Example of ISO 45001:2018 OHSMS Manual

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The proposed OH&S Manual is written in sufficient detail. This allows you to use it to solve the following tasks:

1. Understanding of how the OH&S management system operates by senior leadership and personnel.

2. Personnel training. Practice shows that the OH&S Management System Manual is often the only source of knowledge about the operation of the OH&S management system for certain categories

of personnel, including senior leadership.

3. The organization may find it feasible to make the OH&S Management System Manual the only documented procedure for the OH&S management system. The proposed OH&S management system manual allows this.

4. The OH&S management system manual can be provided to interested parties to demonstrate the effectiveness of the organization's OH&S management system.

5. OH&S Manual Template is based on the Plan-Do-Check-Act model

The following standards are referenced:

1.International Standard ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use

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2. User-friendly format and professional layout – reviewed and approved by experienced auditors.

0.0 Introduction

0.1 The Company

Information about your company

0.2 Products & Services

Your product and services

1.0 Scope :

Scope of the Occupational Health and Safety management System of XXXX is:

"Scope At XXXXX"
Please add location address

2.0 Normative References

ISO 45001: 2018 Occupational Health and Safety management systems – Requirements

3.0 Terms & Definitions.

3.1 Abbreviation:

GM	:	General Manager
QM	:	Quality Manual
OHSMS	:	Occupational Health and Safety Management System
MR	:	Management Representative
WI	:	Work Instructions

3.2 Definition:

1. **Acceptable risk:** risk that has been reduced to a level that can be tolerated by XXXX having regard to legal obligations and the company's Health and Safety Policy.
2. **Audit:** Systematic, independent and documented process for obtaining 'audit evidence' and evaluating it objectively to determine the extent to which 'audit criteria' are fulfilled.
3. **Continual improvement:** year on year improvements in both XXXX's health and safety performance and the Health and Safety System.
4. **Corrective action:** action to eliminate the cause of a nonconformity or other undesirable situation.
5. **Document:** hard copy or electronic information in written, diagrammatic or pictorial form.
6. **Hazard:** source, situation or act with a potential for harm in terms of injury or ill health.

7. **Hazard identification:** the process of recognizing that a hazard exists and defining its characteristics.
8. **Ill health:** identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation.
9. **Incident:** work-related event in which an injury or ill health or fatality occurred or could have occurred.
   Note 1: An accident is an incident which has given rise to injury, ill health, or fatality.
   Note 2: An incident where no injury, ill health or fatality occurred is referred to as a near miss.
   Note 3: A dangerous occurrence is a particular type of near miss.
   Note 4: An emergency situation is a particular type of incident.
10. **Interested party:** person or group outside the workplace concerned with or affected by the OH&S performance of the company.
11. **Nonconformity:** non-fulfillment of a requirement.
12. **Occupational health and safety (OH&S):** conditions and factors that affect, or could affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors or any other person in the workplace.
13. **OH&S management system:** part of an organization's management system used to develop and implement its OH&S policy and manage its OH&S risks.
14. **OH&S objective:** OH&S goal, in terms of OH&S performance set annually by XXXX in order to achieve one of its Health and Safety Policy commitments.
15. **OH&S performance:** measurable results of XXXX's management of its OH&S risks**.**
16. **OH&S policy:** overall intentions and direction of the company related to OH&S performance as expressed by the Board of Directors.

4.0 Context of the Organization

4.1 Understanding the Organization and Its Context

Organization contexts related to internal & external issues that are relevant and can affect its ability to achieve intended results of the OHSMS are identified and documented by the respective departments with proposed actions. Information about these external and internal issues are regularly monitored and reviewed.

Moral – The organization believes in the Principle of 'All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping workers getting hurt at work or ill through work.'

Legal – There is a wealth of health and safety legislation and codes of practice covering work bo within offices and manufacturing sites. Without a formal system in place it is difficult for organizations to ensure that they understand and meet all their legal obligations.

Financial – In many cases there is often no conflict between what is good for business and what is good for health and safety management. Improved health and safety performance leads to increased productivity, reduced insurance premiums, improved morale and increases the company's chances of winning new business.

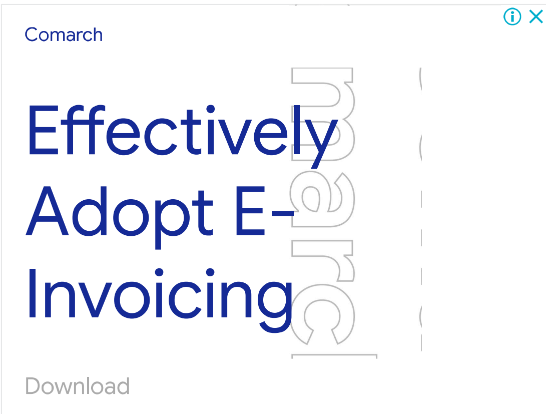
The company determines the external and internal issues that are relevant to its purpose and strategic direction and that affect its ability to achieve the intended results of the OSHMS. Consideration is given to the:

1. Positive and negative factors or conditions.
2. External context and issues, such as legal, regulatory, technological, competitive, cultural, social, political and economic environments.
3. Internal context and issues, such as values, culture, organization structure, knowledge and performance of the business.
4. Determination and requirements of the needs and expectations of interested parties relevant to the OSHMS.
5. Authority and ability to exercise control and influence.
6. Activities, products and services relevant to the business.
7. Documented information is retained as evidence to support that the context of the organization has been taken into account in the OSHMS.

