
**Sistem vodenja varnosti in zdravja pri delu –
Zahteve z napotki za uporabo**

Occupational health and safety management systems –
Requirements with guidance for use

Systèmes de management de la santé et de la sécurité au travail –
Exigences et lignes directrices pour son utilisation

(standards.iteh.ai)

SIST ISO 45001:2018

<https://standards.iteh.ai/catalog/standards/sist/24b44f21-b80c-477b-ad83-0871aa966810/sist-iso-45001-2018>

NACIONALNI UVOD

Standard SIST ISO 45001 (sl, en), Sistem vodenja varnosti in zdravja pri delu – Zahteve z napotki za uporabo, 2018, ima status slovenskega standarda in je istoveten mednarodnemu standardu ISO 45001 (en), Occupational health and safety management systems – Requirements with guidance for use, 2018.

NACIONALNI PREDGOVOR

Besedilo standarda ISO 45001:2018 je pripravil projektni odbor ISO/PC 283 Sistem vodenja varnosti in zdravja pri delu. Slovenski standard SIST ISO 45001:2018 je prevod angleškega besedila mednarodnega standarda ISO 45001:2018. V primeru spora glede besedila slovenskega prevoda v tem standardu je odločilen izvorni mednarodni standard v angleškem jeziku. Slovensko-angleško izdajo standarda je pripravil SIST/TC VZK Vodenje in zagotavljanje kakovosti.

Odločitev za privzem tega standarda je dne 16. marca 2018 sprejel tehnični odbor SIST/TC VZK Vodenje in zagotavljanje kakovosti.

ZVEZE S STANDARDI

Ta dokument ne vsebuje zvez s standardi.

OSNOVA ZA IZDAJO STANDARDARDA

- privzem standarda ISO 45001:2018.

OPOMBE

- Povsod, kjer se v besedilu standarda uporablja izraz "mednarodni standard", v SIST ISO 45001:2018 to pomeni "slovenski standard".
- Nacionalni uvod in nacionalni predgovor nista sestavni del standarda.

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Predgovor

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Postopki, uporabljeni pri razvoju tega dokumenta, in postopki, predvideni za njegovo nadaljnje vzdrževanje, so opisani v Direktivah ISO/IEC, 1. del. Posebna pozornost naj se nameni različnim kriterijem odobritve, potrebnim za različne vrste dokumentov ISO. Ta dokument je bil pripravljen v skladu z uredniškimi pravili Direktiv ISO/IEC, 2. del (glej www.iso.org/directives).

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Morebitna trgovska imena, uporabljena v tem dokumentu, so informacije za uporabnike in ne pomenijo podpore blagovni znamki.

Za razlago prostovoljne narave standardov, pomena specifičnih pojmov in izrazov ISO, povezanih z ugotavljanjem skladnosti, ter informacij o tem, kako ISO spoštuje načela Mednarodne trgovske organizacije (WTO) v Tehničnih ovirah pri trgovanju (TBT), glej naslednji naslov URL: www.iso.org/foreword.html.

Ta dokument je pripravil projektni odbor ISO/PC 283 *Sistem vodenja zdravja in varnosti pri delu*.

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

This document was prepared by Project Committee ISO/PC 283, *Occupational health and safety management systems*.

Uvod

0.1 Ozadje

Organizacija je odgovorna za zdravje in varnost delavcev in drugih oseb pri delu, na katere lahko vplivajo njene aktivnosti. Ta odgovornost vključuje spodbujanje in varovanje njihovega fizičnega in duševnega zdravja.

Privzem sistema vodenja zdravja in varnosti pri delu naj bi organizaciji omogočil, da zagotavlja varna in zdrava delovna mesta, preprečuje z delom povezane poškodbe in okvare zdravja ter nenehno izboljšuje izvajanje zdravja in varnosti pri delu.

0.2 Cilj sistema vodenja zdravja in varnosti pri delu

Namen sistema vodenja zdravja in varnosti pri delu je zagotoviti okvir za obvladovanje tveganj in priložnosti za zdravje in varnost pri delu. Cilj in predvideni izidi sistema vodenja zdravja in varnosti pri delu so preprečevati z delom povezane poškodbe in okvare zdravja delavcev ter zagotavljati varna in zdrava delovna mesta; zato je ključnega pomena za organizacijo, da z izvajanjem uspešnih preventivnih in varnostnih ukrepov odpravlja nevarnosti ter v največji meri zmanjšuje tveganja za zdravje in varnost pri delu.

