

I. PURPOSE:

To provide a procedure for addressing communications as required by ISO 14001 and OHSAS 18001.

II. SCOPE:

The following describes the procedure for all communications both internal and external dealing with Environmental, Safety and Health issues. Issues that may be communicated are: audit finding, spills, waste generation, accident information, risk assessment, control information, etc

V. PROCEDURE:

A. Internal Communications

1. Responsible for ensuring that internal communications take place regarding the company's Environmental, Safety and Health aspects, the Environmental Management System (EMS), the Safety Management System (SMS) and their respective policies.
2. Waste Generation status will be posted quarterly. Environmental Program Status and other environmental updates will be posted periodically on the "Environmental News" bulletin board.
3. Accident information is updated monthly. Other Safety and Health updates will be posted periodically on the "Safety and Health News" bulletin board.
4. Environmental, Safety and Health information will be communicated by utilizing a variety of media to include, but not limited to, the following:
 - Bulletin Board Notices
 - Communication Meetings
 - Pfizer Television Network
 - Employee Handbooks
 - Posters / Banners
 - Bulk Manufacturing Orders (BMO)
 - E-Mail Distribution

B. External Communications

1. Receipt and Processing

1. Receive all communications from external interested parties.
 2. Review and log any relevant communication.
 3. Answer communications that fall within his scope of responsibility.
 4. Forward communications to other responsible departments including, but not limited to, Corporate Environmental, Safety and Health.

2. Communications on Significant Environmental, Safety and Health Aspects

1. As part of the strategic review consideration to external communication of its significant Environmental, Safety and Health aspects and document its decision in the meeting minutes.