions to achieve the OH&S objectives will be integrated into Yokogawa business processes;

Yokogawa maintains and retains documented information on the OH&S objectives and plans to achieve them.

7.0 Support

7.1 Resources

Yokogawa determines and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the OH&S Management System.

7.2 Competence

Yokogawa:

- a) Determines the necessary competence of persons doing work under our control that affect the performance and ability to fulfil Yokogawa's compliance obligations;
- b) Ensures that these persons are competent (including the ability to identify hazards) on the basis of appropriate education, training, or experience;

- c) Where applicable, take action to acquire the necessary competence and evaluate the effectiveness of the actions taken.
- Retain appropriate documented information as evidence of competence.

7.3 Awareness

Yokogawa ensures the persons doing the work under the organizations control are aware of:

- a) The OH&S policy and OH&S objectives;
- b) Their contribution to the effectiveness of the OH&S Management System, including the benefits of enhanced OH&S performance;
- c) The implications of not conforming to the OH&S Management System requirements, including not fulfilling the organizations compliance obligations.
- d) Incidents and the outcomes of investigations that are relevant to them;
- e) Hazards, OH&S risks and actions determined that are relevant to them;

7.4 Communication

7.4.1 General

Yokogawa establishes, implements and maintains the processes needed for internal and external communications relevant to the OH&S Management Systems, including:

- a) On what to communicate;
- b) When to communicate;
- c) With whom to communicate;
 - 1) internally among the various levels and functions of the organization;
 - 2) among contractors and visitors to the workplace;
 - 3) among other interested parties;
- d) How to communicate.

Yokogawa Corporation of America takes into account diversity aspects (e.g. gender, language, culture, literacy, disability) when considering its communication needs.

Yokogawa Corporation of America ensures that the views of external interested parties are considered in establishing its communication processes.

When determining the above communication Yokogawa:

- a) Takes into account its compliance obligations;
- b) Ensures that OH&S information is communicated consistently with information generated within the OH&S Management System and is reliable.

Yokogawa responds to relevant communications on its OH&S Management System.

Yokogawa retains documented information as evidence of its communications, as appropriate.

7.4.2 Internal Communication

Yokogawa:

- a) Internally communicates information relevant to the OH&S Management System among the various levels and functions of the organization, including changes to the OH&S Management System, as appropriate;
- b) Ensures the communication processes enable persons doing under the control of Yokogawa to contribute to continual improvement.

7.4.3 External Communication

Yokogawa externally communicates information relevant to the OH&S Management System on a case by case basis and as required by its compliance obligations.

7.5 Documented Information

7.5.1 General

Yokogawa Corporation of America's OH&S Management System includes:

- a) Documented information required by this International Standard;
- b) Documented information necessary for the effectiveness of the OH&S Management System.

7.5.2 Creating and Updating

When creating and updating documented information, Yokogawa ensures appropriate:

- a) Identification and description (e.g. a title, date, author or reference number);
- b) Format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- c) Review and approval for suitability and adequacy.

7.5.3 Control of Documented Information

Documented information required by the OH&S Management System and by this International Standard are controlled to ensure:

- a) It is available and suitable for use, where and when it is needed;
- b) It is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

Yokogawa, for the control of information, addresses the following activities, as applicable:

- a) Distribution, access, retrieval and use;
- b) Storage and preservation, including preservation of legibility;
- c) Control of changes (e.g. version control)
- d) Retention and disposition.

Documented information of external origin determined by Yokogawa is to be necessary for the planning and operation of the OH&S Management System is identified, as appropriate and controlled.

8.0 Operation

8.1. Operational Planning and Control

8.1.1. General

Yokogawa Corporation of America plans, implements, controls and maintains the processes needed to meet requirements of the OH&S management system, and to implement the actions determined in Section 6, by:

- a) Establishing criteria for the processes;
- b) Implementing control of the processes in accordance with the criteria;
- c) Maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned;
- d) Adapting work to workers.

At multi-employer workplaces, Yokogawa coordinates the relevant parts of the OH&S management system with the other organizations.

8.1.2. Eliminating Hazards and Reducing OH&S Risk

Yokogawa Corporation of America established, implemented and maintains a processes for the elimination of hazards and reduction of OH&S risks using the following hierarchy of controls:

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

8.1.3. Management of Change

Yokogawa Corporation of America established a processes for the implementation and control of planned temporary and permanent changes that impact OH&S performance, including:

- a) New products, services and processes, or changes to existing products, services and processes, including:
 - 1) workplace locations and surroundings;
 - 2) work organization;
 - 3) working conditions;
 - 4) equipment;
 - 5) work force;
- b) Changes to legal requirements and other requirements;
- c) Changes in knowledge or information about hazards and OH&S risks;
- d) Developments in knowledge and technology.

