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# PURPOSE

This standard is one of five ESH standards that constitute the Environmental and Occupational Safety & Health Management System (ESH MS) for TI’s manufacturing sites.

# SCOPE

The provisions of this standard apply to all TI employees, suppliers, vendors, and visitors at TI manufacturing sites worldwide.

# reference documents

## TI SP&P 04-04-01 Environmental, Safety and Health

## TI SP&P 04-07-01 Records Retention

## ISO14001: 2015 International Standard on Environmental Management System

## ISO45001:2018 International Standard on Occupational Health and Safety Management System

## TI Corporate Citizenship Report

# Definitions

[TI ESH Standards Glossary of Definitions](https://sps01.itg.ti.com/sites/wwf/esh/standards/default.aspx)

ISO 14001:2015 (Terms)

ISO 45001:2018 (Terms)

# RequirementS

## RESOURCES

The site shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the ESH MS. Resources include human resources and specialized skills such as ESH staff, organizational infrastructure, technology and financial resources.

## 

## COMPETENCE

## The site shall:

#### Determine the necessary competence of persons under its control that affect its ESH performance and its ability to fulfill its compliance obligations;

#### Ensure these persons are competent (including the ability to identify hazards) on the basis of appropriate education, training and/or experience;

#### Determine training needs associated with its environmental aspects, safety hazards and its ESH MS;

#### Provide training or take other action to meet these needs, evaluate the effectiveness of the training or action taken; and

#### Retain appropriate documented information as evidence of competence.

#### 

## AWARENESS

## The site shall ensure that persons working under its control are aware of:

#### The Environmental, Safety and Health Policy and objectives;

#### The importance of conforming with the policy and procedures, and to the requirements of the ESH MS;

#### The implications of not conforming with the ESH MS requirements, including not fulfilling the site’s compliance obligations;

#### The significant environmental aspects and related impacts, and the safety risks and hazards associated with their work;

#### Their contribution to the effectiveness of the ESH MS, including the benefits of enhanced ESH performance;

#### Their roles and responsibilities for emergency preparedness and response;

#### Incidents and outcomes of investigations that are relevant to them;

#### Hazards, OS&H risks and actions determined that are relevant to them;

#### The ability to remove themselves from work situations that that they consider present a serious and imminent danger to their live or health, as well as the arrangements for protecting them from undue consequences for doing so.

## COMMUNICATION

## General

#### The sites shall establish, implement and maintain the process(es) needed for internal and external communications relevant to the ESH MS, including:

##### What we will communicate (goals, performance, aspects and risk, etc.);

##### When to communicate (quarterly, monthly, etc.);

##### With whom to communicate (employees, interested parties, etc.):

* + Internally among the various levels and functions of the site
  + Among contractors and visitors to the site
  + Among other interested parties
* How to communicate.

#### When planning how to communicate (email, websites, bulletin boards, meetings, etc.), the site shall:

##### Take into account diversity aspects (e.g. gender, language, culture, literacy disability) when considering its communication needs.

##### Ensure that the views of external interested parties are considered in establishing its communication process.

#### When planning its communications process, the sites shall:

## Take into account its compliance obligations;

## Ensure that ESH information communicated is consistent with information generated within the ESH MS, and is reliable;

## Respond to relevant communications on its ESH MS; and

## Retain documented information as evidence of its communications.

#### The site shall respond to relevant communications on its ESH MS.

## Internal Communications

#### The site shall:

#### Internally communicate among the various levels of its organizational structure, including changes to the ESH MS, as appropriate;

#### Ensure its communication process enables any person doing work under the organization's control to contribute to continual improvement.

## External Communications

#### TI will externally communicate information relevant to the ESH MS as established by its communication process and as required by its compliance obligations (refer to the annual Corporate Citizenship Report).

## Site-Level External Communications

#### Each site shall maintain appropriate documented information (logs, correspondence, permits, reports, etc.) regarding communications with external interested parties such as regulatory agencies and local entities to ensure it is meeting its compliance and other obligations.

