

HSEPS Structure and Responsibility

1. APPLICABILITY

- 1.1 This standard applies to all Honeywell organizations and majority owned subsidiaries worldwide.

2. OVERVIEW

- 2.1 An organization's HSEPS Management System will only be as successful as the level of commitment demonstrated by its leadership and employees. One important method used to gain and maintain high levels of commitment is the establishment of specific HSEPS roles and responsibilities throughout the organization's structure. Operational controls are designed to manage HSEPS aspects, risks and obligations but controls are only as good as the individual efforts to implement and maintain those controls. Establishing clear roles and responsibility for the management system and resulting controls will help the organization implement its management system, sustain control over its HSEPS aspects and drive commitment throughout the workforce. This standard will help organizations implement and maintain an effective HSEPS management system by establishing clear lines of responsibility and accountability.

3. DEFINITIONS

- 3.1 Definitions for underlined text are found at the end of this document.

4. REQUIREMENTS

- 4.1 The organization shall identify and document HSEPS roles and responsibilities necessary to establish and maintain an effective HSEPS management system. Roles and responsibilities must be established for all employees including the following organization levels:
 - 4.1.1 Those who manage activities that have or could have an impact on the organization's HSEPS performance, including Senior Leadership, managers, supervisors and functional HSEPS leaders
 - 4.1.2 Personnel who perform tasks and activities that have HSEPS risks or are included in the organization's identified significant aspects, including employees and contractors
 - 4.1.3 Personnel who verify HSEPS performance for the organization including those performing audits, self-assessments, inspections and monitoring activities
- 4.2 The organization's senior leader is ultimately responsible and accountable for HSEPS performance and the performance of the HSEPS Management System. The organization's senior leadership shall appoint a specific management representative who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for ensuring that the HSEPS management system requirements are established, implemented and maintained. This requirement shall be achieved by appointing one of the following individuals:
 - 4.2.1 The organization's senior leader (self-appointed)
 - 4.2.2 A direct report to the organization's senior leader
 - 4.2.3 A management representative with direct and regular access to the senior leader for the purposes of communicating and driving the HSEPS management system
- 4.3 Roles and responsibilities must be assigned for all activities of the HSEPS Management System (e.g. operational controls, management programs, HSEPS procedures, objectives, training, etc.).

- 4.4 Operational Controls must include assignment of responsibility for control (procedure, etc) requirements. Where possible, responsibilities shall be assigned to the individual(s) that have authority and responsibility for the operation, activity or risk to be controlled.
- 4.5 Those assigned specific HSEPS responsibilities must be at a level in the organization where they have adequate authority, resources and operational knowledge to successfully carry out their responsibilities.
- 4.6 HSEPS performance expectations must be included and documented in the performance management process for all individuals assigned specific HSEPS responsibilities.

5. RELATED DOCUMENTS

- 5.1 None defined now.

Contractor	Any non-Honeywell employee doing work for Honeywell, whether on or off Honeywell's property, and includes, but is not limited to, subcontract workers, consultants, individuals performing on-site contract services and individuals performing off-site outsource services
Senior Leadership	Person or group of people who directs and controls the applicable organization at the highest level