Kadar organizacija izvaja te ukrepe v okviru svojega sistema vodenja zdravja in varnosti pri delu, izboljšuje svoje izvajanje zdravja in varnosti pri delu. Sistem vodenja zdravja in varnosti pri delu je lahko uspešnejši in učinkovitejši, kadar so pri obravnavanju priložnosti za izboljševanje izvajanja zdravja in varnosti pri delu ukrepi sprejeti zgodaj.

Izvajanje sistema vodenja zdravja in varnosti pri delu, skladnega s tem dokumentom, omogoča organizaciji obvladovati tveganja za zdravje in varnost pri delu ter izboljševati njeno izvajanje na tem področju. Sistem vodenja zdravja in varnosti pri delu lahko organizaciji pomaga pri izpolnjevanju zakonskih in drugih zahtev.

0.3 Dejavniki uspeha

Izvajanje sistema vodenja zdravja in varnosti pri delu je za organizacijo strateška in operativna odločitev. Uspeh sistema vodenja zdravja in varnosti pri delu je odvisen od voditeljstva, zavezanosti ter sodelovanja na vseh ravneh in funkcijah organizacije.

Introduction

0.1 Background

An organization is responsible for the occupational health and safety of workers and others who can be affected by its activities. This responsibility includes promoting and protecting their physical and mental health.

The adoption of an OH&S management system is intended to enable an organization to provide safe and healthy workplaces, prevent work-related injury and ill health, and continually improve its OH&S performance.

0.2 Aim of an OH&S management system

The purpose of an OH&S management system is to provide a framework for managing OH&S risks and opportunities. The aim and intended outcomes of the OH&S management system are to prevent workrelated injury and ill health to workers and to provide safe and healthy workplaces; consequently, it is critically important for the organization to eliminate hazards and minimize OH&S risks by taking effective preventive and protective measures.

When these measures are applied by the organization through its OH&S management system, they improve its OH&S performance. An OH&S management system can be more effective and efficient when taking early action to address opportunities for improvement of OH&S performance.

Implementing an OH&S management system conforming to this document enables an organization to manage its OH&S risks and improve its OH&S performance. An OH&S management system can assist an organization to fulfil its legal requirements and other requirements.

0.3 Success factors

The implementation of an OH&S management system is a strategic and operational decision for an organization. The success of the OH&S management system depends on leadership, commitment and participation from all levels and functions of the organization.

Izvajanje in vzdrževanje sistema vodenja zdravja in varnosti pri delu, njegova uspešnost in njegova zmožnost dosegati predvidene izide so odvisni od več ključnih dejavnikov, ki lahko vključujejo:

- a) kako najvišje vodstvo izkazuje voditeljstvo, zavezanost in odgovornosti ter prevzema odgovornost;
- b) kako najvišje vodstvo razvija, vodi in spodbuja kulturo v organizaciji, ki podpira predvidene izide sistema vodenja zdravja in varnosti pri delu;
- c) komunikacijo;
- d) posvetovanje z delavci ter sodelovanje delavcev in predstavnikov delavcev, če obstajajo;
- e) dodeljevanje potrebnih virov za vzdrževanje sistema;
- f) politike zdravja in varnosti pri delu, ki so združljive s splošnimi strateškimi cilji in usmeritvijo organizacije;
- g) uspešen(-ne) proces(-e) za identificiranje nevarnosti, obvladovanje tveganj in izkoriščanje prednosti priložnosti za zdravje in varnost pri delu;
- h) nenehno vrednotenje izvedbe ter nadziranje sistema vodenja zdravja in varnosti pri delu za izboljševanje izvajanja zdravja in varnosti pri delu;
- i) vključitev sistema vodenja zdravja in varnosti pri delu v poslovne procese organizacije;
- j) cilje zdravja in varnosti pri delu, ki so usklajeni s politiko zdravja in varnosti pri delu, ter upoštevanje nevarnosti organizacije in njenih tveganj in priložnosti za zdravje in varnost pri delu;
- k) skladnost z zakonskimi in drugimi zahtevami.

Prikaz uspešne uvedbe tega dokumenta lahko organizacija uporabi, da poda zagotovilo delavcem in drugim zainteresiranim stranem, da ima uspešen sistem vodenja zdravja in varnosti pri delu. Vendar pa privzem tega dokumenta sam po sebi ne zagotavlja preprečevanja z delom povezanih poškodb in okvar zdravja delavcev, varnih in zdravih delovnih mest ter izboljšanega izvajanja zdravja in varnosti pri delu.

