ISO 45001:2018 Occupational Health and Safety Management Systems

**Management Overview Executive Summary**

# Introduction

ISO 45001:2018 provides a framework for organizations to manage occupational health and safety (OH&S) risks and improve OH&S performance. The standard aims to enable organizations to provide safe and healthy workplaces by preventing work-related injury and ill health, as well as by proactively improving OH&S performance.

The standard is built on the Plan-Do-Check-Act (PDCA) model, providing an iterative process for continual improvement. Organizations can demonstrate conformity through self-declaration, customer confirmation, external party verification, or third-party certification.

# Section 1: Scope

ISO 45001:2018 specifies requirements for an occupational health and safety management system to enable organizations to provide safe and healthy workplaces, prevent work-related injury and ill health, and proactively improve OH&S performance. The standard is applicable to any organization regardless of size, type, and activities, covering OH&S risks under the organization's control. The intended outcomes include continual improvement of OH&S performance, fulfillment of legal requirements and other requirements, and achievement of OH&S objectives.

# Section 2: Normative References

No normative references are cited in this standard.

# Section 3: Terms and Definitions

The standard provides comprehensive definitions organized into key categories:

* **Organizational Terms**: Including organization, interested party, worker, participation, consultation, workplace, contractor, and requirements
* **Management System Terms**: Covering management system, OH&S management system, top management, effectiveness, policy, and OH&S policy
* **OH&S Performance Terms**: Including objective, OH&S objective, injury and ill health, hazard, risk, OH&S risk, OH&S opportunity, and OH&S performance
* **System Support Terms**: Covering competence, documented information, process, procedure, performance, outsourcing, monitoring, measurement, audit, conformity, nonconformity, incident, corrective action, and continual improvement

# Section 4: Context of the Organization

**4.1 Understanding Organization and Context**: Organizations must determine external and internal issues relevant to their purpose that affect their ability to achieve OH&S management system intended outcomes.

**4.2 Understanding Needs and Expectations**: Organizations must determine other interested parties beyond workers, their relevant needs and expectations, and which become legal requirements and other requirements.

**4.3 Determining OH&S Management System Scope**: Organizations must establish boundaries and applicability of the OH&S management system, considering external/internal issues, requirements, and planned/performed work-related activities.

**4.4 OH&S Management System**: Organizations must establish, implement, maintain, and continually improve an OH&S management system, including needed processes and their interactions.

# Section 5: Leadership and Worker Participation

**5.1 Leadership and Commitment**: Top management must demonstrate leadership through overall responsibility for work-related injury prevention, policy establishment, integration into business processes, resource provision, communication, outcome achievement, personnel support, continual improvement promotion, culture development, worker protection from reprisals, consultation process establishment, and health and safety committee support.

**5.2 OH&S Policy**: Top management must establish a policy that includes commitments to safe and healthy working conditions, provides framework for objectives, fulfills legal requirements, eliminates hazards and reduces risks, promotes continual improvement, and ensures consultation and participation of workers.

**5.3 Organizational Roles and Responsibilities**: Top management must assign and communicate responsibilities and authorities for relevant roles, ensuring conformity and performance reporting.

**5.4 Consultation and Participation of Workers**: Organizations must establish processes for worker consultation and participation at all levels, providing necessary mechanisms, timely access to information, removing barriers, and emphasizing consultation on key OH&S matters.

# Section 6: Planning

**6.1 Actions to Address Risks and Opportunities**:

**6.1.1 General**: Organizations must determine risks and opportunities to ensure OH&S management system achievement, prevent undesired effects, and achieve continual improvement.

**6.1.2 Hazard Identification and Assessment**: Organizations must establish ongoing, proactive hazard identification processes considering work organization, routine/non-routine activities, past incidents, potential emergencies, people, and other issues. They must assess OH&S risks from identified hazards and other risks to the management system.

**6.1.3 Determination of Legal Requirements**: Organizations must determine and access up-to-date legal requirements and other requirements applicable to hazards and OH&S risks.

**6.1.4 Planning Action**: Organizations must plan actions to address risks, opportunities, legal requirements, and emergency preparedness, considering hierarchy of controls and integration methods.

**6.2 OH&S Objectives and Planning**: Organizations must establish measurable OH&S objectives at relevant functions and levels, considering significant aspects and compliance obligations, and plan detailed actions to achieve them.

