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Sistem vodenja varnosti in zdravja pri delu - Zahteve

Occupational health and safety management systems - Requirements

Systèmes de management de la santé et de la sécurité au travail -- Exigences

Ta slovenski standard je istoveten z: ISO/DIS 45001

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

Systèmes de management de la santé et de la sécurité au travail — Exigences avec directives d'utilisation

ICS: 13.100

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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 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.

The committee responsible for this document is Project Committee ISO/PC 283, *Occupational health and safety management systems*.

NOTE TO THIS DRAFT (which will not be included in the published International Standard):

This text has been prepared using the "high-level structure" (i.e. clause sequence, common text and terminology) provided in Annex SL, Appendix 2 of the ISO/IEC Directives, Part 1, Consolidated ISO Supplement, 2014. This is intended to enhance alignment among ISO's management system standards, and to facilitate their implementation for organizations that need to meet the requirements of two or more such standards simultaneously.

The text of Annex SL is highlighted in the main body of the text (clauses 1 to 10) by the use of **blue** font. This is only to facilitate analysis and will not be incorporated in the final version of ISO 45001.

This new harmonized approach allows for the addition of discipline-specific (in this case OH&S specific) text which has been applied by including the following:

- a) specific OH&S management system requirements considered essential to meet the scope of the ISO 45001 standard;
- b) requirements and notes to clarify and ensure consistent interpretation and implementation of the common text in the context of an OH&S management system.

Where text from Annex SL has not been applied, this is indicated in **blue font with strikeout**.

Introduction

0.1 Background

At the time of developing this International Standard, the International Labour Organization (ILO) estimates that 2.3 million people die every year from work-related accidents and diseases. An organization is responsible for the health and safety of its workers and that of other persons under its control who are performing work on its behalf, including promoting and protecting their physical and mental health. The adoption of an occupational health and safety (OH&S) management system is intended to enable an organization to improve its OH&S performance in the enhancement of health and safety at work and to manage its OH&S risks.

NOTE 1 The term "occupational safety and health" ("OSH") has the same meaning as "occupational health and safety" ("OH&S").

NOTE 2 The term "worker" (see 3.3) is defined to include top management (see 3.12), managerial and non-managerial persons.

0.2 Aim of an OH&S management system

The purpose of an OH&S management system is to provide a framework for managing the prevention of death, work-related injury and ill health. The intended outcome is to prevent death, work-related injury and ill health to workers, to improve and provide a safe and healthy workplace for its workers and other persons under its control. An organization's activities can pose a risk of death, work-related injury and ill health, consequently it is critically important for the organization to eliminate or minimize OH&S risks by taking effective preventive measures. When these measures are applied by the organization through its OH&S management system (supported by the use of appropriate controls, methods and tools, at all levels in the organization) they improve its OH&S performance. It can be more effective and efficient to take early action to address potential opportunities for improvement of OH&S performance.

An OH&S management system can enable an organization to improve its OH&S performance by:

- a) developing and implementing an OH&S policy and OH&S objectives;
- b) ensuring top management demonstrate leadership and commitment with respect to the OH&S management system;
- c) establishing systematic processes which consider its context (see A.4.1) and which take into account its risks and its opportunities;
- d) determining the hazards and OH&S risks associated with its activities; seeking to eliminate them, or putting in controls to minimize their potential effects;
- e) establishing operational controls to eliminate or minimize its OH&S risks;
- f) increasing awareness of its OH&S hazards and risks, and associated operational controls, through information, communication and training;
- g) evaluating its OH&S performance and seeking to improve it;
- h) establishing and developing the necessary competencies;
- i) developing and supporting an occupational health and safety culture in the organization;

205 j) ensuring that workers, and where they exist, workers' representatives, are informed, consulted and
 206 participate.