The implementation and maintenance of an OH&S management system, its effectiveness and its ability to achieve its intended outcomes are dependent on a number of key factors, which can include:

- a) top management leadership, commitment, responsibilities and accountability;
- b) top management developing, leading and promoting a culture in the organization that supports the intended outcomes of the OH&S management system;
- c) communication;
- d) consultation and participation of workers, and, where they exist, workers' representatives;
- e) allocation of the necessary resources to maintain it;
- f) OH&S policies, which are compatible with the overall strategic objectives and direction of the organization;
- g) effective process(es) for identifying hazards, controlling OH&S risks and taking advantage of OH&S opportunities;
- h) continual performance evaluation and monitoring of the OH&S management system to improve OH&S performance;
- i) integration of the OH&S management system into the organization's business processes;
- j) OH&S objectives that align with the OH&S policy and take into account the organization's hazards, OH&S risks and OH&S opportunities;
- k) compliance with its legal requirements and other requirements;

Demonstration of successful implementation of this document can be used by an organization to give assurance to workers and other interested parties that an effective OH&S management system is in place. Adoption of this document, however, will not in itself guarantee prevention of work-related injury and ill health to workers, provision of safe and healthy workplaces and improved OH&S performance.

Stopnja podrobnosti, kompleksnost, obseg dokumentiranih informacij in viri, potrebni za zagotavljanje uspeha sistema vodenja zdravja in varnosti pri delu organizacije, bodo odvisni od več dejavnikov, kot so:

- kontekst organizacije (npr. število delavcev, velikost, geografska lokacija, kultura, zakonske in druge zahteve),
- področje uporabe sistema vodenja zdravja in varnosti pri delu organizacije,
- narava aktivnosti organizacije in povezana tveganja za zdravje in varnost pri delu.

0.4 Cikel planiraj-izvedi-preveri-ukrepaj (PDCA)

Pristop k sistemu vodenja zdravja in varnosti pri delu, uporabljen v tem dokumentu, temelji na konceptu "planiraj-izvedi-preveri-ukrepaj" (PDCA).

Koncept PDCA je iterativni proces, ki ga organizacije uporabijo za doseganje nenehnega izboljševanja. Uporablja se lahko za sistem vodenja in za vsak njegov posamezni element, kot sledi:

- a) Planiraj: določi in oceni tveganja za zdravje in varnost pri delu, priložnosti za zdravje in varstvo pri delu ter druga tveganja in priložnosti, vzpostavi cilje in procese za zdravje in varnost pri delu, potrebne za doseganje rezultatov, v skladu s politiko organizacije za zdravje in varnost pri delu.
- b) Izvedi: izvedi procese, kot je planirano.
- c) Preveri: nadzoruj in meri aktivnosti in procese glede na politiko in cilje za zdravje in varnost pri delu ter poročaj o rezultatih.
- d) Ukrepaj: ukrepaj tako, da se bo izvajanje zdravja in varnosti pri delu nenehno izboljševalo, da se dosežejo predvideni izidi.

Ta dokument vključuje koncept PDCA v nov okvir, kot je prikazano na [sliki 1](#).

The level of detail, the complexity, the extent of documented information and the resources needed to ensure the success of an organization's OH&S management system will depend on a number of factors, such as:

- the organization's context (e.g. number of workers, size, geography, culture, legal requirements and other requirements);
- the scope of the organization's OH&S management system;
- the nature of the organization's activities and the related OH&S risks.

