

[Organization logo]

[Organization name]

Commented [45A1]: All fields in this document marked by square brackets [] must be filled in.

OCCUPATIONAL HEALTH & SAFETY MANUAL

Commented [45A2]: If you want to find out more about the OH&S Manual, see:

Does your organization need a health & safety manual?
<http://advisera.com/45001academy/blog/2016/10/12/does-your-organization-need-a-health-safety-manual/>

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

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Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

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[organization name]

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1. About organization

[Basic information about the organization and its production and/or service provisioning program]

2. Purpose, scope and users

The Occupational Health & Safety Management System (OH&SMS) is applied to **all processes and locations** of [organization name] and serves to demonstrate the organization's commitment to occupational health and safety according to ISO 45001.

Users of this document are all employees of [organization name].

Commented [45A5]: The locations and processes without significant OH&S hazards can be left out of the scope of the OH&SMS. In this case, write here only the parts of the organization included in the scope.

3. Terms and Definitions

For the purpose of this OH&S Manual, [organization name] references the terms and definitions listed in the ISO 45001:2018 standard.

4. Context of the organization

4.1. Understanding the organization and its context

[Organization name] understands its context by considering the internal and external issues that affect its ability to achieve the purpose of the OH&SMS.

4.2. Understanding the needs and expectations of workers and other interested parties

[Organization name] has determined the interested parties and their needs and expectations that can affect the OH&SMS.

4.3. Determining the scope of the OH&S Management System

[Organization name] has determined the boundaries and applicability of the Occupational Health and Safety Management System in **Scope of OH&S Management System**.

4.4. OH&S Management System

[Organization name] has established the OH&S Management System in accordance with the requirements of the OH&S Management System.

5. Leadership and worker participation

[organization name]

5.1. Leadership and commitment

The top management of [organization name] takes accountability for the effectiveness of the

OH&S management system to ensure that the OH&S Policy and OH&S Objectives are

compatible with the strategic direction and the context of the organization.

The top management ensures that OH&S requirements are integrated into organizational activities,

business processes, and that the OH&S is achieving its intended results.

The top management communicates the importance of an effective OH&SMS, promotes continual

improvement, and ensures relevant management and its departments maintain a high level of

competence.

5.2. OH&S Policy

[Organization name] has defined an **OH&S Policy** as a separate document and made it available to

employees and interested parties.

The Policy expresses the commitment to achieving and improving the OH&S, and setting OH&S

Objectives.

5.3. Organizational roles and responsibilities

Responsibilities and authorities for relevant roles are assigned by the top management and

communicated within the organization. The top management ensures that all employees

are aware of the OH&S objectives, the OH&S Policy, and its reporting to the management

of the OH&SMS, including OH&S performance, to the top management.

5.4. Consultation and participation of workers

The organization established process for consultation and participation of employees according to

the **Procedure for Communication, Participation and Consultation** at all applicable levels and

times.

The procedure defines mechanisms, timing, roles, and resources necessary to identify

concerns and participation of employees.

6. Planning

6.1. Actions to address risks and opportunities

6.1.1. General

When planning the OH&S management system, consider the context of the organization, needs

and expectations of interested parties, and the scope of the OH&S.

Organization must determine the OH&S objectives based on OH&S risks, compliance

obligations, context of the organization, and needs and expectations of interested parties in order to

The organization shall identify and assess risks and opportunities, legal and other requirements, and OH&S hazards.

The organization shall identify risks and opportunities, legal and other requirements, and OH&S hazards, compliance obligations in **List of Interested Parties, Legal and Other Requirements**, and OH&S hazards, taking into account the nature of the organization, its activities, the risks and opportunities, including those arising from the determination of the organization and interested parties, and the procedure for addressing risks and opportunities and **OH&S Hazards**.

6.1.2. Hazard identification and assessment of risks and opportunities

Hazard identification, risk assessment and determining controls are defined in **Procedure for Addressing Risks and Opportunities and OH&S Hazards**.

6.1.3. Determination of legal and other requirements

The organization shall identify and assess risks and opportunities, legal and other requirements, and OH&S hazards, taking into account the nature of the organization, its activities, the risks and opportunities, including those arising from the determination of the organization and interested parties, and the procedure for addressing risks and opportunities and **OH&S Hazards**.

The process of identification and assessment of compliance with legal requirements is described in the **Procedure for Determining Context of the Organization and Interested Parties**.

6.1.4. Planning actions

The organization plans actions to address risks and opportunities, legal and other requirements and OH&S hazards, taking into account the nature of the organization, its activities, the risks and opportunities, including those arising from the determination of the organization and interested parties, and the procedure for addressing risks and opportunities and **OH&S Hazards**.

6.2. OH&S Objectives and planning to achieve them

The organization shall identify and assess risks and opportunities, legal and other requirements, and OH&S hazards, taking into account the nature of the organization, its activities, the risks and opportunities, including those arising from the determination of the organization and interested parties, and the procedure for addressing risks and opportunities and **OH&S Hazards**.