Yokogawa Corporation of America reviews the consequences of unintended changes, and takes action to mitigate any adverse effects, as necessary.

8.1.4. Procurement

8.1.4.1. General

Yokogawa Corporation of America established, implements and maintains a processes to control the procurement of products and services in order to ensure their conformity to its OH&S management system.

8.1.4.2. Contractors

Yokogawa Corporation of America coordinates its procurement processes with its contractors, in order to identify hazards and to assess and control the OH&S risks arising from:

- a) The contractors' activities and operations that impact Yokogawa Corporation of America;
- b) Yokogawa Corporation of America's activities and operations that impact the contractors' workers;
- c) The contractors' activities and operations that impact other interested parties in the workplace.

Yokogawa Corporation of America ensures that the requirements of its OH&S management system are met by contractors and their workers. Yokogawa Corporation of America procurement processes define and apply occupational health and safety criteria for the selection of contractors.

8.1.4.3. Outsourcing

Yokogawa Corporation of America ensures that outsourced functions and processes are controlled. Yokogawa Corporation of America ensures that its outsourcing arrangements are consistent with legal requirements and other requirements and with achieving the intended outcomes of the OH&S management system. The type and degree of control to be applied to these functions and processes are defined within the OH&S management system.

8.2. Emergency preparedness and response

Yokogawa Corporation of America established, implemented and maintains processes needed to prepare for and respond to potential emergency situations, as identified in 6.1.2.1, including:

- a) Establishing a planned response to emergency situations, including the provision of first aid;
- b) Providing training for the planned response;
- c) Periodically testing and exercising the planned response capability;
- d) Evaluating performance and, as necessary, revising the planned response, including after testing and, in particular, after the occurrence of emergency situations;
- e) Communicating and providing relevant information to all workers on their duties and responsibilities;
- f) Communicating relevant information to contractors, visitors, emergency response services, government authorities and, as appropriate, the local community;
- g) Taking into account the needs and capabilities of all relevant interested parties and ensuring their involvement, as appropriate, in the development of the planned response.

Yokogawa Corporation of America maintains and retains documented information on the processes and on the plans for responding to potential emergency situations.

9.0 Performance Evaluation

9.1. Monitoring, Measurement, Analysis and Performance Evaluation

9.1.1. General

Yokogawa monitors, measures, analyses and evaluates the OH&S performance.

Yokogawa determines:

- a) What needs to be monitored and measured, including;
 - 1) The extent to which legal and other requirements are fulfilled;
 - 2) Activities and operations related to identified hazards, risk and opportunities;
 - 3) Progress towards achievement of OH&S objectives;
 - 4) Effectiveness of operational and other controls;
- b) The methods for monitoring, measurement, analysis and evaluation, as applicable to ensure valid results;
- c) The criteria against which Yokogawa evaluates the OH&S performance;
- d) When the monitoring and measuring shall be performed;
- e) When the results from monitoring and measurement shall be analyzed, evaluated and communicated.

Yokogawa Corporation of America:

- a) Evaluates the OH&S performance and determines the effectiveness of the OH&S management system.
- b) Ensures that monitoring and measuring equipment is calibrated or verified as applicable, and is used and maintained as appropriate.

Yokogawa Corporation of America retains appropriate documented information:

- a) As evidence of the results of monitoring, measurement, analysis and performance evaluation;
- b) On the maintenance, calibration or verification of measuring equipment.

9.1.2. Evaluation of Compliance

Yokogawa establish, implements and maintains the processes needed to evaluate compliance with legal requirements and other requirements (see [6.1.3](#)).

Yokogawa:

- a) Determines the frequency that compliance will be evaluated;
- b) Evaluate compliance and take action, if needed (see 10.2);
- c) Maintain knowledge and understanding of the compliance status with legal requirements and other requirements;

Yokogawa retains documented information as evidence of the compliance evaluation results.

9.2. Internal Audit

9.2.1. General

Yokogawa conducts internal audits at planned intervals to provide information on whether the OH&S Management System:

- a) Conforms to:
 - Yokogawa requirements for OH&S Management System including the OH&S policy and objectives;
 - The requirements of this International Standard Is effectively implemented and maintained.

