

Commitment, Leadership and Management Review

SAMPLE SOP

I INTENT

To ensure that all employees and contractors are in alignment with your company's core value to 'demonstrate leadership in safety, stewardship of the environment, and social responsibility' and are committed to the Policies and Standards of the Company.

To ensure the Health, Safety and Loss Prevention (HSLP) Management System Standards are integrated into the business and periodically reviewed to ensure they remain effective, widely used, communicated and drive continuous improvement.

2 PERFORMANCE REQUIREMENTS

Policy

The Leadership Team shall endorse the HSLP Policy. This Policy defines commitment to demonstrating leadership through an effective management system designed to ensure compliance with legal and other requirements and to measure and drive continuous improvement in performance across the company. The HSLP team shall review the Policy annually and update as required. The most senior leader within each facility shall endorse the Policy by ensuring:

- Endorsement signatures on the Policy document
- The Policy is internally and externally communicated to relevant stakeholders
- The Policy provides guidance for the setting of objectives and targets and the development of Continuous Improvement Plans.

General Responsibilities

Leadership Teams shall define, document and communicate roles and responsibilities for personnel:

- Ensure that each level of the Leadership Pipeline has HSLP responsibilities referenced as part of their progression
- Demonstrate commitment to modeling positive behaviors and personal advancement along the Safety Journey in pursuit of superior HSLP performance

- Require personnel to accept responsibility for their HSLP compliance obligations and management of potential impacts of their work activities
- Include HSLP targets and objectives in Performance Management Trackers (PMTs) and conduct performance appraisals to evaluate individual performance
- Set annual Key Performance Indicators (KPI's) that are in line with company strategic and business plans, and are included in the Annual Incentive Compensation Program (AICP).

Management System Coordination and Maintenance

- HSLP team shall establish, maintain and improve the Management System
- Leadership Teams shall understand, implement and provide recommendations for Management System improvement.

Leadership Review

Leadership Teams shall conduct reviews at least quarterly and consider the following areas:.

- Continuous Improvement Plans and progress towards defined objectives, targets and KPIs
- Accidents and incidents, trending analysis
- Significant risks and opportunities
- Internal and external audit results
- Communications from stakeholders external to the region
- Legal and other compliance issues
- Corrective actions

A review to address the suitability, adequacy, and effectiveness of the HSLP Management System and commitment to continuous improvement shall be carried out at least annually to coincide with the business-planning cycle and shall follow an established agenda.

Leadership Review Attendance

Leadership Teams shall define the cross-functional attendance requirements for review meetings.

Records of Leadership Reviews

Records of the reviews shall be maintained in accordance with Systems Documentation and Record Management. Actions needed to ensure continuous improvement of the System should be maintained as well with Preventative and Corrective Actions.