OH&S objectives are consistent with the OH&S Policy and prescribed to all levels and functions in the organization, including consideration of compliance with legal and other requirements, and OH&S hazards, taking into account the nature of the organization, its activities, the risks and opportunities, including those arising from the determination of the organization and interested parties, and the procedure for addressing risks and opportunities and **OH&S Hazards**.

The organization shall identify and assess risks and opportunities, legal and other requirements, and OH&S hazards, taking into account the nature of the organization, its activities, the risks and opportunities, including those arising from the determination of the organization and interested parties, and the procedure for addressing risks and opportunities and **OH&S Hazards**.

Activities in programs' realization, responsibilities, deadlines, and resources for the realization of the objectives are defined in the **Procedure for Addressing Risks and Opportunities and OH&S Hazards**, taking into account the nature of the organization, its activities, the risks and opportunities, including those arising from the determination of the organization and interested parties, and the procedure for addressing risks and opportunities and **OH&S Hazards**.

7. Support

7.1. Resources

[Organization name] determines and provides resources needed for establishment, implementation, maintenance, and continual improvement of the Occupational Health and Safety Management System.

7.2. Competence

Heads of departments are responsible for identifying the needs and conducting professional training of employees who perform activities that may have a impact on occupational health and safety. They implement and manage training plans to ensure the necessary competence of the workers, in the form of education, training, skills and experience, in accordance with the requirements of their work.

The method of ensuring the necessary competencies for roles, responsibilities, and authorities for employees is set out in the Occupational Health and Safety Management System. The method of ensuring the necessary competencies for roles, responsibilities, and authorities for employees is set out in the Occupational Health and Safety Management System.

7.3. Awareness

[Organization name] ensures that persons doing work under its control are aware of the OH&S Policy, OH&S Objectives, the consequences of the objectives of the OH&S, and implications of non-compliance with the OH&S requirements.

7.4. Communication

Organization uses one or more forms and methods of internal and external communication, as well as communication to suppliers and other interested parties, in accordance with the

Procedure for Communication, Participation and Consultation.

The OH&S Manual describes the communication, consultation, participation and other procedures used in the OH&S system in the organization.

7.5. Documented information

Documentation of the OH&SMS is carried out through the following documents:

- OH&S Policy
- OH&S Objectives
- OH&S Manual
- Procedures, including records, supporting the OH&S, in accordance with the OH&S Management System
- Procedures, including records, for communication, consultation, participation and other procedures used in the OH&S system in the organization

given in the **List of Internal Documents**

Commented [45A6]: Adapt to organization's needs.

[organization name]

Managing all the documents of the OH&SMS, including the method of collection, use, and

8. Operational control

8.1. Operational planning and control

accordance with the *Procedure for Operational Control* and SOPs (Standard Operating Procedures).

8.2. Emergency preparedness and response

[Organization name], in order to identify, prevent, and mitigate the risks regarding occupational health and safety, according to the *Procedure for Emergency Preparedness and Response*, prescribes

[Organization name] maintains the proper equipment necessary for prevention and response in case of a hazardous situation.

9. Performance evaluation

9.1.1. Monitoring, measurement, analysis and performance evaluation

Activities of monitoring and measurement refer to the qualitative and quantitative measurements programs, number of incidents (including “near misses”), and other data on OH&SMS effectiveness.

[Job title] is responsible for recording data and measuring and monitoring results that facilitate

carries an authorized institution.

the *Equipment Calibration Record*.

9.1.2. Evaluation of compliance

Commented [45A7]: The measurements that are needed, but that the organization doesn't have capacity or resources to conduct.

E.g., measuring of CO₂ emissions, concentration of hazardous matters in waste, etc.

Commented [45A8]: Adapt to the organization's needs.

[organization name]

requirements to which the organization has agreed, as it is regulated by the **Procedure for Determining Context of the Organization and Interested Parties**.

9.2. Internal Audits

[Organization name] conducts internal audits to ensure compliance with the OH&SMS according to the **Procedure for Internal Audits**.

9.3. Management review

The top management of [organization name] reviews the OH&SMS at least once a year to ensure its effectiveness, relevance, and alignment. [Job title] is responsible for the management review process according to the **Procedure for Management Review**.

10. Improvement

10.1. General

[Organization name] determines opportunities for improvement and implements necessary actions according to the **Procedure for Improvement**.

10.2. Incident, nonconformity and corrective Actions

[Job title] is responsible for investigation, recording, and analysis of incidents according to the **Procedure for Incident Investigation**.

[Job title] is responsible for investigation, recording, and analysis of incidents according to the **Procedure for Incident Investigation**.

Corrective actions are conducted according to the **Procedure for the Management of Non-Conformities and Corrective Actions**, at the places where it is detected that current actions and [Job title] is responsible for the management of non-conformities according to the **Procedure for Management of Non-Conformities and Corrective Actions**.

10.3. Continual improvement

[Organization name] continuously improves the OH&SMS according to the **Procedure for Continual Improvement**.