9.2.2. Internal Audit Program

Yokogawa has:

- a) Planned, established, implemented and maintains an audit program including the frequency, methods, responsibilities, consultation, planning requirements and reporting, which is taken into consideration the importance of the processes concerned, changes affecting Yokogawa, and the results of previous audits;
- b) Defined the audit criteria and scope of each audit;
- c) Selected auditors and conducts audits to ensure objectively and the impartiality of the audit process;
- d) Ensure that the results of the audits are reported to relevant management;
- e) ensure that relevant audit results are reported to workers, and, where they exist, workers' representatives, and other relevant interested parties;
- f) Take appropriate corrective action to address nonconformities and continually improve its OH&S performance (see [Clause 10](#));
- g) Retain documented information as evidence of the implementation of the audit program and the audit results.

9.3. Management Review

Top management reviews Yokogawa's OH&S Management System, at planned intervals, to ensure the continuing suitability, adequacy and effectiveness.

The management review includes consideration of:

- a) The status of actions from previous management reviews;
- b) Changes in external and internal issues that are relevant to the OH&S Management System including:
 - The needs and expectations of interested parties
 - Legal requirements and other requirements;
 - Risks and opportunities;
- c) The extent to which OH&S policy and OH&S objectives have been achieved;
- d) Information on the OH&S performance, including trends in:
 - Incidents, nonconformities and corrective actions and continuous improvements;
 - Monitoring and measurement results;
 - Results of evaluation of compliance with legal requirements and other requirements;
 - Audit results;
 - Consultation and participation of workers;
 - Risk and opportunities;
- e) Adequacy of resources for maintaining an effective OH&S management system;
- f) Relevant communication with interested parties

- g) Opportunities for continual improvement.

The management review outputs include decisions related to:

- a) Conclusions on the continuing suitability, adequacy and effectiveness of the OH&S Management System in achieving intended outcomes;
- b) Continual improvement opportunities;
- c) Any need for changes to the OH&S Management System;
- d) Resources needed
- e) Actions, if needed;
- f) Opportunities to improve integration of the OH&S Management System with other business process;
- g) Any implications for the strategic direction of the organization.

Top management communicates the relevant outputs of management reviews to workers, and, where they exist, workers' representatives (see 7.4).

Yokogawa retains documented information as evidence of the results of management reviews.

10.0 Improvement

10.1. General

Yokogawa determines opportunities for improvement and implement necessary actions to achieve the intended outcomes of the OH&S Management System.

10.2. Incident, Nonconformity and Corrective Action

Yokogawa Corporation of America established, implements and maintains a processes, including reporting, investigating and taking action, to determine and manage incidents and nonconformities.

When a nonconformity occurs, Yokogawa:

- a) Reacts in a timely manner to the incident or nonconformity and, as applicable:
 - Takes action to control and correct it;
 - Deals with the consequences;
- b) Evaluate, with the participation of workers (see 5.4) and the involvement of other relevant interested parties, the need for corrective action to eliminate the root cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by:
 - Reviewing and analyzing the cause of the incident or nonconformity;
 - Determining the causes of the incident or nonconformity;
 - Determining if similar incidents have occurred, if nonconformities exist, or could potentially occur;
- c) review existing assessments of OH&S risks and other risks, as appropriate (see 6.1);
- d) determine and implement any action needed, including corrective action, in accordance with the hierarchy of controls (see 8.1.2) and the management of change (see 8.1.3);
- e) assess OH&S risks that relate to new or changed hazards, prior to taking action;
- f) Reviews the effectiveness of any action taken, including corrective action taken;
- g) Makes changes to the OH&S Management System, if necessary;

Corrective actions are appropriate to the effects or potential effects of the incidents or nonconformities encountered.

Yokogawa retains documented information as evidence of:

- a) The nature of the incidents or nonconformities and any subsequent actions taken;
- b) The results of any action and corrective action, including their effectiveness.

10.3. Continual Improvement

Yokogawa continually improves the suitability, adequacy and effectiveness of the OH&S Management System, by:

- a) Enhancing OH&S performance;
- b) Promoting a culture that supports an OH&S management system;
- c) Promoting the participation of workers in implementing actions for the continual improvement of the OH&S management system;
- d) Communicating the relevant results of continual improvement to workers, and, where they exist, workers' representatives;

Maintaining and retaining documented information as evidence of continual improvement.