4.2 Understanding the Needs and Expectations of Interested Parties

The interested parties for XXXX include Clients, Principals/Service Providers, Employees, Higher Management, Government / Regulatory Bodies. The needs and expectations of interested partie[s] are identified and taken care by the departments. Management of XXXX is always committed to fulfill the needs and expectations of all interested parties. All workers have an expectation that neither their health nor their safety will be at risk as a result of their employment with XXXX. The main needs and expectations of the interested parties are given below.

Sl No.	**Interested Parties**	**Needs and expectations of the Interested Parties**	
1	Clients/OHSMS		1 A simple solution that manages compliance easier. 2 Implementation of the product in-line with OHSMS and Regulatory requirements 3 Receive responsive support 4 Delivery of free content to educate around compliance
2	Suppliers / Principals & Service Providers	1.Good relationship. 2.On-going and secure workplace. 3.To be paid on time. 4.Clear understanding of requirements. 5.Constructive feedback. 6.Want to provide services/products to a reliable, reputable and financially viable business	
3	Employees		1.Job security. 2.Salary for work performed. 3.Flexible work hours. 4.Clear understanding of their role and responsibilities. 5.Able to raise issues of concern and provide constructive feedback.

			6.Good, friendly and safe work environment. 7.To feel valued and appreciated. 8.Opportunities for personal development.
4	Top Management/ Owners/ Shareholders		1.Have a growing business that provides profit. 2.Be well governed and well managed. 3.Want staff to enjoy their work, be challenged, perform their job competently and meet the company, regulatory and OHSMS Requirement
5	Government & Regulatory Bodies	1.Follow the rules & regulations laid down by the Government and Public authorities and meeting the Legal requirements. 2.To submit all tax obligations accurately and on time. 3.To maintain high standards of corporate governance.	
6	Visitors	1.Environment friendly workshop design with no emissions. 2.Good, friendly and safe work environment.	
7	Community i.e. society at large	1.Good corporate citizen. 2.Diversity of employees	

4.3 Scope of the Occupational Health and Safety Management System

The scope of this Health & Safety System covers all work related to XXXX and any associated administration and any XXXX activities on site. Scope of the Occupational Health and Safety Management System is defined in 1.0 Scope: and is as follows :

“Scope of XXXX”.

4.4. Occupational Health and Safety Management System and its Processes

XXXX’s Health & Safety System has been based on the format of the new International Standard ISO 45001:2018. Processes for XXXX with inputs, outputs and sequences are given in **Annexure-II & III**. Processes include:

i) Trading of items (Procurement from Agents / Principals & supply to OHSMSs)

ii) Repair & refurbishment of static & rotating equipment at Workshop

iii) IT department (Maintenance of systems & support of software and hardware for departments)

iv) HR & Administration (Recruitments & Recording employee attendance, Leaves, Plan for training and renewal of licenses)

Necessary resources for the processes are provided by the management through HR and their responsibilities & authorities are defined and documented. Risks and opportunities for each process are determined and necessary actions are planned to enhance desirable effects and eliminate/reduce undesired effects. The OSHMS consists of the following levels of documented information:

1. **Policies**: Policies are documents that demonstrate the overall commitment to improving quality performance and are authorized by the Management Team.
2. **System procedures:** high-level procedures that define the activities that are to be fulfilled to ensure that the OSHMS that complies with standards.
3. Module workflows, operational procedures and work instructions. Control and operational procedures:
4. Meet OHSMS requirements.
5. Provide supplementary guidance and instructions to support the intent of the OSHMS.
6. Ensure that the requirements of the OSHMS will be adequately addressed within the organization.
7. Forms, registers and records are evidence to prove the OSHMS is operational.

5.0 Leadership

5.1 Leadership & Commitment: General

Management of XXXX demonstrates its leadership & commitment with respect to Occupational Health and Safety Management System (OSHMS) , through :

i) Assigning responsibility and accountability for effectiveness of the OSHMS.
ii) Taking overall responsibility for the prevention of work-related injury and ill health and provision of safe and healthy workplaces and activities.
iii) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities.
iv) Ensuring the organization establishes and implements a process for consultation and participation of workers.
v) Supporting the establishment and functioning of a Health and Safety Committee.
vi) Ensuring that Health and Safety Policy & Health and Safety Objectives are established and are compatible with strategic direction of the organization.
vii) Ensuring that resources needed for the OSHMS are available.
viii) Communicating on importance of effective OSHMS to all concerned. Guiding and supporting personnel to contribute to the effectiveness of OSHMS.
ix) Promoting Risk Based and Process approach.
x) Promoting improvements
xi) Ensuring that OSHMS achieves its intended results by periodic review.

5.2 Health and Safety Policy

The top management of XXXX has established, implemented and maintained a Health and Safety Policy, which is appropriate to the purpose and context of the organization. It provides commitment to satisfy applicable requirements and continual improvements of the Occupational Health and Safety Management System. The Health and Safety policy is communicated, understood and applied within the organization and made available to the relevant interested parties.

