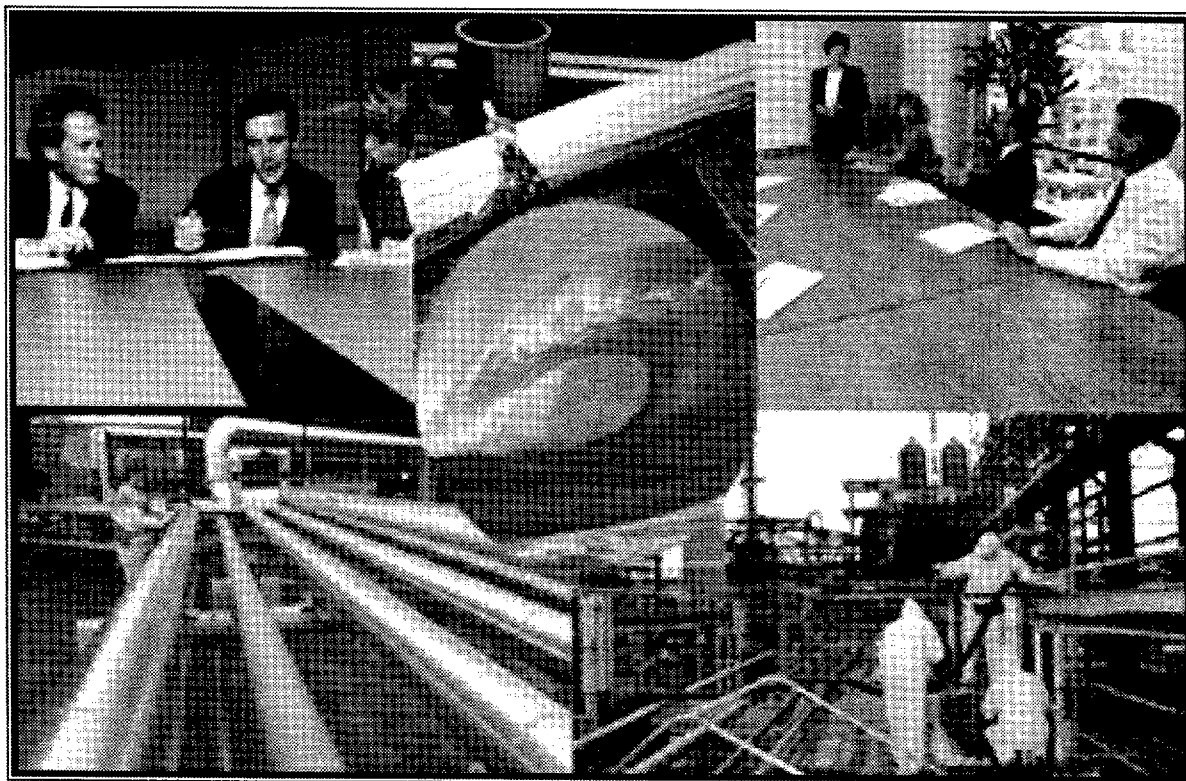




Model Environmental, Health & Safety (EHS) Management System

A Voluntary Tool for Companies Interested in Developing an EHS Management System or Enhancing an Existing System

**API Publication 9100A
October 1998**



American
Petroleum
Institute



American Petroleum Institute



Environmental, Health and Safety Mission and Guiding Principles

MISSION

The members of the American Petroleum Institute are dedicated to continuous efforts to improve the compatibility of our operations with the environment while economically developing energy resources and supplying high quality products and services to consumers. We recognize our responsibility to work with the public, the government, and others to develop and to use natural resources in an environmentally sound manner while protecting the health and safety of our employees and the public. To meet these responsibilities, API members pledge to manage our businesses according to the following principles using sound science to prioritize risks and to implement cost-effective management practices:

PRINCIPLES

- To recognize and to respond to community concerns about our raw materials, products and operations.
- To operate our plants and facilities, and to handle our raw materials and products in a manner that protects the environment, and the safety and health of our employees and the public.
- To make safety, health and environmental considerations a priority in our planning, and our development of new products and processes.
- To advise promptly, appropriate officials, employees, customers and the public of information on significant industry-related safety, health and environmental hazards, and to recommend protective measures.
- To counsel customers, transporters and others in the safe use, transportation and disposal of our raw materials, products and waste materials.
- To economically develop and produce natural resources and to conserve those resources by using energy efficiently.
- To extend knowledge by conducting or supporting research on the safety, health and environmental effects of our raw materials, products, processes and waste materials.
- To commit to reduce overall emission and waste generation.
- To work with others to resolve problems created by handling and disposal of hazardous substances from our operations.
- To participate with government and others in creating responsible laws, regulations and standards to safeguard the community, workplace and environment.
- To promote these principles and practices by sharing experiences and offering assistance to others who produce, handle, use, transport or dispose of similar raw materials, petroleum products and wastes.

