

**Integrating the
OCCUPATIONAL HEALTH AND SAFETY
Management system in the existing
QUALITY Management System
and the existing
ENVIRONMENTAL Management System**

QUALITY MANAGEMENT SYSTEM

ENVIRONMENTAL MANAGEMENT SYSTEM

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM**

QUALITY MANAGEMENT SYSTEM

**ENVIRONMENTAL MANAGEMENT
SYSTEM**

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT
SYSTEM**

MANUAL

*Type Your Company Name
Street Address
City, State Zip
Here*

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Introduction to the Integrated System (IMS)

Your Company developed and implemented an integrated Quality, Environmental and Occupational Health and Safety Management System in order to document the company's best business practices, better satisfy the requirements and expectations of its customers, workers, and other interested parties, enhance its quality, environmental performance, support and promote good health and safety practices 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 integrated management system.

Your Company meets the requirements of the international standard ISO 9001:2015. The system addresses the design, development, production, installation, and servicing of the company's products.

Your Company meets the requirements of the international standard ISO 14001:2015. The system addresses the management of environmental aspects, compliance obligations, the actions to address risks and opportunities.

Your Company meets the requirements of the ISO 45001:2018 international standard. The system addresses the identification of workplace hazards and the management of the actions to address risks and opportunities

The IMS incorporates the process approach where consistent and predictable results are achieved more effectively and efficiently when activities are understood and managed as interrelated processes. The management of the interactive processes provides for the achievement of continual improvement with focus on efforts leading to the prevention of undesirable outcomes and the incorporation of the Plan-Do-Check-Act continual improvement cycle.

The manual describes the IMS, delineates authorities, interrelationships, 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 an integrated system that ensures the compliance to the necessary requirements of the standards.

This manual is used internally to guide the company's employees through the requirements of the ISO standards that must be met and maintained in order to control or influence the ways to provide quality goods and services, protect the environment, maintain safe and healthy workplaces, and to detail the necessary instructions that lead to continual improvement.

This manual is used externally to introduce our IMS 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 for a framework to meet the intended outcomes of the integrated management system.

The manual is approved by a top management representative.

President: _____ Date: _____

Section A Scope or the Integrated Management System

To determine and establish the scope of the Integrated Management System (IMS) **Your Company** determined the boundaries and applicability of the quality, environmental, and health and safety systems and considered the external and internal issues, the requirements of the workers and other relevant interested parties, the activities, the processes, and the products and services that are within the company's control or influence and that can impact performance.

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

Scope of the Quality, Environmental and OHSMS.

Your Company applies all the requirements of ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 when they are applicable within the determined scope of the IMS.

As developed with procedure P-400 for Organizational context, include the scope of your IMS here: For example, if you are a manufacturer of toys, the scope may be:

The scope of the Quality, Environmental and Health and Safety 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.

Conformity to the international standards may only be claimed if the requirements determined as not being applicable do not affect the organization's ability or responsibility to meet requirements. In the event that any requirement is not applicable at **Your Company**, justification for any instance where a requirement cannot be applied is documented.

Your Company has determined that the following requirement(s) is/are not applicable to the operations at this site: _____.

As determined with procedure P-400, identify the requirement(s) that do not apply and document the justification here: For example, if you are a manufacturer of toys, a requirement that does not apply may be:

Clause 8.5.5 for post-delivery activities does not apply to the company. Customer feedback has shown that conformity to post-delivery services is achieved with the initial delivery.

Section B References

- a. Normative reference
 - ISO 9000:2015 Quality Management Systems – Fundamentals and vocabulary.
 - There are no normative references for ISO 14001:2015.
 - **There are no normative references for ISO 45001:2018.**
- b. Definitions. 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

Emergency Preparedness and Response

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to establish a method to identify health and safety emergency situations and potential accidents and respond to such situations at [Your Company](#).
- 1.2 The procedure applies to the methods for the reporting of emergencies and for the effective management from the time of discovery to the ultimate resolution to safeguard the health and safety for workers and interested parties.
- 1.3 The procedure applies to the emergency preparedness and response processes required to meet the objectives of the OHSMS.

2.0 Responsibilities and Authorities

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

3.0 References and Definitions

- 3.1 This document relates to clause 8.2 of the ISO 45001:2018 standard covering emergency preparedness and response.
- 3.2 No Definitions

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 In support of the [Operations manager](#), the [OH&S team](#) is responsible to establish, implement and maintain the processes needed to prepare for and respond to the potential emergency situations as determined with the identification of hazards and assessment of OH&S risks, per procedure P-612.
 - 5.1.1 The process includes the following:
 - Preparing a planned response to emergency situations, and providing first aid and training for the planned response.
 - Periodically testing and exercising the planned response capabilities,
 - Evaluating performance and revising, as needed, the planned response after testing and especially after the occurrence of emergency situations,
 - Communicating relevant information to all workers on their duties and responsibilities,
 - Communicating relevant information to contractors, visitors, emergency response services, government authorities, and the local community,

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?				

INSERT COMPANY NAME/LOGO HERE

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

	Do you consider the relevant issues that affect your ability to achieve the intended outcomes of the OH&S Management System (OHSMS)?				
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? 				
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 company? 				

INSERT COMPANY NAME/LOGO HERE

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 				

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.

INSERT COMPANY NAME/LOGO HERE

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)?		

INSERT COMPANY NAME/LOGO HERE

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 		