The policy, which has been approved by General Manager, is reproduced below

HEALTH & SAFETY POLICY

1. ***Management of health and safety falls within the social category of sustainable development and is of equal importance to the economic success of the business and protection of the environment.***
2. ***Our aim is to provide safe working environments and hence to prevent injury and ill health to our employees and all other stakeholders: clients, professionals, subcontractors, members of the public and anyone else affected by our activities, projects or services.***
3. ***We require all directors and managers to demonstrate leadership in health and safety matters in order to develop and maintain a positive health and safety culture.***
4. ***We will comply fully with all relevant health and safety regulations and codes of practice.***
5. ***We will implement and maintain a Health and Safety System to help deliver these policy commitments.***
6. ***We will provide the necessary resources in personnel, finance and time in order to implement and maintain the Health and Safety System.***
7. ***We will set Health and Safety Objectives annually, which reflect our commitment to continual improvement in health and safety performance and the Health and Safety System.***
8. ***We recognize that we need the support of all our employees in order to achieve our Health and Safety Objectives.***
9. ***We will provide relevant health and safety information, training and instruction for our employees.***
10. ***We will consult with our employees on health and safety matters.***

5.3 Organizational roles, responsibilities and authorities.

Responsibilities and authorities are defined in Job Descriptions. These are communicated to the relevant functions. Organization Chart for XXXX showing the authority and hierarchy of various roles is given in **Annexure – I.**

Management Representative

The Safety Manager is the currently appointed Management Representative and has responsibility and authority for:

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1. Ensuring that the:
2. OHSMS is established, implemented and maintained in accordance with the requirements of ISO 45001:2018.
3. OHSMS processes are delivering their intended outputs.
4. Reporting performance of the OSHMS and opportunity for improvements to the management.
5. Integrity of the OHSMS is maintained when changes to the OHSMS are planned and implemented.
6. Reporting on the performance of the OHSMS to top management for review and as a basis for improvement.

5.4 Consultation and Participation of Workers

Consultation and participation of workers is carried out through the Health & Safety Committee. The following events may be used to facilitate participation:

Toolbox Meeting

1. The safety Manager will chair and take minutes of toolbox meetings.
2. The frequency of toolbox meetings is determined by the:
3. Main Contractor/ Principal
4. contract requirements
5. Company directive
6. All employees and contractors on the site at the time of the meeting MUST attend unless excused by the Safety Manager for an extraordinary reason.
7. The Safety Manager or his representative will record
8. Names of all attendees
9. Concerns or hazards raised
10. Accident reported
11. A brief summary of specific topics covered or instructions given
12. Completed site safety toolbox meeting records shall be held in Toolbox record.

Health and Safety Meeting

1. The Health and Safety Meeting is made up of representatives from all levels within the organization. The meeting can be a committee or it can be a full company meeting.
2. The meetings will be minuted with action points clearly identifying responsibility with target date for completion. The following items will be discussed:
3. Previous minutes and actions taken
4. Reviews of policies
5. Correspondence, i.e. new laws and legislative requirements

6. Objectives achieved
7. Hazards/risk
8. New equipment and new work processes (including hazards associated with new equipment or processes)
9. Training undertaken and training for next period
10. Accidents and incidents
11. Upcoming and overdue events from Mango
12. Changes that affect workplace safety
13. General business Excellence

Appointment of Employee Health and Safety Representatives

If required annual nominations will be asked from employees for representatives to be elected. If more nominations are received for the positions available, an election will be held by ballot. Trained representatives have the following duties as outlined in the responsibilities section.

6.0 Planning

6.1 Addressing Risks and opportunities

6.1.1 GENERAL

The following have been considered in the development of the Health & Safety System:

1. Hazards.
2. OH&S risks and other risks.
3. OH&S opportunities and other opportunities.
4. Legal and other requirements

All Department heads have identified risks for individual processes and controls are developed for all the identified risks. The risks and the issues are addressed with a view to

- enhance desirable effects
- reduce or prevent undesired effects
- achieve improvements

The control actions are implemented considering potential impact on the conformity of products and services. Actions taken to address the risks and issues are regularly monitored by MR & Department Heads for strict implementation. The risks, issues and the controls thereof are maintained as Documented Information by the department heads. Opportunities for achieving desired improvements are identified by the Department heads and implemented to the extent possible. The results of such implementations are reviewed and achieved improvements are assessed.

6.1.2 Hazard identification and assessment of risks and opportunities

6.1.2.1 Hazard Identification

The organization has established, implement and maintain a process for the on-going proactive identification of hazards arising. The process has taken into account but not limited to:

1. Routine and non-routine activities and situations, including consideration of Infrastructure, equipment, materials, substances and the physical conditions of the workplace;
2. Hazards that arise as a result of product design including during research, development, testing, production, assembly, construction, service delivery, maintenance or disposal;
3. Human factors;
4. How the work is actually done;
5. Emergency situations;
6. People, including consideration of those with access to the workplace and their activities, including workers, contractors, visitors and other persons;
7. Those in the vicinity of the workplace that can be affected by the activities of the organization;
8. Workers at a location not under the direct control of the organization;
9. The design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities;
10. Situations occurring in the vicinity of the workplace caused by work-related activities under the control of the organization;
11. Situations not controlled by the organization and occurring in the vicinity of the workplace that can cause work-related injury and ill health to persons in the workplace;
12. Actual or proposed changes in the organization, its operations, processes, activities and Occupational Health and Safety Management System;
13. Changes in knowledge of, and information about, hazards;
14. Past incidents, internal or external to the organization, including emergencies, and their causes;
15. How work is organized and social factors, including workload, work hours, leadership and the culture in the organization.