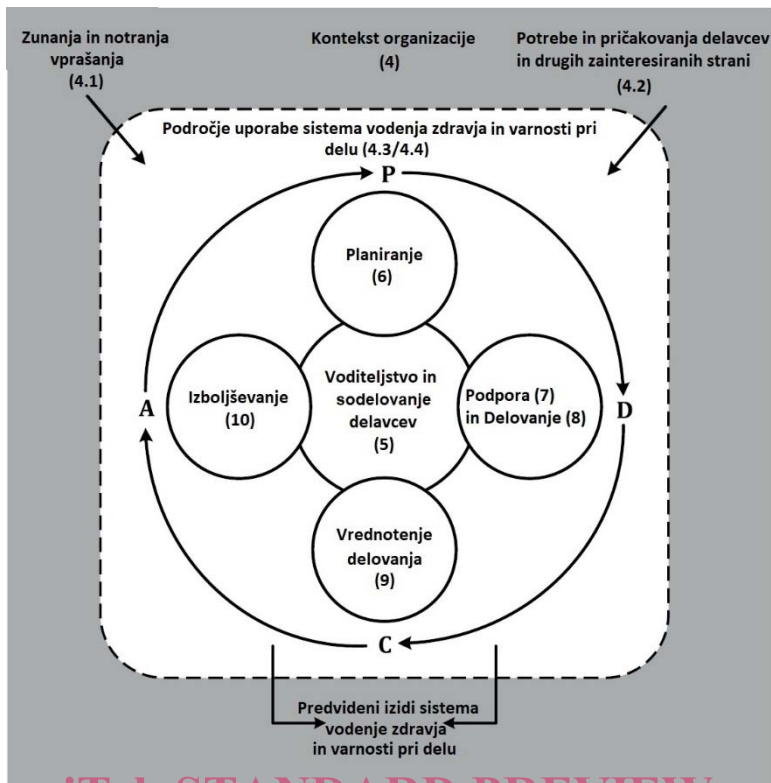
0.4 Plan-Do-Check-Act cycle

The OH&S management system approach applied in this document is founded on the concept of Plan-Do-Check-Act (PDCA).

The PDCA concept is an iterative process used by organizations to achieve continual improvement. It can be applied to a management system and to each of its individual elements, as follows:

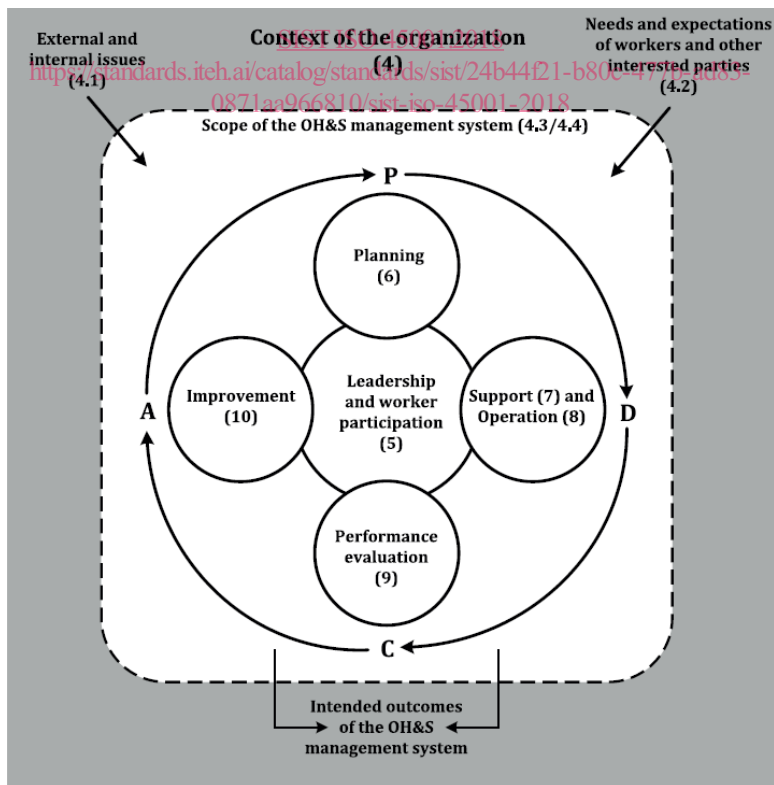
- a) Plan: determine and assess OH&S risks, OH&S opportunities and other risks and other opportunities, establish OH&S objectives and processes necessary to deliver results in accordance with the organization's OH&S policy;
- b) Do: implement the processes as planned;
- c) Check: monitor and measure activities and processes with regard to the OH&S policy and OH&S objectives, and report the results;
- d) Act: take actions to continually improve the OH&S performance to achieve the intended outcomes.

This document incorporates the PDCA concept into a new framework, as shown in [Figure 1](#).



OPOMBA: Številke v oklepajih se nanašajo na točke tega dokumenta.

Slika 1: Razmerje med PDCA in okvirom tega dokumenta



NOTE The numbers given in brackets refer to the clause numbers in this document.

Figure B.1 – Relationship between PDCA and the framework in this document

0.5 Vsebina tega dokumenta

Ta dokument je skladen z zahtevami ISO za standarde sistemov vodenja. Te zahteve vključujejo strukturo visoke ravni, enako osnovno besedilo in skupne izraze z osnovnimi definicijami, zasnovane tako, da koristijo uporabnikom, ki izvajajo več standardov ISO o sistemih vodenja.

