

ISO 45001:2018

**Occupational Health and Safety
Management Systems**

OH&S Manual / Documented Information

Document No. SMS-001

Street Address

City, State, Zip

Tel,

Cell Phone:

Email:

Web Site:

Instructions:

This manual is used as a template in developing your ISO 45001:2018 Occupational Health and Safety Management System (OHSMS).

- Methods and systems used in the development and operation of the OHSMS vary widely from company to company.
- The blue text and suggestions displayed in the manual are intended to offer some options and to highlight the areas that need attention / update / replacement.
- Review the text and suggestions and at a minimum replace or update them to reflect the unique / customized information of your health and safety management system requirements.
- Delete the blue text after each task is completed.
- Use replace function – enter “Your Company” in find space, enter your company name in replace space – system should make changes throughout the entire document.
- Additional detail / instruction in the use of the SMS-001 manual template is included in a separate file “SMS-Template-Instructions”.

Additional documentation review.

- Similarly, the blue text and suggestions displayed in the OH&S documentation (that will follow) for the procedures, instructions, attachments, forms, and flow diagrams are intended to offer some options and to highlight the areas that require update or replacement.

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Introduction

Your Company developed and implemented an Occupational Health and Safety Management System to document the company's best health and safety practices, better satisfy the requirements and expectations of its interested parties and improve the overall management of the company.

To fully understand the organization and its context, Your Company determined the external and internal issues that are relevant and that affect its ability to achieve the intended results of the OH&S management system (OHSMS).

The OHSMS of Your Company meets the requirements of the ISO 45001:2018 international standard. The system addresses the management of the actions to address risks and opportunities and incorporates a Plan-Do-Check-Act concept. The management of the interactive processes provides for the achievement of continual improvement and focus on efforts leading to the prevention of undesirable outcomes.

The manual describes the OHSMS, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides the documented information with procedures or references for all activities comprising the OHSMS that ensures the compliance to the necessary requirements of the standard.

This manual is used internally to guide the company's employees through the requirements of the ISO standard that must be met and maintained to control or influence the ways to protect the workers from injury and ill-health in the workplace and to provide the necessary instructions that contribute to continual improvement.

This manual is used externally to introduce our Occupational Health and Safety Management System to our customers and other external organizations or interested parties. The manual is used to familiarize them with the controls that have been implemented and to assure them that it provides them with a framework to address work-related injury or ill-health and enhance OH&S performance.

The manual is approved by a top management representative.

President: _____ Date: _____

Section A Scope of the OH&S Management System

To determine and establish the scope of the OHSMS, *Your Company* determined the boundaries and applicability of the system and considered the external and internal issues, the requirements of workers and other relevant interested parties, the activities, the processes, the products and services that are within the company's control or influence and that can impact OH&S performance.

The scope is available and maintained as documented information stating the products and services covered by the OHSMS.

As developed with procedure P-400 for Organizational context, include the scope of your OHSMS here:

For example, if you are a manufacturer of toys, the scope of your OH&S may be:

The scope of the OH&S Management System includes the major product and service categories associated with the primary functions of manufacturing wooden toys at the North Pole location and distributing the product to children of all ages.

Section B References

- a. There are no normative references for ISO 45001:2018.
- b. Applicable definitions are included in documented procedures and instructions at par 3.0 to enhance the understanding of the process.

INSERT YOUR COMPANY LOGO/NAME HERE

P-600-A

Planning for the OH&S Management System

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to establish the process for the planning of the Occupational Health and Safety Management System (OHSMS) at [Your Company](#).
- 1.2 The procedure applies to the planning activities and resources required to meet the objectives of the OHSMS.

2.0 Responsibilities and Authorities

- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In supporting roles, [Top management and the members of the OH&S team](#) ensures that the responsibilities and authorities for the OHSMS are defined and communicated. The organization chart documented on attachment A-530-001 is included in the OH&S manual.
- 2.3 The [OH&S team and the OH&S team leader](#) are responsible to provide the leadership for a process approach and the achievement of intended results with the application of the P-D-C-A (plan, do, check, act methodology) and R-B-T (risk-based thinking)
- 2.4 Additional responsibilities for the [OH&S team leader](#) and the [OH&S team](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 This document introduces clause 6 of the ISO 45001:2018 standard, and covers the planning for the OHSMS.
- 3.2 Top management: Person or group of people who directs and controls an organization at the highest level.
- 3.3 Production processes: Processes that contribute or result in the product or service being produced or the product or service being provided.