207 An OH&S management system can assist an organization to fulfil its applicable legal requirements.

208 **0.3 Success factors**

209 The implementation of an OH&S management system is a strategic and operational decision for an
 210 organization. The success of the OH&S management system depends on leadership, commitment and
 211 participation from all levels and functions of the organization. The implementation and sustainability of
 212 an OH&S management system, its effectiveness and its ability to achieve its objectives are dependent on
 213 a number of key factors which can include:

214 a) top management leadership and commitment;

215 b) top management developing, leading and promoting a culture in the organization that supports the
 216 OH&S management system;

217 c) participation of workers, and where they exist, workers' representatives;

218 d) processes for communication and consultation;

219 e) allocation of the necessary resources for its sustainability;

220 f) clear OH&S policies, which are compatible with the overall strategic objectives and direction of the
 221 organization;

222 g) the integration of the OH&S management system into the organization's business processes;

223 h) the continual evaluation and monitoring of the OH&S management system to improve OH&S
 224 performance;

225 i) OH&S objectives that align with the OH&S policies and reflect the organization's OH&S hazards and
 226 risks;

227 j) awareness of its applicable legal requirements and other requirements;

228 k) effective processes for identification of OH&S hazards, control of the OH&S risks and taking
 229 advantage of OH&S opportunities.

230 This International Standard, like other International Standards, is not intended to increase or change an
 231 organization's legal requirements.

232

233 Demonstration of successful implementation of this International Standard can be used by an
 234 organization to give assurance to workers and other interested parties that an effective OH&S
 235 management system is in place. Adoption of this International Standard, however, will not in itself
 236 guarantee optimal outcomes.

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

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

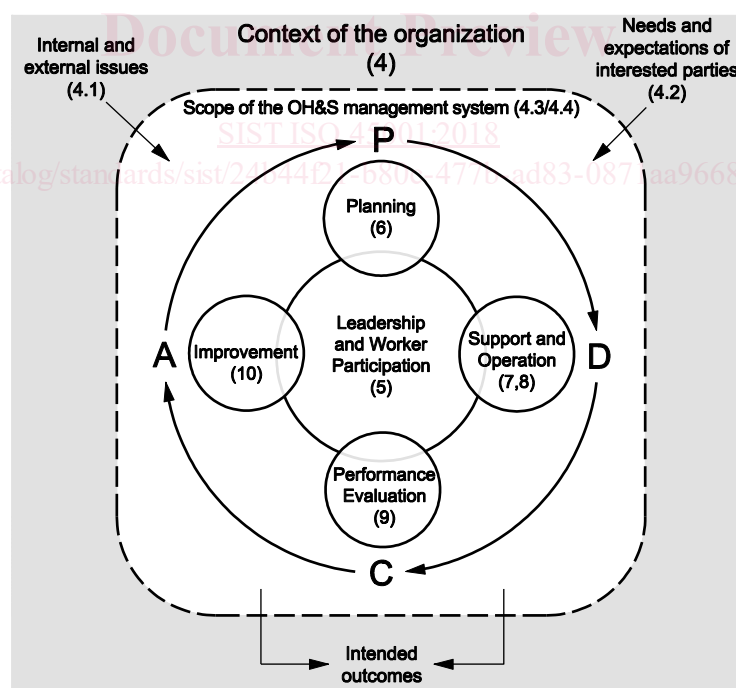
244 0.4 Plan-Do-Check-Act cycle

245 The basis of the OH&S management system approach applied in this International Standard is founded
246 on the concept of Plan-Do-Check-Act (PDCA), which requires leadership, commitment and participation
247 of workers, and where they exist, workers' representatives, from all levels and functions of the
248 organization.

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

- 251 • Plan: establish objectives, programmes and processes necessary to deliver results in accordance with
252 the organization's OH&S policy.
- 253 • Do: implement the processes as planned.
- 254 • Check: monitor and measure activities and processes with regard to the OH&S policy and objectives,
255 and report the results.
- 256 • Act: take actions to continually improve the OH&S performance to achieve the intended outcomes.

257 This International Standard incorporates the PDCA concept into a new framework, as shown in Figure 1.



258

259 NOTE The numbers given in brackets refer to the clause numbers in this International Standard

260 **Figure 1 — OH&S management system model for this International Standard**

261 0.5 Contents of this International Standard

262 This International Standard has adopted the “high-level structure” (i.e. clause sequence, common text and
263 common terminology) developed by ISO to improve alignment among its International Standards for
264 management systems.

265 This International Standard does not include requirements specific to other management systems, such
266 as those for quality, environmental, security, or financial management, though its elements can be aligned
267 or integrated with those of other management systems.