6.1.2.2 Assessment Of OH&S Risks And Other Risks To The OH&S Management System

The organization has established implemented and maintained processes to:

1. Assess OH&S risks from the identified hazards taking into account applicable legal requirements and other requirements and the effectiveness of existing controls;
2. Identify and assess the risks related to the establishment, implementation, operation and maintenance of the OH&S management system that can occur from the issues identified in the organization context and the needs and expectations of the interest parties.
3. The organization’s methodology and criteria for assessment of OH&S risks is defined with respect to scope, nature and timing, to ensure it is proactive rather than reactive and used in a systematic way. These methodologies and criteria is maintained and retained as documented information.

6.1.2.3 Identification Of OH&S Opportunities And Other Opportunities

The organization has established implemented and maintained processes to identify:

1. Opportunities to enhance OH&S performance taking into account planned changes to the organization and its processes or its activities;
2. Opportunities to eliminate or reduce OH&S risks;

3. Opportunities to adapt work, work organization and work environment to workers;
4. Opportunities for improving the OH&S management system.

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6.1.3 Determination of Legal and other Requirements

The organization has:

1. Determined and has access to the up to date legal requirements to which the organization subscribes / compliance obligations related to its Hazards and OH&S risk;
2. Determined how these legal and other requirements / compliance obligations apply to the organization and what needs to be communicated;
3. Take these legal and other requirements / compliance obligations into account when establishing, implementing, maintaining and continually improving its OH&S management system.

The organization has maintained documented information of its applicable legal and other requirements / compliance obligations and has ensure that it is updated to reflect any changes.

6.1.4 Planning Action

The organization has planned to take actions to address its:

1. Significant environmental aspects, and address these risks and opportunities;
2. Compliance obligations / applicable legal and other requirements;.
3. Risks and opportunities;
4. Integrate and implement the actions into its OHSMS processes or other business processes;
5. Evaluate the effectiveness of these actions;

The organization has taken into account the hierarchy of controls and outputs from the OCCUPATIONAL HEALTH AND SAFETY MS when planning to take action. The organization has considered its best practices, technological options and its financial, operational and business requirements.

6.2 Occupational Health and Safety Objectives and planning to achieve them

Occupational Health and Safety objectives for all processes are defined and are available with the respective department heads. These are consistent with the Occupational Health and Safety policy and measurable. Occupational Health and Safety Objectives are defined with focus on to maintain and improve the OHS and to achieve continual improvement. Objectives are monitored and communicated. Documented information of Occupational Health and Safety Objectives are maintained. Planning for achievements of the Objectives is done covering the action plan, resources responsibility and time period. Management Representative in consultation with the Department heads determines fulfilment of the Occupational Health and Safety objectives periodically and puts forward the results of achievements for Management Review. While planning how to achieve its Occupational Health and Safety objectives, the organization has considered;

1. What will be done;
2. What resources will be required;
3. Who will be responsible;

4. When it will be completed;
5. How the results will be evaluated.
6. How it will be measured through indicator (if practicable) and monitored, including frequency;
7. How the actions to achieve Occupational Health and Safety objectives will be integrated into the organization's business processes.

The organization has maintained and retains documented information on OCCUPATIONAL HEALTH AND SAFETY objectives and planning to achieve them.

7.0 Support

7.1 Resources

The organization has determined and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the OCCUPATIONAL HEALTH AND SAFETY MS. Resources needed, which include people, infrastructure, environment, monitoring & measuring resources are determined by the respective Department heads and approved by the General Manager. For determining the resources, capabilities and constraints of internal resources and required competency are considered.Requirement of personnel and the infrastructure are identified by departmental heads for effective operation and control of OSHMS and are approved by the General Manager. Personnel could be internal or through external providers. Infrastructure includes:

- Systems used for planning & recording (such as ERP) including hardware and software
- Processing and testing equipment at workshop
- information and communication technology

7.2 Competence

Management ensures that the personnel performing work which affects the performance and effectiveness of the OHSMS management system and its ability to fulfill its compliance obligation are competent on the basis of education, training, skills and experience. Where necessary, training is provided to personnel to acquire necessary competence and the effectiveness is evaluated. Documented information is maintained as evidence of competence.

7.3 Awareness

Personnel of each department are made aware of Health and Safety policy, and objectives for the department and their contribution to effective Occupational Health and Safety Management System. They are also made aware of:

1. related actual or potential OH&S hazards and risk that are relevant for them.
2. The implications of not conforming to the Occupational Health and Safety management system requirements, including not fulfilling the organization's compliance obligations, also includes the consequences, actual or potential, of their work activities.
3. Information and outcome of the investigation of relevant incidents.

7.4 Communication

7.4.1 Mode of internal and external communications is informed to the personnel by Department Heads. It includes what to communicate, whom to communicate and when.

7.4.2 Internally communicate information relevant to the Occupational Health and Safety management system among the various levels and functions of the organization, including chan

to the Occupational Health and Safety management system, as appropriate. Ensure its communication process enables persons doing work under the organization's control to contribute to continual improvement.

7.4.3 Externally communicated information relevant to the Occupational Health and Safety management system, as established by the organization's communication process and as required by its compliance obligations.