Ta dokument ne vključuje zahtev, specifičnih za druga področja, kot so na primer tiste za kakovost, družbeno odgovornost, ravnanje z okoljem, varnost ali finančno gospodarjenje, čeprav so lahko njegovi elementi usklajeni ali povezani z elementi teh drugih sistemov vodenja.

Ta dokument vsebuje zahteve, ki jih organizacija lahko uporabi za izvajanje sistema vodenja zdravja in varnosti pri delu ter za ugotavljanje skladnosti. Organizacija, ki želi dokazati skladnost s tem dokumentom, lahko to stori tako, da:

- sama sprejme opredelitev in lastno izjavo ali
- pridobi potrditev svoje skladnosti pri straneh, ki imajo interes v organizaciji, na primer pri odjemalcih, ali
- pridobi potrditev lastne izjave pri strani zunaj organizacije ali
- opravi certifikacijo/registracijo svojega sistema vodenja zdravja in varnosti pri delu pri zunanji organizaciji.

[Točke](#) od [1](#) do [3](#) tega dokumenta določajo področje uporabe, zveze s standardi ter izraze in definicije, ki so uporabljeni v tem dokumentu, medtem ko [točke](#) od [4](#) do [10](#) vsebujejo zahteve, ki se uporabljajo za ugotavljanje skladnosti s tem dokumentom. [Dodatek A](#) podaja informativne razlage teh zahtev. Izrazi in definicije v [točki 3](#) so urejeni v konceptualnem vrstnem redu z abecednim seznamom na koncu tega dokumenta.

V tem dokumentu so uporabljene naslednje glagolske oblike:

- a) "treba je" ali "mora" označuje zahtevo;
- b) "naj" označuje priporočilo;
- c) "sme" označuje dovoljenje;
- d) "lahko" označuje možnost ali sposobnost.

0.5 Contents of this document

This document conforms to ISO's requirements for management system standards. These requirements include a high level structure, identical core text and common terms with core definitions, designed to benefit users implementing multiple ISO management system standards.

This document does not include requirements specific to other subjects, such as those for quality, social responsibility, environmental, security or financial management, though its elements can be aligned or integrated with those of other management systems.

This document contains requirements that can be used by an organization to implement an OH&S management system and to assess conformity. An organization that wishes to demonstrate conformity to this document can do so by:

- making a self-determination and self-declaration, or
- seeking confirmation of its conformity by parties having an interest in the organization, such as customers, or
- seeking confirmation of its self-declaration by a party external to the organization, or
- seeking certification/registration of its OH&S management system by an external organization.

[Clauses 1](#) to [3](#) in this document set out the scope, normative references and terms and definitions which apply to the use of this document, while [Clauses 4](#) to [10](#) contain the requirements to be used to assess conformity to this document. [Annex A](#) provides informative explanations to these requirements. The terms and definitions in [Clause 3](#) are arranged in conceptual order, with an alphabetical index provided at the end of this document.

In this document, the following verbal forms are used:

- a) "shall" indicates a requirement;
- b) "should" indicates a recommendation;
- c) "may" indicates a permission;
- d) "can" indicates a possibility or a capability.

Informacije, označene kot "OPOMBA", so namenjene usmerjanju pri razumevanju ali pojasnjevanju pripadajoče zahteve. "Opombe" v [točki 3](#) podajajo dodatne informacije, ki dopolnjujejo terminološke podatke in lahko vsebujejo določila v zvezi z uporabo izraza.

Information marked as "NOTE" is for guidance in understanding or clarifying the associated requirement. "Notes to entry" used in [Clause 3](#) provide additional information that supplements the terminological data and can contain provisions relating to the use of a term.

iTeh STANDARD PREVIEW (standards.iteh.ai)

[SIST ISO 45001:2018](#)

<https://standards.iteh.ai/catalog/standards/sist/24b44f21-b80c-477b-ad83-0871aa966810/sist-iso-45001-2018>

Sistem vodenja varnosti in zdravja pri delu – Zahteve z napotki za uporabo

1 Področje uporabe

Ta dokument določa zahteve za sistem vodenja zdravja in varnosti pri delu (OH&S) ter podaja napotke za njegovo uporabo, da organizacijam omogoča zagotoviti varna in zdrava delovna mesta s preprečevanjem z delom povezanih poškodb in okvar zdravja ter proaktivno izboljševanje njihovega izvajanja zdravja in varnosti pri delu.