# Section 7: Support

**7.1 Resources**: Organizations must determine and provide necessary resources for OH&S management system establishment, implementation, maintenance, and continual improvement.

**7.2 Competence**: Organizations must determine necessary competence for workers affecting OH&S performance, ensure competence through education/training/experience, and evaluate effectiveness.

**7.3 Awareness**: Workers must be aware of OH&S policy and objectives, their contribution to effectiveness, implications of non-conformance, incidents and investigations, relevant hazards and risks, and ability to remove themselves from dangerous situations.

**7.4 Communication**: Organizations must establish internal and external communication processes, determining content, timing, recipients, and methods while considering diversity aspects and ensuring reliable information.

**7.5 Documented Information**: Organizations must include required documented information and additional information necessary for effectiveness, with appropriate creation, updating, and control processes.

# Section 8: Operation

**8.1 Operational Planning and Control**: Organizations must plan, implement, control, and maintain processes to meet OH&S requirements, establishing criteria, implementing controls, maintaining documented information, adapting work to workers, and coordinating with other organizations at multi-employer workplaces.

**8.1.2 Eliminating Hazards and Reducing Risks**: Organizations must use hierarchy of controls: elimination, substitution, engineering controls and work reorganization, administrative controls including training, and personal protective equipment.

**8.1.3 Management of Change**: Organizations must establish processes for planned temporary and permanent changes affecting OH&S performance, including new products/services/processes, legal requirement changes, knowledge changes, and technology developments.

**8.1.4 Procurement**: Organizations must control procurement to ensure conformity, coordinate with contractors, identify and control OH&S risks, and ensure outsourced functions are controlled.

**8.2 Emergency Preparedness and Response**: Organizations must establish processes to prepare for and respond to potential emergency situations, including planned responses, training, testing, performance evaluation, communication, and consideration of interested party needs.

# Section 9: Performance Evaluation

**9.1 Monitoring, Measurement, Analysis and Evaluation**: Organizations must monitor, measure, analyze, and evaluate OH&S performance, determining what needs monitoring, methods, criteria, timing, and ensuring equipment calibration.

**9.1.2 Evaluation of Compliance**: Organizations must establish processes to evaluate compliance with legal requirements and other requirements, determining frequency, evaluating compliance, and maintaining compliance status knowledge.

**9.2 Internal Audit**: Organizations must conduct internal audits at planned intervals to verify conformity and effective implementation, establishing audit programs considering importance and previous results.

**9.3 Management Review**: Top management must review the OH&S management system at planned intervals, considering previous actions, changes, objective achievement, performance information, resources, communications, and improvement opportunities.

# Section 10: Improvement

**10.1 General**: Organizations must determine improvement opportunities and implement necessary actions to achieve intended outcomes.

**10.2 Incident, Nonconformity and Corrective Action**: When incidents or nonconformities occur, organizations must react promptly, evaluate corrective action needs, determine causes, implement actions, assess effectiveness, and make necessary system changes.

**10.3 Continual Improvement**: Organizations must continually improve OH&S management system suitability, adequacy, and effectiveness by enhancing performance, promoting culture, encouraging worker participation, communicating results, and maintaining documented information.

# Annex A: Guidance on Use

Provides explanatory information to prevent misinterpretation of requirements, including clarification of structure, terminology, concepts, and specific guidance on implementing each clause. Emphasizes the importance of systems perspective and worker participation throughout the standard.

# Key Success Factors

* **Top Management Leadership**: Essential for demonstrating commitment and providing resources
* **Worker Participation**: Critical for identifying hazards and implementing effective controls
* **Risk-Based Thinking**: Systematic approach to identifying and managing OH&S risks
* **Hierarchy of Controls**: Prioritizing elimination and prevention over protection
* **Continual Improvement**: Ongoing enhancement of OH&S performance and system effectiveness

# Implementation Benefits

* Enhanced worker health and safety protection
* Reduced work-related injuries and illnesses
* Improved compliance with OH&S regulations
* Better stakeholder relationships and worker engagement
* Potential cost savings through reduced incidents and insurance premiums
* Enhanced organizational reputation and competitive advantage
* Contribution to sustainable business operations