ISO 45001 Toolkit – Occupational Health and Safety Management System

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5 Leadership

Leadership and Commitment

Organization Name's Top Management ensures that performance of OHS implementation and provides a commitment to developing an effective system to exhibit its leadership and commitment.

- The OHS policy and the objectives of the OHS should be established and matched to the direction of the company;
- To integrate OHS requirements into business processes of the Organization Name;
- To check for resources accessibility for the OHS;
- The effective occupational health and safety management, compatible OHS requirements, applicable disclosure, regulatory requirements and mutual agreements on customer requirements should be known;
- The OHS audit should be made or conducted to achieve its future result by proper evaluation and maintenance;
- An effectiveness of OHS is attained by direction and support to persons;
- Encouraging continual improvement;
- To establish leadership responsibility, support other relevant management roles in their areas.

Health, Safety & Environmental Policy

Top Management is committed to maintaining occupational health and safety standards in delivering prompt and cost-effective services or solutions to customers by continual improvement of business processes amongst all employees, and recognizing the integrity, confidentiality, and availability of health and safety assets to relevant stakeholders including customers.

- A commitment to satisfying applicable requirements;
- It should be suitable to purpose and occupational health and safety management of the Organization Name;
- Offers a framework to review and set up objectives of the OHS;
- Organization Name provides OHS awareness training to all employees with proper work instruction to maintain and improve the effectiveness of the occupational health and safety management system;
- Directs communications between external and internal;
- Guarantee continual improvement of the OHS;
- Directs to ensure capabilities needed for occupational health and safety management.

Organizational Roles, Responsibilities and Authorities

9 Performance Evaluation

9.1 Monitoring, Measurement, Analysis and Evaluation

General

Organization Name monitors, measures, analyses and evaluates its OHS performance. The extent to which legal requirements and other requirements are fulfilled. The criteria against which the organization will evaluate its OHS performance, and appropriate indicators (e.g. OHS norms, industrial standards)

Evaluation of Compliance

Organization Name has established, implemented and maintain the processes needed to evaluate fulfilment of its compliance obligations. For that we:

a. Determine the frequency that compliance will be evaluated;
b. Evaluate compliance and take action if needed;
c. Maintain knowledge and understanding of its compliance status and;
d. Retain documented information as evidence of the compliance evaluation results.

Internal Audit

General

Organization Name conducts internal audits at planned intervals to provide information on whether the OHS management system conforms to below requirements and are effectively implemented and maintained.

a. Organization's own requirements for its OHS management system (e.g. policies, objectives, procedures, instructions etc.);
b. Requirements of ISO 45001:2018 International Standard;

Internal Audit Programme

Organization Name has planned, established, implemented, and maintain an audit programme including the frequency, methods, responsibilities, planning requirements, and reporting, which shall take into consideration the health safety, environmental importance of the processes concerned, changes affecting the organization, and the results of previous audits. For that we:

- Define the audit criteria and scope for each audit through audit plan;
- Select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- Ensure that the results of the audits are reported to relevant management;

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Introduction

It is necessary for employees as well as other interested parties in the delivery of critical business processes to possess the required competences. When there aren't enough skilled workers, resourcing issues may arise, legal compliance is compromised and business risk is increased, for example if inadequate preparation is not done.

It is important for Organization Name to focus on providing employees with training so that they can meet the business' needs and fulfill their duties. It is necessary for every department such as production to develop and maintain specific skills within the team, especially since these can rapidly change as technology develops, for example with new software releases or as new systems and controls are introduced.

As part of the occupational health and safety (OH&S) management, the following documents should be reviewed to provide further context, scope, objectives, resourcing, and role, responsibilities, and authorities.

Competence Development Procedure

2.1 Assess Competence Requirements by Role

It is specified in the document OH&S Roles, Responsibilities and Authorities, that specific individuals within the organization are assigned specific roles and duties in order to manage and improve the OH&S. Most of the time, and allocated role is part of a larger, more general role that the individual fulfils, i.e. the individual's time is not exclusively dedicated to occupational health and safety management.

Assess Existing Competence Levels

A questionnaire approach is utilized to examine the current competency levels of individuals who are to fill specified roles. The persons who will fill each role are initially identified. The documented Occupational Health and Safety Management Plan, which outlines the resources required to meet objectives and manage and enhance the OH&S, contains information about OH&S resources.

Establish Competence Development Actions

Some alternatives may be considered in recommending development actions:

- Staff with a higher level of expertise, such as mentors, conducts informal training
- Formal training can be obtained through online or in-person courses
- A recruitment of additional staff with the relevant competence(s) is needed
- Utilization of third-party resources ad-hoc, such as consultants or contractors

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1 Introduction

A document like this is intended when there is some incident that will have a significant impact on Organization Name's business operations as well as the health and safety.

It is recommended to use this document as guidance only when responding to an incident. In order to determine the appropriate course of action after an incident, it is important to use good common sense and anticipate the exact nature of the incident and its hazards impact.