Rev. November 1996

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If you would like more information on this publication, contact the API Policy Analysis and Statistics Department, STEP Office (202) 682-8468. A catalog of API publications and materials is published annually and updated quarterly by API, 1220 L Street, N.W., Washington, D.C. 20005.

API Publication 9100A, *Model Environmental, Health and Safety (EHS) Management System*, was developed as a voluntary tool or template to assist companies interested in developing an EHS management system or enhancing an existing system. The model, which applies a quality systems approach to managing EHS activities, focuses on people and procedures by pulling together company EHS policies, legal requirements, and business strategies into a set of company or facility expectations or requirements to achieve continual improvement in overall EHS performance consistent with company policies. It is intended to be flexible and adaptable to fit the size and complexity of a company's or facility's operations. Those who use this model should refer to the companion document, API Publ. 9100B, *Guidance Document for Model EHS Management System*, for additional information.

API Publication 9100B, *Guidance Document for Model EHS Management System*, provides assistance to corporate and operating organization employees who are developing, implementing and assessing environmental, health and safety management systems. The guidance document serves as self-study source material, explains the basic purpose and scope of management systems, enhances efficiency of interchange among employees by use of common terminology, clarifies relationships between operating and other systems, describes how to evaluate effectiveness of an EHS management system and its elements, and facilitates system continuity over time. Those who use this guidance document should be familiar with API Publ. 9100A, *Model Environmental, Health and Safety (EHS) Management System*.

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API MODEL ENVIRONMENTAL, HEALTH & SAFETY (EHS) MANAGEMENT SYSTEM

1.0 GENERAL

An environmental, health and safety (EHS) management system is a process that applies a quality systems approach to managing EHS activities. This approach uses a cyclical process (i.e., plan, implement, assess and adjust) that takes experiences and learnings from one cycle and uses them to improve and adjust expectations during the next cycle. The system focuses on people and procedures by pulling together company EHS policies, legal requirements, and business strategies into a set of company or facility expectations or requirements to achieve continual improvement in overall EHS performance consistent with company EHS policies. Additionally, management systems should incorporate processes to identify and resolve root causes of non-compliance issues.

The Model EHS Management System (EHS MS) is a tool or template to help members, industry sectors, and others develop or enhance an EHS MS. However, it is not expected that this particular system necessarily be used. Companies may choose to organize their management systems differently depending upon other existing systems and/or procedures that are to be incorporated into their own management systems, or emphasis that company management may want placed on certain system elements. The Model EHS MS is intended to be flexible and adaptable by scaling up or down to fit the size and complexity of a company's or facility's operations.

1.1 PURPOSE AND OBJECTIVES

Potential benefits of EHS management systems include: reduced injuries, incidents, emissions, wastes, operating costs, and potential liability; as well as improved reliability, profitability, reputation and credibility. It is helpful to integrate EHS management with business management at the earliest possible stages of business planning and R&D efforts. This facilitates merging business objectives and EHS objectives. It focuses on the effectiveness and efficiency of the integrated process, as well as on the long-term benefits of improving EHS performance and stewardship.

The company defines expectations or requirements that specify what EHS management areas should be addressed. Operating units or facility employees decide how they will achieve these expectations; this does not mean that all employees undertake the same actions on the same schedule to achieve a particular expectation -- nor does it mean that all employees work on the same expectations during a particular cycle. To be successful, all employees should share a common understanding of this process.

The Model EHS Management System has been defined generally; each individual company may adapt this system as necessary to fit their own corporate visions, business strategies and values. A companion document has been prepared, entitled *Guidance Document for Model EHS Management System*, API Publication 9100B, for those companies seeking additional assistance for development and implementation of their EHS management system.