Ta dokument je uporaben za vsako organizacijo, ki želi vzpostaviti, izvajati in vzdrževati sistem vodenja zdravja in varnosti pri delu, da izboljša zdravje in varnost na delovnem mestu, odpravi nevarnosti ter v največji meri zmanjša tveganja za zdravje in varnost pri delu (vključno s sistemskimi pomanjkljivostmi), izkorišča priložnosti za zdravje in varnost pri delu ter obravnava neskladnosti v sistemu vodenja zdravja in varnosti pri delu, povezane z njenimi aktivnostmi.

Ta dokument pomaga organizaciji doseči predvidene izide njenega sistema vodenja zdravja in varnosti pri delu. Skladno s politiko organizacije o varstvu in zdravju pri delu predvideni izidi sistema vodenja zdravja in varnosti pri delu vključujejo:

- a) nenehno izboljševanje izvajanja zdravja in varnosti pri delu,
- b) izpolnjevanje zakonskih in drugih zahtev,
- c) doseganje ciljev zdravja in varnosti pri delu.

Ta dokument je uporaben za vsako organizacijo ne glede na njeno velikost, vrsto in aktivnosti. Uporablja se pri tveganjih za zdravje in varnost pri delu, ki so pod nadzorom organizacije, pri čemer se upoštevajo dejavniki, kot je kontekst, v katerem organizacija deluje, ter potrebe in pričakovanja njenih delavcev in drugih zainteresiranih strani.

Ta dokument ne navaja posebnih kriterijev za izvajanje zdravja in varnosti pri delu niti ne predpisuje zasnove sistema vodenja zdravja in varnosti pri delu.

Ta dokument omogoča organizaciji, da s svojim sistemom vodenja zdravja in varnosti pri delu zajame še druge vidike zdravja in varnosti, kot je dobro počutje delavcev.

Occupational health and safety management systems — Requirements with guidance for use

1 Scope

This document specifies requirements for an occupational health and safety (OH&S) management system, and gives guidance for its use, to enable organizations to provide safe and healthy workplaces by preventing work-related injury and ill health, as well as by proactively improving its OH&S performance.

This document is applicable to any organization that wishes to establish, implement and maintain an OH&S management system to improve occupational health and safety, eliminate hazards and minimize OH&S risks (including system deficiencies), take advantage of OH&S opportunities, and address OH&S management system nonconformities associated with its activities.

This document helps an organization to achieve the intended outcomes of its OH&S management system. Consistent with the organization's OH&S policy, the intended outcomes of an OH&S management system include:

- a) continual improvement of OH&S performance;
- b) fulfilment of legal requirements and other requirements;
- c) achievement of OH&S objectives.

This document is applicable to any organization regardless of its size, type and activities. It is applicable to the OH&S risks under the organization's control, taking into account factors such as the context in which the organization operates and the needs and expectations of its workers and other interested parties.

This document does not state specific criteria for OH&S performance, nor is it prescriptive about the design of an OH&S management system.

This document enables an organization, through its OH&S management system, to integrate other aspects of health and safety, such as worker wellness/wellbeing.

Ta dokument ne obravnava vprašanj, kot so varnost proizvodov, škoda na lastnini ali vplivi na okolje, razen kadar ta pomenijo tveganje za delavce in druge relevantne zainteresirane strani.

Ta dokument je mogoče v celoti ali delno uporabiti za sistematično izboljševanje vodenja zdravja in varnosti pri delu. Vendar pa sklicevanje na skladnost s tem dokumentom ni sprejemljivo, razen če so v sistem vodenja zdravja in varnosti pri delu organizacije vključene vse njene zahteve, ki morajo biti izpolnjene brez izjeme.

2 Zveze s standardi

Ta dokument ne vsebuje zvez s standardi.

3 Izrazi in definicije

V tem dokumentu se uporabljajo naslednji izrazi in definicije:

ISO in IEC vzdržujeta terminološke zbirke za uporabo v standardizaciji na naslednjih naslovih:

- spletna platforma za brskanje ISO: dostopno na: <https://www.iso.org/obp>,
- IEC Electropedia: dostopno na: <http://www.electropedia.org/>.