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 The activities and resources required to meet the objectives of the OHSMS considers the planning of the system itself, and the management of risks and opportunities.
 - 5.1.1 [OH&S team](#) makes use of the OH&S process identification worksheet, form F-440-001 to identify, plan and document the processes that

1.0 Purpose/Scope

- 1.1 This procedure describes the process for internal and external communication of information regarding the OHSMS at [Your Company](#).
- 1.2 The procedure applies to the personnel whose work affects the performance of the Occupational Health and Safety Management System (OHSMS).

2.0 Responsibilities and Authorities

- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 Additional responsibilities for the [OH&S team leader, the supervisors, and employees](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 This document relates to [clause 7.4](#) of the ISO 45001:2018 standard covering communication.

- 3.2 No Definition

4.0 Resources

- 4.1 None

Related forms, records, and documents are referenced to comply with document control requirements

5.0 Instructions

- 5.1 In support of the procedure P-720 for competence, awareness and training, the [OH&S team](#) establishes the processes for internal and external information and communication relevant to the OHSMS.

- 5.1.1 The tools used to manage and respond to the OHSMS communication needs are designed to address what, when, with whom, and how to communicate information., and consider diversity aspects, such as gender, language culture, literacy, and disability when determining the communication needs.

- 5.1.2 The tools include the OHSMS action reports:

- F-740-001, Public response report – P.R.R.
- F-740-002, Alert report – A.R.
- F-740-003, Incident report – I.R.
- F-740-004, Nonconformance report – N.C.R.
- F-814-003 Provider corrective action request - PCAR
- F-1020-001 Corrective action request – C.A.R.

- 5.1.3 While the above reports have specific purposes, they ensure that reliable information and responses communicated are consistent with information generated by the OHSMS and consider the legal requirements and other requirements / compliance obligations, and considers the views of

Control of Monitoring and Measuring Resources

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to outline the requirements for control of measuring and monitoring resources at [Your Company](#).
- 1.2 The procedure applies to the measuring and monitoring equipment required to meet the objectives of the OHSMS.

2.0 Responsibilities and Authorities

- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In support of the [OH&S team leader](#), the [OH&S team leader](#) is responsible for determining the monitoring and measuring resources needed.
- 2.3 The [OH&S team leader](#) is responsible to designate the [Equipment coordinator](#), and to assign responsibility for calibration and maintenance of the equipment.

3.0 References and Definitions

- 3.1 This document addresses the requirement in clause 9.1.1 of the ISO 45001:2018 standard dealing with the calibration and verification of monitoring and measuring equipment.
- 3.2 No definitions

4.0 Resources

- 4.1 None, ([unless an electronic equipment calibration tracking system is used](#)).

5.0 Instructions

- 5.1 The [OH&S team](#) determines and provides the resources needed to ensure valid and reliable results when monitoring and measuring is used to verify conformity to requirements and to enhance health and safety performance and controls.
- 5.1.1 With procedures P-810 for OHS Operational planning and control, P-910 for OHS Monitoring, measurement, analysis, and evaluation, and the work instruction WI-810-003 for Control of production and delivery, consideration is given to monitoring and measuring resources to ensure that they are:
- Suitable for the specific type of monitoring and measuring activities undertaken,
 - Maintained to ensure their continuing fitness for their purpose and documented information maintained as evidence of fitness for purpose.
- 5.2 The [OH&S team](#) ensures that measuring instruments are calibrated when measurement traceability is considered to be an essential part of providing

INSERT YOUR COMPANY LOGO/NAME HERE

Instructions

- With inputs from the **OH&S team**, the **OH&S team leader** prepares this organizational context worksheet.
- The **OH&S team** is responsible to systematically review each issue tabled below and to indicate whether it is OK (in control) or it Needs Attention.
- During the development and implementation phases of the OHSMS, the determination and tracking of relevant issues is followed up at the regular **(weekly) OH&S team meetings**.
- When issues Need Attention, the **OH&S team** set priorities for projects aimed at further understanding the organization and its context.
- On an on-going basis, the **OH&S team leader** maintains and updates the worksheet for consideration as opportunities for subsequent improvement to the OHSMS.