7.5 Documented Information

Documented information includes manual, procedures, records, information received or communicated by e-mail etc. Documented information are maintained as required by the Occupational Health and Safety Management System and those determined by the organization for effective operations.

Creating & updating documented information

Following are ensured while creating & updating documented information.

- Identification & description (title , date, reference no)
- Format is maintained in system or as hard copy.
- Reviewed and approved by authorized person (department head or by MR, as applicable).

Control of documented information

Documented information is controlled so that these are available and suitable for use. Those are protected from improper use, loss of confidentiality, as applicable .For control of documented information, following are ensured:

- Approval for adequacy prior to issue
- Distribution to concerned functions.
- Ensuring accessibility and retrieval when required.
- Ensuring storage and preservation
- Version or revision control after changes
- Defining retention period and disposition methods.
- Ensuring that documents of external origin are identified and their distribution controlled,

8.0 Operation

8.1 Operation Planning & Control

8.1.1 General

Operational planning is carried out by Individual departments of XXXX so that OHSMS requirements are met. The Planning covers:

1. Health and Safety requirements of product/services to be provided.
2. processes , documents / documented information and resources needed for the product & services
3. Verification, inspection and measurement activities as applicable.

4. Acceptance criteria for the products
5. Adapting to work to workers.
6. On multi-employer workplaces, the organization is implemented a process for coordinating the relevant parts of the OH&S management system with other organizations.

The organization has controlled and planned the changes and reviews the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary. The organization has ensured that outsourced processes are controlled or influenced. The type and extent of control or influence to be applied to the process has been defined within the OHSMS management system. The organization has maintained documented information to the extent necessary to have confidence that the processes have been carried out as planned.

8.1.2 Eliminating hazards & Reducing OH&S Risks

Elimination of hazards and reduction of risks is carried out in line with the following hierarchy of controls:

1. Eliminate the hazard.
2. Substitute with less hazardous process, operations, materials or equipment.
3. Use engineering controls (guards) and reorganization of work.
4. Use administrative controls, including information, instruction and training.
5. Use adequate PPE.

8.1.3 Management of Change

The organization has established a process for the implementation and control of planned changes that impact OH&S performance

1. New products, services and processes will be reviewed and changes made to the Health & Safety System as necessary.
2. Changes to work processes, procedures, equipment, or organizational structure will be reviewed and changes made to the Health and Safety System as necessary
3. Changes to legal and other requirements will be reviewed and changes made to the Health & Safety System as necessary.
4. Changes in knowledge or updated information about hazards and risks will be reviewed and changes made to the Health & Safety System as necessary.
5. Changes in technology will be reviewed and changes made to the Health & Safety System as necessary.

The organization has controlled temporary and permanent changes to promote OH&S opportunities and to ensure they do not have an adverse impact on OH&S performance. The organization will review the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary, including addressing potential opportunities.

8.1.4 Procurement

8.1.4.1 General

Procurement of products and services is carried out in line with the requirements of the company's Health & Safety System. The organization has established controls to ensure that the procurement of services conform to its OH&S management system requirements.

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1.1.4.2 Contractors

The organization has established processes to identify and communicate the hazards and to evaluate and control the OH&S risks, arising from the:

1. Contractors' activities and operations to the organization's workers;
2. Organization's activities and operations to the contractors' workers;
3. Contractors' activities and operations to other interested parties in the workplace;
4. Contractors' activities and operations to contractors' workers.

The Organization has established and maintained processes to ensure that the requirements of the organization's OH&S management system are met by contractors and their workers. These processes shall include the OH&S criteria for selection of contractors. Suppliers and Contractors are to:

1. Comply with the requirements of the OHSMS and participate in OHSMS promotions.
2. Promptly report any unsafe working conditions, faulty equipment, hazards/risks, injuries or incidents

8.1.4.3 Outsourced processes:

Calibration of equipment is outsourced to external calibration agency. Transportation / delivery of products are often outsourced if necessary. The performance of the outsourced agencies are monitored and controlled. Necessary resources for the processes are provided by the management through HR and their responsibilities & authorities are defined and documented. Risks and opportunities for each process are determined and necessary actions are planned to enhance desirable effects and eliminate/reduce undesired effects. The Safety Manager shall ensure that outsourced processes are consistent with legal and organization requirement so that OHSMS requirements are met. The Safety Manager will co ordinate with the outsource provider to assist XXXX to address any impact that outsourcing has on its OHSMS performance.

8.2 Emergency Preparedness And Response

The organization has established, implemented and maintained the process(s) needed to prepare for identify and respond to potential emergency situations and maintain a process to prevent or minimize OH&S risks from potential emergencies, including;

1. Preparing to respond by planning actions to prevent or mitigate adverse OH&S impacts from emergency situations;
2. Responding to actual emergency situations;
3. Taking action to prevent or mitigate the consequences of emergency situations, appropriate to the magnitude of the emergency and the potential environmental impact;
4. Periodically testing the planned response actions, where practicable;
5. Periodically reviewing and revise the process and planned response actions, in particular after the occurrence of emergency situations or tests;
6. Providing relevant information and training related to emergency preparedness and response, as appropriate, to relevant interested parties, including persons working under its control.
7. The establishment of a planned response to emergency situations and including first aid;
8. The periodic testing and exercise of emergency response capability;

9. The evaluation and, as necessary, revision of emergency preparedness processes and procedures including after testing and in particular after the occurrence of emergency situations;
10. The communication and provision of relevant information to all workers and at all levels of the organization on their duties and responsibilities;
11. The provision of training for emergency prevention, first aid, preparedness and response;
12. The communication of relevant information to contractors, visitors, emergency response services, government authorities, and, as appropriate, the local community.