268 Clauses 4 to 10 contain requirements that can be used to assess conformity. Annex A provides
269 informative explanations to assist in the interpretation of those requirements.

270 In this International Standard, the following verbal forms are used:

- 271 • “shall” indicates a requirement;
- 272 • “should” indicates a recommendation;
- 273 • “may” indicates a permission;
- 274 • “can” indicates a possibility or a capability.

275 Information marked as “NOTE” is for guidance in understanding or clarifying the associated requirement.
276 “Notes to entry” used in Clause 3 provide additional information that supplements the terminological
277 data and can contain provisions relating to the use of a term.

278 The terms and definitions in Clause 3 are arranged in conceptual order, with an alphabetical index
279 provided at the end of the document.

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

1 Scope

This International Standard specifies requirements for an occupational health and safety (OH&S) management system, with guidance for its use, to enable an organization to provide safe and healthy working conditions for the prevention of work-related injury and ill health and to proactively improve its OH&S performance. This includes the development and implementation of an OH&S policy and objectives which take into account applicable legal requirements and other requirements to which the organization subscribes.

This International Standard is applicable to any organization that wishes to:

- a) establish, implement and maintain an OH&S management system to improve occupational health and safety, eliminate or minimize OH&S risks (including system deficiencies), take advantage of OH&S opportunities, and address OH&S management system nonconformities associated with its activities;
- b) continually improve its OH&S performance and the achievement of its OH&S objectives;
- c) assure itself of conformity with its OH&S policy;
- d) demonstrate conformity with the requirements of this International Standard.

This International Standard is intended to be applicable to any organization regardless of its size, type and activities and applies 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 International Standard does not state specific criteria for OH&S performance, nor is it prescriptive about the design of an OH&S management system.

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

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

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

NOTE For further guidance on the intent of the requirements in this International Standard, see Annex A.

2 Normative references

There are no normative references.

3 Terms and definitions

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

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.

3.2

interested party

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

Note 1 to entry: This International Standard sets out *requirements* (3.8) with respect to *workers* (3.3) who are also interested parties.

3.3

worker

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

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.

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

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, or other persons, including workers from external providers, contractors, individuals, and situations where the organization has some degree of control over the workers such as agency workers.

3.4

participation

involvement of *workers* (3.3) in decision-making process(es) in the *OH&S management system* (3.11)

3.5

consultation

process (3.25) by which the *organization* (3.1) seeks the views of the *workers* (3.3) before it makes a decision

3.6

workplace

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

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

3.7

contractor

external *organization* (3.1) providing services to the organization at a *workplace* (3.6) in accordance with agreed specifications, terms and conditions

Note 1 to entry: Services may include construction activities.

3.8

requirement

need or expectation that is stated, generally implied or obligatory

Note 1 to entry: “Generally implied” means that it is a custom or common practice for the *organization* (3.1) and *interested parties* (3.2) that the need or expectation under consideration is implied, that is consistent with the *OH&S policy* (3.15).

~~Note 2 to entry: A specified requirement is one that is stated, for example in documented information.~~

3.9

legal requirements and other requirements

requirements (3.8) established by law that are applicable to the *organization* (3.1), legally-binding obligations of the *organization* and requirements to which the *organization* subscribes

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

Note 2 to entry: Legally-binding obligations may include the provisions in collective agreements.

Note 3 Legal requirements and other requirements include those that identify the persons who are *workers*’ (3.3) representatives in accordance with laws, regulations, collective agreements and practice.

3.10

management system

set of interrelated or interacting elements of an *organization* (3.1) to establish *policies* (3.14) and *objectives* (3.15) and *processes* (3.25) to achieve those *objectives*

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

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

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*.

3.11

occupational health and safety management system**OH&S management system**

management system (3.10) or part of a *management system* used to achieve the *OH&S policy* (3.15).

Note 1 to entry: The intended outcomes of the *OH&S management system* are to prevent *injury and ill health* (3.18) to *workers* (3.3) and to provide safe and healthy *workplace(s)* (3.4).

Note 2 to entry: The terms “occupational health and safety” (OH&S) and “occupational safety and health” (OSH) have the same meaning.