

Health and Safety Manual

ISO 45001:2018

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2 Introduction

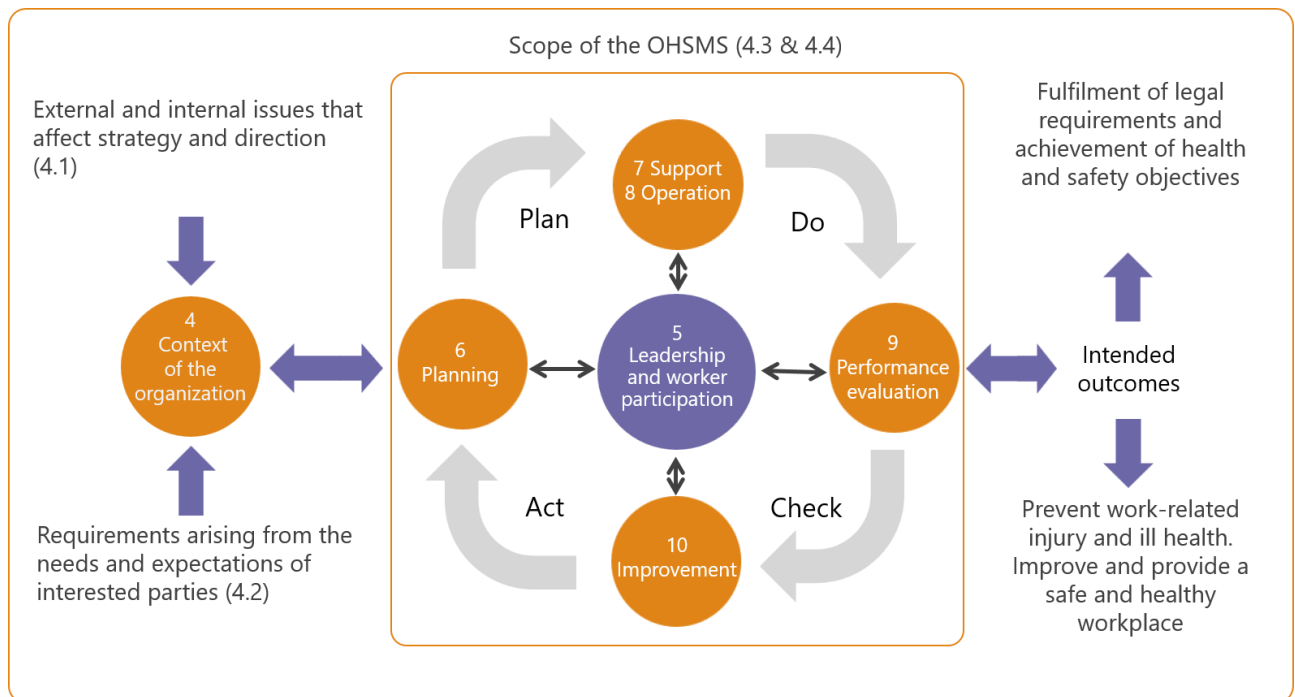
Your organization has developed and implemented a health and safety management system (OHSMS), which uses ISO 45001:2018 as a framework that allows our organization to document and improve our health and safety practices to satisfy our stakeholders' needs and expectations better.

2.1 Process Activity Map

The process overview (turtle diagram) provides stakeholders, process owners, and participants with an overview of the interactions of the management system.

The figure below illustrates our methodology for developing our health and safety management system, using the plan, do, check, and act process approach to implement and deliver management system objectives and stakeholder requirements and achieve compliance.

Figure 1: Overview of the Health and Safety Management System



Certification to ISO 45001 will help achieve these intended outcomes and demonstrate that the health and safety management system is effective and provides value for our organization and its interested parties.

2.2 Purpose

This document describes our health and safety management system and delineates authorities, inter relationships, and the responsibilities of personnel. The health and safety manual also references procedures and activities comprising our management system.

The document helps to familiarise stakeholders and other external organizations or individuals with the health and safety controls that your organization has implemented. The controls defined herein demonstrate to all interested parties that our health and safety management system is focused on implementing processes that deliver stakeholder satisfaction while limiting the safety impact of our operations.