The organization has maintained documented information to the extent necessary to have confidence that the processes are carried out as planned. In all stages of the process the organization has taken into account the needs and capabilities of all relevant interested parties and ensures their involvement. The organization has maintained and retains documented information on the process and on the plans for responding to potential emergency situations.

9.0 Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

XXXX has planned and implemented the monitoring, measurement, analysis and evaluation processes needed:

- Applicable legal requirement and other requirements;
- Its activities and operations related to identified hazards and OHSMS risks and opportunities;
- to continually improve the effectiveness of the Occupational Health and Safety Management Systems.
- Operational Controls;
- Organization's OHSMS Objectives;

XXXX has determined:

1. The criteria against which the organization will evaluate its OHSMS performance;
2. The methods for monitoring, measurement, analysis and evaluation, as applicable, needed to ensure valid results;
3. When the monitoring and measuring shall be performed;
4. When the results from monitoring and measurement shall be analyzed and evaluated and communicated.

The organization has evaluated the performance and the effectiveness of the OHSMS management system. The organization has retained appropriate documented information as evidence of the monitoring, measurement, analysis and evaluation results. The organization has ensured, as applicable that calibrated or verified monitoring and measurement equipment is used and maintained, as appropriate. The organization is communicating relevant environmental performance information both internally and externally, as identified in its communication processes and as required by its compliance obligations. The organization has retained appropriate documented information as evidence of the monitoring, measurement, analysis and evaluation results.

9.1.2 Evaluation of Compliance

Once the application of a particular requirement has been defined, the means of how compliance to the requirement is going to be ensured is to be established by the company, in consultation with appropriate personnel. Various means of ensuring compliance are available and include, but are not limited to the following:

1. Policies and/or procedures being established documented and implemented.
2. Training being provided.
3. Engineered solutions being implemented.
4. Instructional signs being displayed.

Details of the means of ensuring compliance are to be entered into the Legal and Other Requirements.

Means of Verifying Compliance

1. Once the means of ensuring compliance has been determined, the means of how compliance to each requirement is to be verified on a continuous basis is to be established by the XXXX, in consultation with appropriate personnel.
2. Various means of verifying compliance are available and include, but are not limited to the following:
3. Internal auditing. (To verify compliance to the corresponding policies and/or procedures).
4. Periodic workplace inspections
5. Periodic review of records.

9.2 Internal audit

The organization conducts internal audits at planned intervals to determine the Occupational Health and Safety Management System conforms to the planned arrangements, to the requirements of ISO 45001:2018 and to the Occupational Health and Safety Management System requirements including OH&S policy and objective established by the Organization, and that it is effectively implemented and maintained.

An audit program is planned, taking into consideration the status and importance of the processes and areas to be audited, as well as the results of previous audits. The audit criteria, scope, frequency, consultation and methods are defined through documented procedures and relevant records. Selection of Competent auditors and conduct of audits ensure objectivity and impartiality of the audit process. Auditors do not audit their own work.

The responsibilities and requirements for planning and conducting audits, and for reporting results and retaining documented information are defined in a documented procedure. The management responsible for the area being audited ensures that corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes and continually improve its OHSMS performance. Follow-up activities include the verification of actions taken and the reporting of verification results.

Documented information is retained by Management Representative as evidence of implementation of audit programs and audit results. Results of internal audits are reported to the higher management in review meetings.

9.3 Management Review

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Top management of XXXX reviews the Organization's Occupational Health and Safety Management System annually, to ensure its continuing suitability, adequacy, and effectiveness. This review includes assessing opportunities for improvement and the need for changes to the Occupational Health and Safety Management System, including the quality policy and quality objectives.

The inputs to management review shall include information on

- Status of actions from previous management review
- The needs and expectation of interested parties, including compliance obligations / applicable legal requirements and other requirements.
- External & internal issues and their changes
- Hazards, OHS Risk and opportunities.
- Performance & effectiveness of the OSHMS, covering :
  - Extent to which OHS objectives are met
  - Process performance & conformity of products & services
  - Non-conformities and corrective actions
  - Monitoring & measurement results
  - Results of audits (internal & external)
  - Performance of external providers.
- Adequacy of resources
- Effectiveness of the actions taken on risks & opportunities
- fulfilment of its compliance obligations / results of evaluation of compliance
- Opportunities for improvement

The output from the management review will include any decisions and actions related to

- Opportunities for improvement ,
- Any need for changes to the OSHMS
- resource needs

Management Review minutes are generated as documented information and distributed to all concerned for review and necessary actions.

10. **Improvement**

10.1 General

Management of XXXX determines opportunities for improvements and implements necessary actions thereof. These include:

1. Improvement in the products & services for meeting the requirements effectively and also considering future needs and expectations.
2. Implementing corrective actions and preventive measures to eliminate or reduce undesired effects.