Organizational Context - Worksheet			
Section 1	External and internal issues that are relevant and that affect the ability to achieve the intended outcomes of the OHSMS include production and service conditions capable of affecting or being affected by the company.		
Issue	Describe the External and Internal issues including business and OH&S management conditions that can affect the purpose of the company or be affected by its decisions.	OK in control	Needs Attention
--	Consider Basic Management principles for:	--	--
Worker focus			
Leadership			
Engagement of people			
Process approach			
Improvement			
Evidence-based decision making			
Relationship management			

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**F-710-001
Equipment Problem Report**

EQUIPMENT PROBLEM REPORT

EQUIPMENT DESCRIPTION: _____

LAST TASK PERFORMED: _____

JOB NUMBER: _____

DATE: _____

OPERATOR: _____

REPORTED BY: _____

DESCRIPTION OF PROBLEM:

ACTION TAKEN

PROBLEM INVESTIGATED BY: _____

PROBLEM RESOLUTION DATE: _____

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ISO 45001:2018 Occupational Health and Safety Management Systems – The Gap Analysis Checklist

This gap analysis checklist is prepared for use in evaluating an Occupational Health and Safety Management System (OHSMS) against the requirements of the new international standard ISO 45001:2018. Each requirement is expressed as a question that the user (auditor / assessor) can use to evaluate your OH&S capabilities. You will need to have a copy of the new standard to use along with this checklist so that you can refer to the requirements and the guidance sections of Annex A. The intent of the main clauses of the new standard is shown in **blue font**.

After you have prepared an audit schedule, and assigned responsibility to your auditors for different areas or processes to audit, copy each section of the checklist for the auditors working with that section. As you work through the checklist take notes on what is in place, and what needs to be developed.

In the space for 'currently in place', list or reference the procedures or other documents, or evidence that you have reviewed and that will provide information for the new OHSMS. Take notes on the status of the documents, that is, will they need to be revised for the new system, or can they be used as is? Also, note where processes are in place, but documentation is needed. Focus on what is in place, and what needs to be developed.

While you do want to know if documented information is in place and if procedures and processes are being complied with, compliance is not your focus for this audit. Remember that the outcome of this audit should be a list of things that your company needs to do to comply with the ISO 45001:2018 standard.

---	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS REQUIREMENTS	Currently in Place	Compliant YES / NO?	If No - % Completed	Items Needed
4	CONTEXT OF THE ORGANIZATION				
Intent of clause	This first clause introduces two sub-clauses relating to the context of the organization, 1 st of all is understanding the organization and its context and 2 nd is understanding the needs and expectations of workers and other interested parties. Together they require that you determine the issues and requirements that can impact on the planning of the OH&S Management System. In addition, the scope of the OH&S and the OH&S processes along with their applicability and interactions need to be determined.				
4.1	Understanding the organization and its context				
	As an organization, does your company determine external and internal issues that are relevant to your purpose?				

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ISO 45001:2018 Occupational Health and Safety Management Systems – The Gap Analysis Checklist

	Does the OHSMS include activities, products and services that are within your control or your influence and that can impact OH&S performance?				
	Is the scope of the OHSMS available and maintained as documented information?				
4.4	OH&S management system				
	Do you have the latest document for ISO 45001:2018?				
	As required by the ISO 45001 standard, do you establish, document, implement, maintain, and continually improve the OHSMS?				
	Does your company determine the processes needed for the OHSMS, their interactions and applications?				
5	LEADERSHIP AND WORKER PARTICIPATION				
Intent of clause	This clause requires that your top management demonstrates leadership and commitment with respect to the OH&S management system. This section also asks top management to establish, implement and maintain an OH&S policy that is appropriate to your company and to ensure that the organizational roles, responsibilities, and authorities for relevant roles are assigned, communicated, and understood. In addition, your company is required to establish, implement and maintain systems for participation by and consultation with both non-managerial and managerial workers in dealing with the OHSMS.				
5.1	Leadership and commitment				
	Does the top management demonstrate leadership and commitment with respect to the OHSMS by:				
	<ul style="list-style-type: none"> • Taking overall responsibility and accountability for the prevention of work-related injury and ill-health 				