3.1 organizacija

oseba ali skupina ljudi, ki ima lastne funkcije z odgovornostmi, pooblastili in odnosi za doseganje svojih *ciljev* (3.16)

Opomba 1: Pojem organizacije med drugimi vključuje samostojne podjetnike, družbe, korporacije, firme, podjetja, organe oblasti, partnerstva, združenja, dobrotelne ustanove ali institucije, njihove dele ali kombinacije, ki so lahko povezani ali nepovezani, javni ali zasebni.

Opomba 2: To je eden od skupnih izrazov in osnovna definicija za standarde sistema vodenja ISO, podana v dodatku SL k prečiščenemu besedilu dodatka ISO k Direktivam ISO/IEC, 1. del.

3.2 zainteresirana stran (prednostni izraz) deležnik (dovoljeni izraz)

oseba ali *organizacija* (3.1), ki lahko vpliva na neko odločitev ali aktivnost, na katero lahko vpliva neka odločitev ali aktivnost ali ki domneva, da lahko neka odločitev ali dejavnost vpliva nanjo

This document does not address issues such as product safety, property damage or environmental impacts, beyond the risks to workers and other relevant interested parties.

This document can be used in whole or in part to systematically improve occupational health and safety management. However, claims of conformity to this document are not acceptable unless all its requirements are incorporated into an organization's OH&S management system and fulfilled without exclusion.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <http://www.electropedia.org/>

3.1 organization

person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its *objectives* (3.16)

Note 1 to entry: The concept of organization includes, but is not limited to sole-trader, company, corporation, firm, enterprise, authority, partnership, charity or institution, or part or combination thereof, whether incorporated or not, public or private.

Note 2 to entry: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

3.2 interested party (preferred term) stakeholder (admitted term)

person or *organization* (3.1) that can affect, be affected by, or perceive itself to be affected by a decision or activity

Opomba 1: To je eden od skupnih izrazov in osnovna definicija za standarde sistema vodenja ISO, podana v dodatku SL k prečiščenemu besedilu dodatka ISO k Direktivam ISO/IEC, 1. del.

Note 1 to entry: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

3.3 delavec

oseba, ki izvaja delo ali z delom povezane aktivnosti, ki jih nadzoruje *organizacija* (3.1)

3.3 worker

person performing work or work-related activities that are under the control of the *organization* (3.1)

Opomba 1: Osebe izvajajo delo ali z delom povezane aktivnosti v okviru različnih dogovorov, za plačilo ali ne, npr. redno ali začasno, občasno ali sezonsko, priložnostno ali s krajšim delovnim časom.

Note 1 to entry: Persons perform work or work-related activities under various arrangements, paid or unpaid, such as regularly or temporarily, intermittently or seasonally, casually or on a part-time basis.

Opomba 2: Delavci vključujejo *najvišje vodstvo* (3.12) ter osebe na vodstvenih in nevodstvenih položajih.

Note 2 to entry: Workers include *top management* (3.12), managerial and non-managerial persons.

Opomba 3: Delo ali z delom povezane aktivnosti, ki se izvajajo pod nadzorom organizacije, lahko izvajajo delavci, zaposleni pri organizaciji, delavci zunanjih ponudnikov, pogodbeniki, posamezniki, agencijski delavci in druge osebe v obsegu, v katerem si organizacija deli nadzor nad njihovim delom ali z delom povezanimi aktivnostmi v skladu s kontekstom organizacije.

Note 3 to entry: The work or work-related activities performed under the control of the organization may be performed by workers employed by the organization, workers of external providers, contractors, individuals, agency workers, and by other persons to the extent the organization shares control over their work or work related activities, according to the context of the organization.

3.4 sodelovanje

vključenost v sprejemanje odločitev

3.4 participation

involvement in decision-making

Opomba 1: Sodelovanje vključuje delovanje odborov za zdravje in varnost pri delu ter predstavnikov delavcev, če obstajajo.

Note 1 to entry: Participation includes engaging health and safety committees and workers' representatives, where they exist.

3.5 posvetovanje

pridobivanje mnenj pred sprejetjem odločitve

3.5 consultation

seeking views before making a decision

Opomba 1: Posvetovanje vključuje delovanje odborov za zdravje in varnost pri delu ter predstavnikov delavcev, če obstajajo.

Note 1 to entry: Consultation includes engaging health and safety committees and workers' representatives, where they exist.

3.6 delovno mesto

mesto pod nadzorom *organizacije* (3.1), na katerem mora oseba biti ali na katerega mora iti, da opravi delo

3.6 workplace

place under the control of the *organization* (3.1) where a person needs to be or to go for work purposes

Opomba 1: Odgovornosti organizacije v okviru *sistema vodenja zdravja in varnosti pri delu* (3.11) za delovno mesto so odvisne od stopnje nadzora nad delovnim mestom.