2.3 Applicability

Our health and safety management system meets the requirements of ISO 45001 and uses the PDCA approach to process planning. Our health and safety management system addresses and supports our strategies for the <design, development, manufacturing, installation, and servicing of our products>, <also insert the registered address of your organization and/or facilities here>

2.4 Plan-Do-Check-Act Cycle

The operation of our occupational health and safety management system is achieved by using the Plan-Do-Check-Act (PDCA) cycle with a focus on risk-based thinking, leveraging opportunities, and preventing undesirable results. The closed Loop Cycle can briefly be described as follows:

- 1. Plan: Establish the objectives relevant to the health and safety management system and its processes; plan for the resources needed to deliver results in accordance with stakeholders' requirements and organizational policies; identify and address business risks and opportunities;
- 2. Do: Implement what was planned;
- 3. Check: Monitor and (where applicable) measure the processes and the outputs against policies, objectives, requirements, and planned activities, and report the results; and
- 4. Act: Close the loop by taking actions to improve the health and safety management system's performance, as necessary.

3 Terms & Definitions

In addition to ISO 45001:2018, we refer to other relevant national or internationally recognized standards appropriate to our context.

Standard	Title	Description
ISO 45001:2018-03	Occupational health and safety	Amendment 1 Climate action changes 2024-02
ISO 45002:2023	Occupational health and safety	General guidelines for implementing ISO 45001
ISO 45002-3:2018	Occupational health and safety	Guidance on incident investigation
ISO 19011:2018	Auditing management systems	Guidelines for auditing

This document does not introduce any new definitions but instead relies on definitions typically used by our customers, workers, stakeholders, or marketplace; terms typically used in standards and regulations as they relate to our products and services; standard business terminology; and terms and vocabulary commonly used in our industry.

Terms and definitions specific to occupational health and safety are as follows:

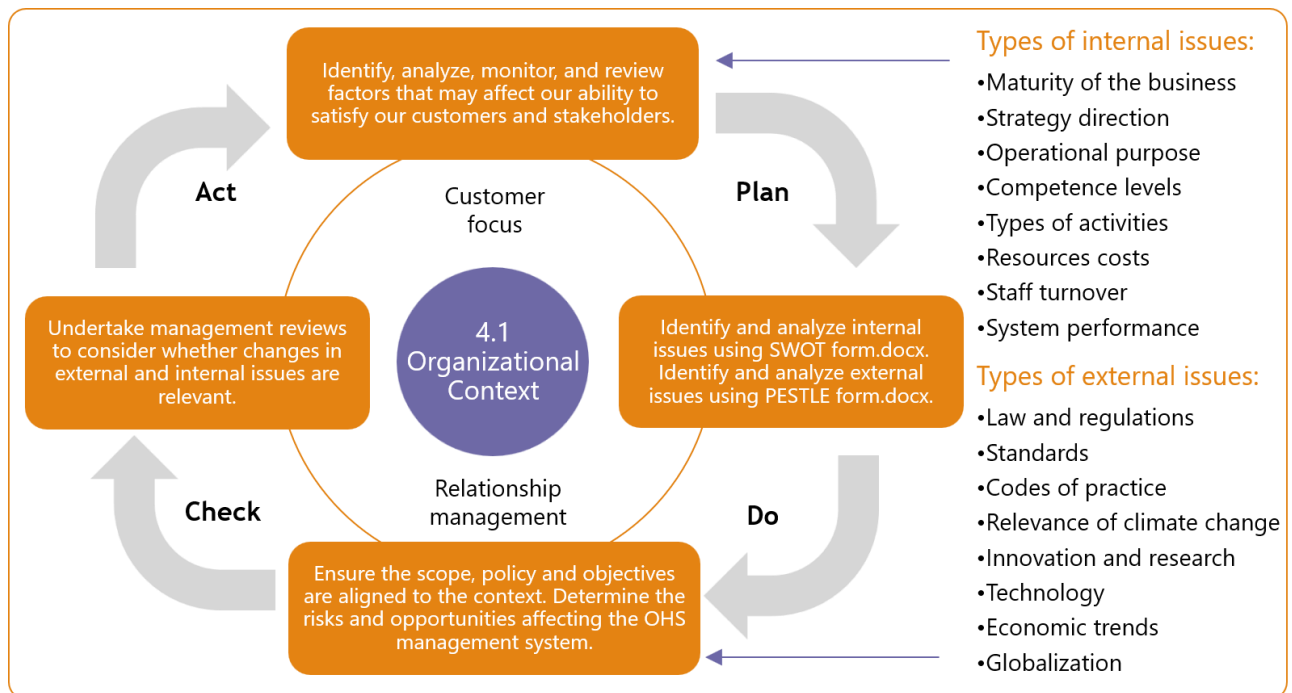
- **Hazard:** a source with the potential to cause injury or ill health. Hazards can include sources with the potential to cause harm or hazardous situations or circumstances with the potential for exposure leading to injury and ill-health;
- **Risk:** the effect of uncertainty, or a combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of an injury or ill health caused by the event or exposure(s). Risk = Likelihood (Probability) x Severity (Consequence);
- **Risk assessment:** the process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable;