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ISO 45001:2018 – Occupational Health and Safety Management System – The Internal Audit Checklist

This checklist is based on the information provided in the ISO 45001:2018 international standard. The checklist is best used by trained and practicing auditors to evaluate or assess Occupational Health and Safety Management Systems (OHSMS) requirements based on the standard. You will see questions on the checklist that refer to the standard and for each clause provisions are made for additional questions.

The auditors are expected to keep in mind that the standard does not require mandatory procedures for the various OHSMS processes; however, the auditors will expect documented information to be available because in the clauses of the standard, the phrase such as 'documented procedures' is used to specify that a process, a method, a system, a work instruction, or an arrangement be documented.

The auditors must use a great deal of discretion and therefore must be careful and thoughtful prior to establishing a deficiency against a requirement. Evidence for visible top management leadership, commitment and quality management action must be looked for.

The **bold** numbers and titles used in the first two columns of the checklist indicate the "Requirements" and may be referred to on nonconformity reports prepared by the auditor.

During assessment of each requirement, auditors record the status of the evaluation by indicating in the right-hand column a

Yes - for Acceptable Condition or **No** - for Deficient Condition

---	OCCUPATIONAL HEALTH and SAFETY MANAGEMENT SYSTEM	OBSERVATIONS / COMMENTS	STATUS
4	CONTEXT OF THE ORGANIZATION		
4.1	Understanding the organization and its context		
	As an organization, does your company determine external and internal issues that are relevant to your purpose?		
	Do you consider the relevant issues that affect your ability to achieve the intended outcomes of the OH&S Management System (OHSMS)?		

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ISO 45001:2018 – Occupational Health and Safety Management System – The Internal Audit Checklist

	Additional Questions		
4.2	Understanding the needs and expectations of workers and other interested parties		
	Has your company determined:		
	<ul style="list-style-type: none"> • The other interested parties that are in addition to your workers, and that are relevant to the OHSMS? 		
	<ul style="list-style-type: none"> • The relevant requirements (needs and expectations) of workers and the other interested parties? 		
	<ul style="list-style-type: none"> • Which of the needs and expectations become applicable legal requirements & other requirements? 		
	Additional Questions		
4.3	Determining the scope of the OH&S management system		
	To establish the scope of the OHSMS, does your company determine its boundaries and applicability?		
	When determining the scope of the OH&S, do you consider the:		
	<ul style="list-style-type: none"> • The external and internal issues per above 4.1? 		
	<ul style="list-style-type: none"> • The relevant interested parties per above 4.2? 		
	<ul style="list-style-type: none"> • The work-related activities performed at your 		

INSERT COMPANY NAME/LOGO HERE

ISO 45001:2018 – Occupational Health and Safety Management System – The Internal Audit Checklist

	company?		
	Does the OHSMS include activities, products and services that are within your control or your influence and that can impact OH&S performance?		
	Is the scope of the OHSMS available and maintained as documented information?		
	Additional Questions		
4.4	OH&S management system		
	Do you have the latest document for the ISO 45001:2018 standard?		
	As required by the ISO 45001 standard, do you establish, document, implement, maintain, and continually improve the OHSMS?		
	Does your company determine the processes needed for the OHSMS, their interactions and applications?		
	Additional Questions		
5	LEADERSHIP AND WORKER PARTICIPATION		
5.1	Leadership and commitment		
	Does the top management demonstrate leadership and commitment with respect to the OHSMS by:		

ISO 45001:2018

Internal Auditor Training



Trainer's Guide

Overview

These course materials are meant to train people to conduct internal OH&S audits within your organization, which are necessary to meet the internal audit requirements of the ISO 45001:2018 standard.

The course is divided into two sections:

1. The first section will familiarize the students with the requirements ISO 45001:2018 OH&S management system.

Allow 4 hours for this section.