3. Improving performance and effectiveness of Occupational Health and Safety Management System.

10.2 INCIDENT, NONCONFORMITY AND CORRECTIVE ACTION

The organization has planned, established, implemented and maintain a process to manage incidents and nonconformities including reporting, investigating and taking action, when an incident or a nonconformity occurs. When an incident or nonconformity occurs, including any arising from complaints, the organization shall:

1. React in a timely manner to the nonconformity and, as applicable:
2. Take action to control and correct it;
3. Deal with the consequences;
4. Evaluate with the participation of workers and the involvement of other relevant interested parties, the need for action to eliminate the cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by:
5. Reviewing and analyzing the incident or nonconformity;
6. Determining the causes of the incident or nonconformity;
7. Determining if similar incident or nonconformities exist, or could potentially occur;
8. Review the assessment of OH&S risk as appropriate.
9. Determine and implement any action needed, including corrective action, in accordance with the hierarchy of controls and the management of change.
10. Review the effectiveness of any corrective action taken;
11. Update risks and opportunities determined during planning, if necessary;
12. Make changes to the QHSE management system, if necessary.

Corrective actions shall be appropriate to the significance of effects or potential effects of the incidents or nonconformities encountered including environmental impact(s).

The organization has retained documented information as evidence of:

1. The nature of the incidents or nonconformities and any subsequent actions taken.
2. The results of any corrective action, including the effectiveness of the actions taken.

The organization will communicate this documented information to relevant workers, and where they exist, workers' representatives, and relevant interested parties.

10.3 CONTINUAL IMPROVEMENT

The organization has continually improved the suitability, adequacy and effectiveness of the QHSE management system to.

1. Prevent occurrence of incidents and nonconformities;
2. Promote a positive occupational health and safety culture;
3. Enhance QHSE performance.

The organization has ensured the participation of workers, as appropriate, in the implementation of its continual improvement objectives. The organization has considered the results of analy and evaluation, and the outputs from management review, to determine if there are needs or opportunities that shall be addressed as part of continual improvement.

Tagged: ISO 45001:2018

Published by Pretesh Biswas

Pretesh Biswas has wealth of qualifications and experience in providing results-oriented solutions for your system development, training or auditing needs. He has helped dozens of organizations in implementing effective management systems to a number of standards. He provide a unique blend of specialized knowledge, experience, tools and interactive skills to help you develop systems that not only get certified, but also contribute to the bottom line. He has taught literally hundreds of students over the past 5 years. He has experience in training at hundreds of organizations in several industry sectors. His training is unique in that which can be customized as to your management system and activities and deliver them at your facility. This greatly accelerates the learning curve and application of the knowledge acquired. He is now ex-Certification body lead auditor now working as consultancy auditor. He has performed hundreds of audits in several industry sectors. As consultancy auditor, he not just report findings, but provide value-added service in recommending appropriate solutions. Experience Consultancy: He has helped over 100 clients in a wide variety of industries achieve ISO 9001,14001,27001,20000, OHSAS 18001 and TS 16949 certification. Industries include automotive, metal stamping and screw machine, fabrication, machining, assembly, Forging electrostatic and chrome plating, heat-treating, coatings, glass, plastic and rubber products, electrical and electronic equipment, assemblies & components, batteries, computer hardware and software, printing, placement and Security help, warehousing and distribution, repair facilities, consumer credit counseling agencies, banks, call centers, etc. Training: He has delivered public and on-site quality management training to over 1000 students. Courses include ISO/TS -RAB approved Lead Auditor, Internal Auditing, Implementation, Documentation, as well as customized ISO/TS courses, PPAP, FMEA, APQP and Control Plans. Auditing: He has conducted over 100 third party registration and surveillance audits and dozens of gap, internal and pre-assessment audits to ISO/QS/TS Standards, in the manufacturing and service sectors. Other services: He has provided business planning, restructuring, asset management, systems and process streamlining services to a variety of manufacturing and service clients such as printing, plastics, automotive, transportation and custom brokerage, warehousing and distribution, electrical and electronics, trading, equipment leasing, etc. Education & professional certification: Pretesh Biswas has held IRCA certified Lead Auditor for ISO 9001,14001 and 27001. He holds a Bachelor of Engineering degree in Mechanical Engineering and is a MBA in Systems and Marketing. Prior to becoming a business consultant 6 years ago, he has worked in several portfolios such as Marketing, operations, production, Quality and customer care. He is also certified in Six Sigma Black belt . View all posts by Pretesh Biswas

‹ Example of Disaster Recovery Process for Information Security Management System

Procedure to contain spread of COVID-19 in workplace settings ›

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One thought on “Example of ISO 45001:2018 OHSMS Manual”

M.A.Hanif Jabbar

September 17, 2020 at 10:05 PM

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ISO 9001:2015 Quality Management System

ISO 14001:2015 Environment Management System

ISO 45001:2018 OH& S management system

Standard for integrated Management system for Quality , Environment and Health & Safety

ISO 27001:2022 Information Security Management System

IATF 16949:2016 Automotive Quality Management System

ISO 31000:2018 Risk Management Guidelines

API SPECIFICATION Q1 TENTH EDITION Quality Management System Requirements

ISO 29001:2020 Petroleum,Petrochemical and Natural gas industries Sector specific Quality Management System

ISO 19011:2018 Guidelines for auditing management systems

What is Six Sigma?