4 Context of Our Organization

4.1 Organizational Context

Your organization is committed to defining our position in the marketplace and understanding how relevant factors arising from legal, political, economic, social, and technological issues influence our strategic direction and our organizational context.

Figure 2: Examples of Internal & External Influences



Your organization identifies, analyzes, monitors, and reviews factors that may affect our ability to satisfy our customers and stakeholders, as well as factors that may adversely affect the stability of our processes and the integrity of the management system.

To ensure that our health and safety management system is aligned with our strategy while considering the relevant internal and external factors, we initially collate and analyze pertinent information to determine the potential impact on our context and subsequent business strategy. Such issues include factors that are affected by our organization or can affect our organization. Broadly, these issues are defined as:

1. **Internal issues** – conditions related to our organizational activities, products, services, strategic direction, culture, people, knowledge, processes, and systems. Using SWOT analysis provides our organization with a framework for reviewing and evaluating our strategies, the position and direction of our organization, business propositions, and other ideas;
2. **External issues** – conditions related to cultural, social, political, legal, regulatory, financial, technological, climate change, economic, and competition at local, national, or international levels. Using PESTLE analysis provides our organization with a framework for measuring our market and growth potential.

Your organization then monitors and reviews this information to ensure a continual understanding of each group's requirements is derived and maintained. To facilitate the understanding of our context, we regularly

consider issues that influence our context during management review meetings using the Context & Interested Parties analysis template.

The results of which are conveyed via minutes and business planning documents. We maintain and retain, in addition to this document, the following documented information to describe our organizational context and decisions relating to it:

1. Context & Interested Parties analysis underpins our **policies** and drives our **future goals**;
2. SWOT Analysis to help understand **internal issues**;
3. PESTLE Analysis to help understand **external issues**;
4. Analysis of business plans, strategies, and statutory and regulatory commitments;
5. Analysis of technology and competitors;
6. Economic reports from relevant business sectors;
7. Technical reports from technical experts and consultants;
8. Minutes of meetings, process maps, reports, etc.

The outputs from these activities are evident as an input to determining the scope of our health and safety management system (4.3) and its processes (4.4), as well as the consideration of risks and opportunities that may affect the safety management system and the resulting actions that we take to address them (6.1).

SWOT analysis provides our organization with a framework for reviewing and evaluating our strategies, the position and direction of our organization, business propositions, and other ideas. Similarly, PESTLE analysis provides our organization with a framework for measuring our market and growth potential according to external political, economic, social, technological, legal, and environmental factors.