2. The second section is devoted to the auditing process. The students will go through all the steps required for an audit, with hands-on involvement in performing each step by conducting a mock audit of a fictitious company.

Allow 8 hours for this section.

This guide contains everything the instructor needs to lead the class.

We recommend that you print this guide as you'll need the PowerPoint speaker notes to lead the class.

Notes:

It is assumed that the instructor has certified Lead Auditor credentials or equivalent experience. This is not meant as a self study course.

It is recommended that the first audit the student is involved with be under the leadership of a lead auditor who has audit experience.

Course Materials

The supplies you will need are:

PowerPoint: **ISO 45001 Guide to Internal Audits** (included).

PowerPoint: **Requirements of ISO 45001** (included).

- A complete version with Speaker Notes is in this Trainer's Guide

PowerPoint: **Steps of Internal Audit** (included).

- A complete version with Speaker Notes is in this Trainer's Guide

Student Manual (included).

- Print one copy for **each student**
- You may wish to have extra copies of the CAR form
- It includes reduced versions of all the PowerPoint presentations.

The ISO 45001:2018 Standard (**NOT Included***)

- One copy for every 2-3 students.

Standards are available electronically from <http://www.techstreet.com/standards>

**The ISO 45001:2018 Standard is a copyrighted document and we are unable to include it.*

Safe-Toy Company (STC) Documented Information (included).

- Print one copy for **each team** of two or three students.
- See next page for list of contents.
- Note: For the purpose of this training, it is not possible to bring all documents from a fictitious company in the classroom.
- However, documents relevant to the audit and non-conformances observed are included. In the list of documented information, the relevant manual and procedures are highlighted in **brown font**.

The purpose of the internal audit is to demonstrate that the company is doing what the company says it does. Documents and records are required to prove that systems are in place. These copies are provided in the Safe-Toy Company (STC) Documents and Records file.

Pages 3 through 8 in STC Documents and Records contain the documentation that makes up the introductory section of the OH&S Management System. The remaining pages contain the Documentation and Records required for the Internal Audit training.

Welcome to ISO 45001:2018

Our Company is working on becoming ISO 45001:2018 registered. This international standard provides for an Occupational Health and Safety Management System that outlines some good basic business practices that we need to have in place. By implementing an OH&S Management System (OHSMS) that complies with the international standard, we will be able to do our part in improving health and safety in our workplace.

Why does our company want to become ISO 45001 registered?

The main reason is that it is the right thing to do! All of us want to do our part in having safe and healthy workplaces where work-related injuries and ill health conditions are eliminated or at least reduced.

Not only do we want to protect the workplace, we want to improve our OH&S performance as an organization. An important benefit is that we will be able to maintain our position in the market place because more and more customers and countries are becoming health and safety conscious and are requiring that suppliers show proof of sound OH&S commitment.

What will employees need to do for the ISO 45001:2018 OH&S Management System?

First, management will be looking at our company's activities, processes, products and services and performing assessments to identify the hazards and determine how they impact our operations. They will then assess the OH&S risks associated with the hazards and determine the actions needed to address both the OH&S risks and the

opportunities and control the processes to make sure we continually improve. Controlling the processes means documenting the procedures and work instructions, training employees and finding ways to make sure that the activities are done consistently no matter who is involved.

This means that employees may be required to have specialized training, or to follow specific work instructions. Employees will need to be aware that "It is Everyone's Job to ensure a Safe & Healthy Workplace".

ISO 45001 Highlights: Things that you will be hearing about as we proceed with this project....

Our OH&S Policy

We will identify our OH&S Policy and will be communicating it to all workers and employees. It is important that all of us are aware of what this statement says about what our company's vision is for meeting health and safety commitments.

Registration Audit

To become ISO 45001:2018 registered, we will be audited by a registration company. This will happen after we have set up the systems to meet all the requirements of the standard.

The 'Registrar' will send an auditor or audit team to our facilities and evaluate the OH&S system we have in place. They will check to see if the processes meet the requirements of the standard and see if we follow our processes. If everything looks good, we will be recommended for registration and be awarded a certificate and be recognized globally!

Watch for our next newsletter for more introduction to ISO 45001:2018, what it will mean to you and your coworkers.