

[organization logo]

[organization name]

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## SCOPE OF THE OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

Code:	
Version:	
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## Change history

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

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## 1. Purpose, scope and users

The purpose of this document is to clearly define the boundaries of the Occupational Health & Safety Management System (OH&SMS) in [organization name].

This document is applied to all documentation and activities within the OH&SMS.

Users of this document are members of [organization name] management, members of the project team implementing the OH&SMS, and [employees' names].

**Commented [45A4]:** Provide names of all other employees who must have access to this document.

## 2. Reference documents

- ISO 45001 standard, clause 4.3
- [Project Plan document for ISO 45001 implementation]
- Procedure for Determining Context of the Organization and Interested Parties
- List of Interested Parties, Legal and Other Requirements

**Commented [45A5]:** Include this item if a Project Plan exists.

## 3. Definition of OH&SMS scope

The scope of the Occupational Health & Safety management system defines the physical and organizational boundaries within the OH&SMS system. The organization considers context of the organization, needs and expectations of interested parties, and the nature of control and influence that can be exerted over activities, products and services. The scope is a formal and representative statement of the organization's operations included within the OH&SMS boundaries and is

available to interested parties. Taking into account the compliance obligations, the OH&SMS scope is defined as specified in the following items:

### 3.1. Processes and activities

[Specify the activities and processes which are included in the scope]

### 3.2. Products and services

[Specify the products and services which are included in the scope]

### 3.3. Organizational units and functions

[Specify the organizational units and functions which are included in the scope, and how they are separated from the organizational units and functions that are not included in the scope]

**Commented [45A6]:** E.g., walls, doors, etc.

### 3.4. Locations

[Specify the locations which are included in the scope, and how they are separated from the locations that are not included in the scope]

**Commented [45A7]:** E.g., walls, doors, separate building, etc.

### 3.5. Exclusions from the scope

Scope of the OH&SMS

ver [version] from [date]

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The following is not included in the scope: **Specific activities, processes, products, services, or facilities that have significant occupational health and safety hazards and risks, or to evade the organization's compliance obligations.**

**Commented [45A8]:** Scoping should not be used to exclude activities, processes, products, services, or facilities that have significant occupational health and safety hazards and risks, or to evade the organization's compliance obligations.

[job title]

[name]

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[signature]

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