Note 1 to entry: The organization's responsibilities under the *OH&S management system* (3.11) for the workplace depend on the degree of control over the workplace.

3.7 pogodbenik

zunanja *organizacija* (3.1), ki priskrbi storitve organizaciji v skladu z dogovorjenimi specifikacijami, roki in pogoji

3.7 contractor

external *organization* (3.1) providing services to the organization in accordance with agreed specifications, terms and conditions

Opomba 1: Storitve lahko med drugim vključujejo gradbene aktivnosti.

Note 1 to entry: Services may include construction activities, among others.

3.8 zahteva

potreba ali pričakovanje, ki je izraženo, na splošno samoumevno ali pa obvezno

3.8 requirement

need or expectation that is stated, generally implied or obligatory

Opomba 1: "Na splošno samoumevno" pomeni, da je navada ali uveljavljena praksa *organizacije* (3.1) in *zainteresiranih strani* (3.2), da je obravnavana potreba ali pričakovanje samoumevno.

Note 1 to entry: "Generally implied" means that it is custom or common practice for the *organization* (3.1) and *interested parties* (3.2) that the need or expectation under consideration is implied.

Opomba 2: Specificirana zahteva je tista, ki je izražena, npr. v *dokumentiranih informacijah* (3.24).

Note 2 to entry: A specified requirement is one that is stated, for example in *documented information* (3.24).

Opomba 3: To je eden od skupnih izrazov in osnovna definicija za standarde sistema vodenja ISO, podana v dodatku SL k prečiščenemu besedilu dodatka ISO k Direktivam ISO/IEC, 1. del.

Note 3 to entry: This constitutes one of the common terms and core definitions for ISO management system standards given in Annex SL of the Consolidated ISO Supplement to the ISO/IEC Directives, Part 1.

3.9 zakonske in druge zahteve

zakonske zahteve, ki jih *organizacija* (3.1) mora izpolnjevati, in druge zahteve (3.8), ki jih *organizacija* mora ali želi izpolnjevati

3.9 legal requirements and other requirements

legal requirements that an *organization* (3.1) has to comply with and other requirements (3.8) that an organization has to or chooses to comply with

Opomba 1: V tem dokumentu so zakonske in druge zahteve tiste zahteve, ki so pomembne za *sistem vodenja zdravja in varnosti pri delu* (3.11).

Note 1 to entry: For the purposes of this document, legal requirements and other requirements are those relevant to the *OH&S management system* (3.11).

Opomba 2: "Zakonske in druge zahteve" vključujejo določila v kolektivnih pogodbah.

Note 2 to entry: "Legal requirements and other requirements" include the provisions in collective agreements.

Opomba 3: Zakonske in druge zahteve vključujejo tiste zahteve, ki določajo osebe, ki so predstavniki *delavcev* (3.3) v skladu z zakoni, predpisi, kolektivnimi pogodbami in praksami.

Note 3 to entry: Legal requirements and other requirements include those that determine the persons who are *workers'* (3.3) representatives in accordance with laws, regulations, collective agreements and practices.

3.10 sistem vodenja

skupek medsebojno povezanih ali interaktivnih elementov *organizacije* (3.1) za vzpostavljanje *politike* (3.14) in *ciljev* (3.16) ter *procesov* (3.25) za doseganje teh ciljev

3.10 management system

set of interrelated or interacting elements of an *organization* (3.1) to establish *policies* (3.14) and *objectives* (3.16) and *processes* (3.25) to achieve those objectives

Opomba 1: Sistem vodenja lahko obravnava eno samo področje ali več področij.

Note 1 to entry: A management system can address a single discipline or several disciplines.

Opomba 2: Elementi sistema vključujejo strukturo, vloge in odgovornosti, planiranje, delovanje, vrednotenje izvedbe in izboljševanje organizacije.

Note 2 to entry: The system elements include the organization's structure, roles and responsibilities, planning, operation, performance evaluation and improvement.

Opomba 3: Sistem vodenja lahko obsega celotno organizacijo, specifične in identificirane funkcije organizacije, specifične in identificirane dele organizacije ali eno ali več funkcij v skupini organizacij.

Note 3 to entry: The scope of a management system may include the whole of the organization, specific and identified functions of the organization, specific and identified sections of the organization, or one or more functions across a group of organizations.