What is Project Management?
आईएसओ ९००१:२०१५ गुणवत्ता प्रबंधन प्रणाली मानक(क्वालिटी मैनेजमेंट सिस्टम स्टैण्डर्ड)

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Pretesh Biswas

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ISO 45001:2018 OH&SMS

ISO 45001:2018 Clause 8.2 Emergency preparedness and response

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ISO 45001:2018 Clause 9 Performance Evaluation

ISO 45001:2018 Clause 9.1 Monitoring, measurement, analysis and performance evaluation

ISO 45001:2018 Clause 9.1.2 Evaluation of compliance

ISO 45001:2018 Clause 9.2 Internal audit

ISO 45001:2018 Clause 9.3 Management review

ISO 45001:2018 Clause 10 Improvement

ISO 45001:2018 Clause 10.1 Improvement – General

ISO 45001:2018 Clause 10.2 Incident, nonconformity and corrective action

ISO 45001:2018 Clause 10.3 Continual improvement

Example of ISO 45001:2018 OHSMS Manual

Procedure for Hazard Identification, Risk Assessment, And Determining Controls

Example of Hazards/Risks Analysis Register

Procedure for Emergency Preparedness and Response-OHSMS

Example of Emergency Preparedness Plan-OHSMS

Procedure for Identification Of Legal And Other Requirements-OHSMS

आईएसओ ४५००१:२०१८ ऑक्यूपेशनल हेल्थ एंड सेफ्टी मैनेजमेंट सिस्टम्स (ISO 45001:2018 OH&S in Hindi)

आईएसओ ४५००१:२०१८ व्यावसायिक स्वास्थ्य और सुरक्षा प्रबंधन प्रणाली मानक (ऑक्यूपेशनल हेल्थ एंड सेफ्टी मैनेजमेंट सिस्टम्स स्टैण्डर्ड)

IMS(EHS) Documents

Standard for integrated Management system for Quality , Environment and Health & Safety

IMS of Quality, Environment and OH&S Internal Audit checklist

Example of HSE Plan

Health Safety and Environmental Documentation Template

IMS Manual (ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018)

Procedure for HSE Risk assessment for identified Hazards/Aspects

Example of Risk assessment of OHSMS and EMS

Procedure to contain spread of COVID-19 in workplace settings

Procedure for Identification Of Legal And Other Requirements-HSEMS

Procedure for Resources, Roles, Responsibility, Accountability, and Authority.

Procedure for Competence, Training, and Awareness.

Procedure for Identification Of EHS Objectives, Targets, and Programs

Procedure for Communication, Participation and Consultation

Procedure for establishing Operational Control

Procedure for Emergency Preparedness And Response-HSEMS

Example of Emergency Preparedness Plan-HSE MS

Example of Procedure for Evaluation of Compliance

Procedure for Incidents Investigation, Non-Conformity, and Corrective Action

Employee HSE Recognition and Reward Procedure

EHS Guidelines For Contractors / Sub-Contractors & Service Providers

Example of Format of Legal Register

OCP For operation of Canteen

OCP for Monitoring and Controlling of Spillages and leakages of all type of oil, coolant, and water

EN

OCP for Operation and Maintenance of ETP and STP

OCP for Mock Drill of Onsite Emergency Plan

OCP for Monitor and Maintain Fire Fighting Equipment and First aid kit

OCP for Housekeeping and Air Quality Monitoring

OCP for Transporters and Vehicle Owners

OCP for the Collection, Transportation, and Disposal of Garbage

OCP for Handling and Disposal of Grinding Dust

OCP for Handling, Storage, and Distribution of Diesel/ Furnace Oil

OCP for Handling And Disposal of Waste Oil

OCP of Handling, Transportation, and Disposal of Hazardous Waste

OCP for Storage and Disposal of Metallic Waste and Garbage

OCP for Use of Pesticide in Canteen and Other Areas

OCP for Security Activities

OCP for Control and Monitoring of Stationary Consumption

OCP for Compliance of Regulatory Requirements

OCP for Visitor Care

OCP for Segregation, Handling, and Disposal of Solid Waste

OCP for Controlling & Monitoring of Noise

OCP for monitoring and Control of Dust/ Fumes

OCP for use of Water

OCP for Machine Safety

OCP for Sanitary Maintenance

OCP for Disposal Of Garden Tools

OCP for Use of Compressed Air

OCP for Handling Of Materials

OCP of Monitoring And Controlling Of Spillages And Leakages Of All Type Of Oil, Coolant, And Water

OCP for monitoring and control of Heat generated

OCP for Use Of Oil (furnace oil, Quenching oil, etc).

OCP for Operation & Maintenance Of DG SET

ISO 14001 OCP for Controlling & Monitoring Of Electrical Energy

ISO 45001 OCP for Working in confined space area

ISO 45001 OCP for Crane and Hoist Chain Operation

ISO 45001 OCP for Forklift

ISO 45001 OCP for Working at Height

ISO 45001 OCP for Storage of Inflammable

ISO 45001 OCP for Shearing

ISO 45001 OCP for Sand Blasting

ISO 45001 OCP for Grinding Operation

ISO 14001 OCP for Waste Management

ISO 45001 OCP for PPE

ISO 45001:2018 Gap Analysis Tools

गुणवत्ता, पर्यावरण और स्वास्थ्य एवं सुरक्षा के लिए एकीकृत प्रबंधन प्रणाली का मानक

Pretesh Biswas

Some Light Reading

OLIVER TWIST

ओलिवर ट्विस्ट- चार्ल्स डिकेंस द्वारा

I would like thank many of the writers in the internet whose material I have used to prepare the blog and I make no claim of its originality.