#### Texas Instruments has chosen not to publicize significant aspects and hazards to external parties.

## Corporate-Level External Communications

#### Incoming inquiries from customers concerning TI’s overall ESH performance should be directed to www.ti.com/support (TI’s Customer Support Center), which will then answer using data provided or will refer the inquiry to the appropriate subject matter expert(s). Note: Such inquiries are typically received through sales or customer quality channels.

#### Incoming inquiries from all other entities concerning TI’s overall ESH performance should be directed to citizenshipfeedback@list.ti.com for determination of an appropriate response.

#### Such inquiries and communications may be received through various means including websites, mail, faxes, telephone calls or personal visits.

#### Depending on the nature and circumstances of the general inquiry received, TI may elect to respond directly to the interested party, issue a response to multiple interested parties or not respond.

## Outgoing Communications

#### The TI Citizenship and Media Relations teams shall select the most appropriate method(s) and content for formal, external communication of TI information.

#### The Worldwide Quality organization shall manage customer-specific responses to inquiries related to TI manufacturing systems and product issues using the Customer Specification Evaluation System (CSES).

#### WWESH shall provide subject matter expert information with regard to ESH systems through CSES.

## DOCUMENTED INFORMATION

## General Documentation

## TI ESH Management System documented information determined to be necessary for the effectiveness of the Management System and to effectively manage its ESH risks shall include:

#### Documented information required by the International Standards and TI ESH Standards;

#### The TI ESH Policy;

#### The scope of the ESH management system;

#### A description of the main elements of the ESH management system and their interaction and reference to related documents (TI ESH Standards 20.01 thru 20.05);

#### Procedures for identification and evaluation of Environmental Aspects (including criteria for determining the significance), and for Identification and Evaluation of safety Hazards and Risks;

#### ESH Objectives and Plans for achieving them; and

#### Operational Control Procedures;

#### ESH records

#### ESH Records that are determined by the site as being necessary for meeting the international standard requirements will include:

#### Environmental aspects and impacts;

#### Environmental significant aspects;

#### Environmental risks and opportunities and actions related to those that need to be addressed;

#### Occupational Safety and Health hazards and risks;

#### OS&H risks and opportunities;

#### Compliance obligations records;

#### Training and competence records;

#### Communications records;

#### ESH performance monitoring information;

#### Calibration records for monitoring & measurement equipment;

#### Internal audit program, results, actions to closure, evidence, etc.;

#### Management review records;

#### Nonconformities and corrective actions;

#### List of documents of external origin; and

#### Environmental and safety and health incidents.

## Creating and Updating Documented Information

## When creating and updating documented information, the site shall ensure appropriate:

#### Identification and description (e.g. a title, date, author, or reference number);

#### Format (e.g. language, software version, graphics) and media (e.g. paper, electronic);

#### Review and approval for suitability and adequacy.

## Control of Documented Information

#### Documented information required by the ESH MS shall be controlled to ensure:

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

#### For the control of documented information, the organization shall address the following activities as applicable:

* Distribution, access, retrieval and use;
* Storage and preservation, including preservation of legibility;
* Control of changes (e.g. version control);
* Retention and disposition.

#### Documented information of external origin determined by the site to be necessary for the planning and operation of the ESH management system shall be identified and controlled.

#### The site shall prevent the unintended use of obsolete documented information, and apply suitable identification to them if they are retained for any purpose.

#### 

# STANDARD Approval

This standard has been approved by Zane Broadhead, TI Vice President.

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rev#** | **Date** | **Nature of Revision** | **Author/Editor** | **Approver** |
| A | 8/22/2017 | New Standard | Gilmore/Moore | ELC |
| B | 4/17/2019 | Integration of ISO45001 requirements to replace OHSAS18001; delete Appendix A, Audit Process. | Gilmore/Moore | ELC |
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