Emergency response procedures have the following objectives:

- Give a brief overview of how Organization Name will respond to a significant occupational health and safety incident.
- Provide details as to who will respond to an emergency and how our emergency response procedures will be applied.
- Provide details about the facilities in place to support incident management.
- Determine how decisions will be made regarding our response to an incident.
- Provide a detailed explanation of how communication will be handled both internally and externally.
- Provide essential people and external agencies' contact information.
- Define what happens after the incident has been resolved and the responders have been stood down.

3 Incident Detection and Notification

3.1 Incident Detection

Depending on the nature and location of the incident, notifications can be received initially from a variety of sources (including the emergency services). An effective response must be given as quickly as possible by starting the emergency response procedure.

3.2 Incident Notification

In the event of a major health and safety incident, the following people will be the first to respond. An incident could be reported to any of these contacts. Whenever necessary, they have the authority to contact the Emergency Response Team leader (ERT) and ask whether the Emergency Response (ER) Procedure should be activated.

4 Activating the Emergency Response Procedure

When notified of an incident, the Team Leader must determine whether the magnitude and actual or potential impact of the incident warrants activation of the Emergency Response Procedure and the formation of the Emergency Response Team.

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1 Introduction

In order to meet its obligations to customers and other stakeholders, Organization Name has established effective plans to deliver occupational health and safety in key business functions.

As part of this commitment, the organization has implemented a occupational health and safety (OH&S) that meets the standards of the ISO 45001 international standard for OH&S management systems and will pursue certification to this level in the near future.

According to the standard, our occupational health and safety objectives must be compatible with our policies, measurable where possible, properly communicated within the company (and outside where necessary), and updated as part of the OH&S management review process.

During the financial year 20xx-xx, the organization will set occupational health and safety objectives and implement plans, including:

- Who will be responsible
- What will be done
- What resources will be required
- When it will be completed
- How the results will be evaluated

2 Occupational Health and Safety Objectives

A system of monitoring and measurement, which records progress against targets, is crucial to evaluating whether or not the OH&S is working as intended.

This document describes high-level occupational health and safety objectives. The Occupational Health and Safety Policy, which is also an important component of the OH&S, defines the ISO 45001 Context, Requirements, and Scope, as well as the overarching framework for determining lower-level objectives.

The document Process for Monitoring, Measurement, Analysis, and Evaluation outlines methods for determining the extent to which objectives are met.

3 Plan to Achieve Objectives

To fulfill our goals, we must have a well-defined plan that is appropriately resourced and has the full backing of top management. The success of this plan will decide whether Organization Name delivers products and services to the occupational health and safety standards demanded by our customers and other stakeholders.

4 Resources to Manage and Improve the OH&S Management System

In addition to the resources needed to accomplish the objectives outlined in this paper, the following resources will be needed on an on-going basis to administer and enhance the OH&S.

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1.Purpose

An operational control procedure is established to identify near miss, incidents accidents (reporting of injuries, diseases and dangerous occurrences) and spillage and leakage of oils, chemicals & hazardous substances.

2.Scope

To the entire premises.

3. Responsibility

- All employees
- Supervisors

4.Definitions and Abbreviations

Accident - An unfortunate incident that happens unexpectedly resulting in death, ill health, injury, damage or other loss.

Incident - An instance of an event or occurrence that leads to accident or had the potential to lead.

Near Miss - An event or occurrence where no ill health, injury, damage or other loss.

Supervisor - A person who supervises one or more employees like dean, department head, director, manager, administrator or any other faculty or staff person.

5. Procedure

5.1Accident Investigation

Event details and causal factors are thoroughly identified in an accident investigation and to determine corrective measures.

The primary purpose of an investigation is to prevent future occurrences, because only 2% of all workplace incidents are thought to be unpreventable.

Beyond the primary purpose, the information obtained through the investigation should be used to update and revise the investigator's inventory of hazards, and/or the relevant safety program(s) for hazard prevention and control.

5.2 Accident / Incident Causal Factors

Surface cause and the root cause are two major components that contribute to the cause of an accident / incident.

The condition or act that directly causes the incident is the surface cause. For Example: a small spill of oil on the floor that someone slipped on

MANAGEMENT REVIEW MEETING AGENDA	
Meeting Title:	Meeting Date:
Department / Function:	Meeting Time:
Meeting Room Name:	Location:
Attendees	1.
	2.
	3.
	4.
	5.

PURPOSE:

To review the occupational health and safety management system to ensure its continuing suitability, adequacy and effectiveness.

S. No	Discussion	By Whom	Time Allocated
1	Follow-up actions from previous management reviews		
2	Changes in external and internal issues that are relevant to the OH&S		
3	The extent to which the OH&S policy and the OH&S objectives have been met		
4	OH&S performance		
5	Adequacy of resources for maintaining an effective OH&S management system		
6	Relevant communications with interested parties		
7	Opportunities for continual improvement		

Prepared By:	Reviewed By:	Approved By:
OHS Manager	OHS Head	OHS Head