4.2 Requirements of Workers & Other Interested Parties

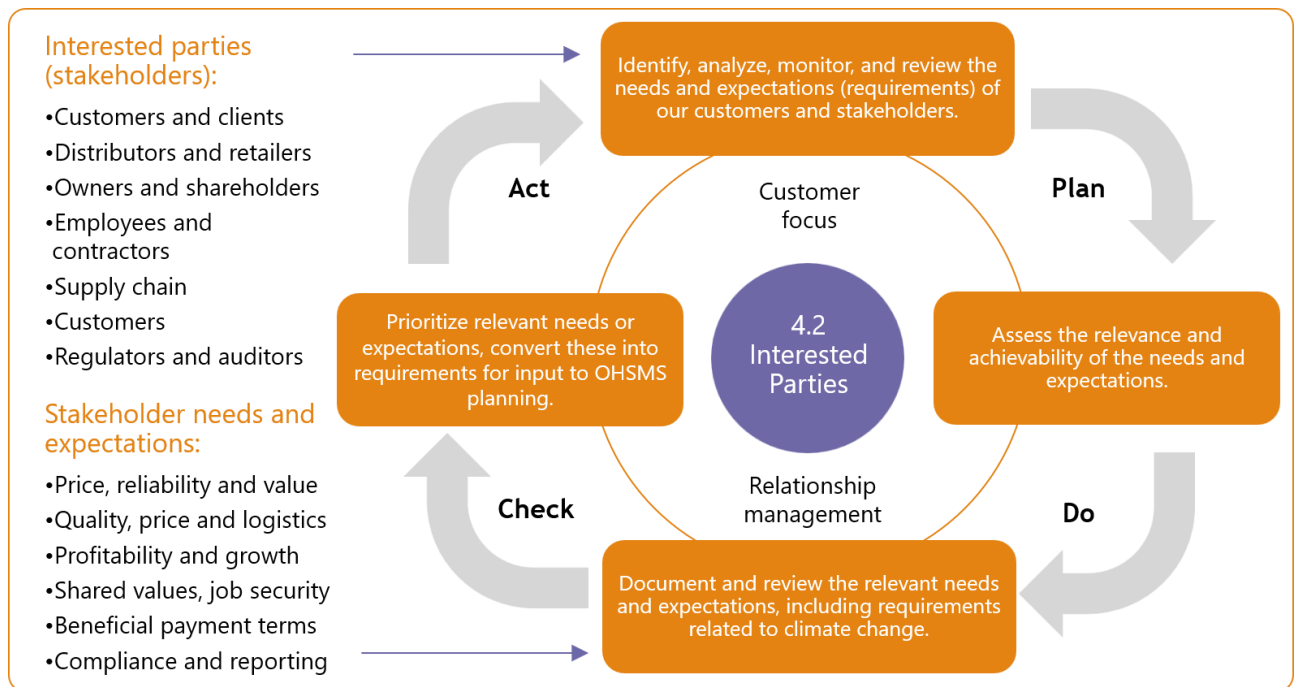
Your organization identifies and classifies its interested parties based on current information and knowledge held within our business. Each interested party is allocated to one or more categories and is analyzed to determine whether any relevant needs or expectations exist which could impact our business activities or the safety management system and which must be adopted by our organization.

Using the Context & Interested Parties analysis template, interested parties and their requirements are ranked and scored using simple, subjective criteria to create a Risk Potential Number (RPN). This is calculated by multiplying the perceived power score by the priority score, by the relevance score.

Prioritized relevant needs or expectations are converted into requirements, which become inputs to health and safety management system planning and **product** and/or **service** designs. The outputs from this process are typically used to inform the following sections and processes of the health and safety management system:

1. Management system scope - 4.3;
2. Management system processes - 4.4;
3. Risk and opportunities - 6.1.1;
4. OH&S hazard identification and risk assessment - 6.1.2;
5. Legal and other requirements - 6.1.3;
6. Communication - 7.4;
7. Operations - 8.0.

Figure 3: Types of Interested Party



Your organization recognizes that we have a unique set of workers and interested parties whose needs and expectations change and develop over time and that only a limited set of their respective needs and expectations apply to our operational purpose.

4.3 Health & Safety Management System Scope

Based on the scope of our activities described in Section 1 - Introduction and the analysis of the issues and requirements identified in Sections 4.1 and 4.2, your organization has established the scope of our health and safety management system to implement the objectives and policies that are relevant to our context, physical and organizational boundaries, and interested parties.

Our health and safety management system addresses and supports our broader strategies for the design, development, manufacturing, installation, and service of our products. [Insert the registered address of your organization and/or facilities here.](#)

Your scope statement should succinctly summarize what your business does and what your products and/or services are. A couple of sentences and some bullet points are all that is required, as this text will be shown on your certificate.

For our health and safety management system to be robust, all the activities, products, and services undertaken by your organization are included within the scope of the safety management system. In this way, we can control and influence our activities, products, and services.

Although we recognize that ISO 45001:2018 does not require a formal manual, we have decided to retain and update our occupational health and safety management system manual, as our employees, customers, suppliers, and other stakeholders perceive it to add value to our operations.

4.4 Health & Safety Management System