

A PRACTICAL GUIDE
FOR SMALL ORGANIZATIONS

ISO 45001:2018

Occupational health and safety management systems

Advice from ISO/TC 283



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ISO copyright office

CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Fax: +41 22 749 09 47
Email: copyright@iso.org
Website: www.iso.org
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1. Foreword

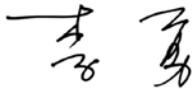
The power of small businesses cannot be underestimated. In around 100 countries worldwide, more than two thirds of total employment comes from small economic units. These businesses play a pivotal role in the global economy and the livelihood of countless numbers of people. The negative effects of workplace injuries, illness or fatalities is a challenge for all kinds of businesses but can prove overwhelming for smaller organizations. Today, more than ever, ensuring a safe and healthy work environment is an important element of doing business worldwide.

ISO 45001:2018 is the world's first international standard on occupational health and safety (OH&S) management, containing agreed good practices from across the world. The primary focus of implementing an OH&S management system is to prevent any kind of work-related injuries, illness or loss of life. Beyond protecting workers, this can lead to better workforce morale, improved products or services and a stable revenue flow. The requirements of the standard assist small organizations as much as they do global conglomerates, governments and society as a whole.

To support smaller entities, both public and private, the International Organization for Standardization (ISO) and United Nations Industrial Development Organization (UNIDO) have joined forces to publish this handbook on ISO 45001.

Authored by experts from a working group under the ISO technical committee ISO/TC 283 “Occupational health and safety management”, the handbook pays special attention to the needs of small businesses and provides explanation, as well as practical examples, to main clauses of the standard.

We hope this handbook will support your organization’s effort in creating a safe workspace and help you reap the benefits offered by ISO 45001.



Li Yong
Director General
UNIDO



Sergio Mujica
Secretary-General
ISO

2. About this handbook

This handbook is aimed at small organizations. It provides an overview of the ISO 45001:2018 requirements and sets out approaches for small organizations to implement them, to help you establish an occupational health and safety (OH&S) management system.

While the primary purpose of implementing an OH&S management system is to prevent fatalities, injuries and ill health, there are many other benefits. These include a potential for :

- ▶ improved OH&S performance in your organization, protecting those who work for you and others who could be harmed by your activities ;
- ▶ better management of OH&S risks ;
- ▶ better identification of opportunities to improve OH&S management ;
- ▶ a better approach to incident investigation ;
- ▶ a more cooperative culture for greater worker engagement and empowerment ;
- ▶ pursuing positive OH&S initiatives that are compatible with your business priorities ;
- ▶ improvements in product, process and service quality ;
- ▶ better workplace morale ;
- ▶ improved employee recruiting and retention ; and
- ▶ a more favourable image and reputation (among customers, suppliers and the community).

The impact of work-related fatalities, injuries or ill health on a small organization can be overwhelming. The effects can include reduced revenue, overtime costs, increased injury and ill health costs, and can even result in a small organization closing. Even larger organizations can experience significant negative effects. Such occurrences are even more devastating if an organization is a family-based operation and the injured or killed worker is a family member.

Each section explains the requirements, why they are important and provides hints on how to go about meeting them. There are also examples for you to adapt to your own needs.

This handbook does not add to or change the requirements of ISO 45001:2018 and the advice given is just that: advice. There are many ways to meet the requirements; however, it is important that each organization develops a system that works for the organization.

ISO 45001:2018 aligns with other ISO management system standards such as ISO 9001:2015 (quality) and ISO 14001:2015 (environment). The top-level structures are identical, and many requirements are the same and can be easily integrated into the organization's business processes. However, there are also significant technical differences, with additional requirements that are specific to OH&S. If an organization has implemented other ISO management system standards, such as ISO 9001, it will have many of the components common to most management systems in place, for example, an understanding of the context of the organization, competence, documented information, internal audit, nonconformity and corrective action. The task for organizations is to include the remaining OH&S management system requirements into their existing management system(s) and address the remaining OH&S-specific requirements.

All ISO management system standards use the same, simple concept: Plan, Do, Check, Act. This is often referred to as the "PDCA cycle". The way that the PDCA cycle relates to ISO 45001 is explained and illustrated below.

When you implement an OH&S management system you must understand your context — who you are, what you do, where you do it and who could get ill or hurt. You must also take the lead on making your workplace healthy and safe and get the workers involved.

Plan

plan what you need to do to prevent workplace ill health and injuries and how you are going to do it

Do

do what you say you are going to do

Check

check how well it is working

Act

fix problems and look for ways to make what you are doing even more effective

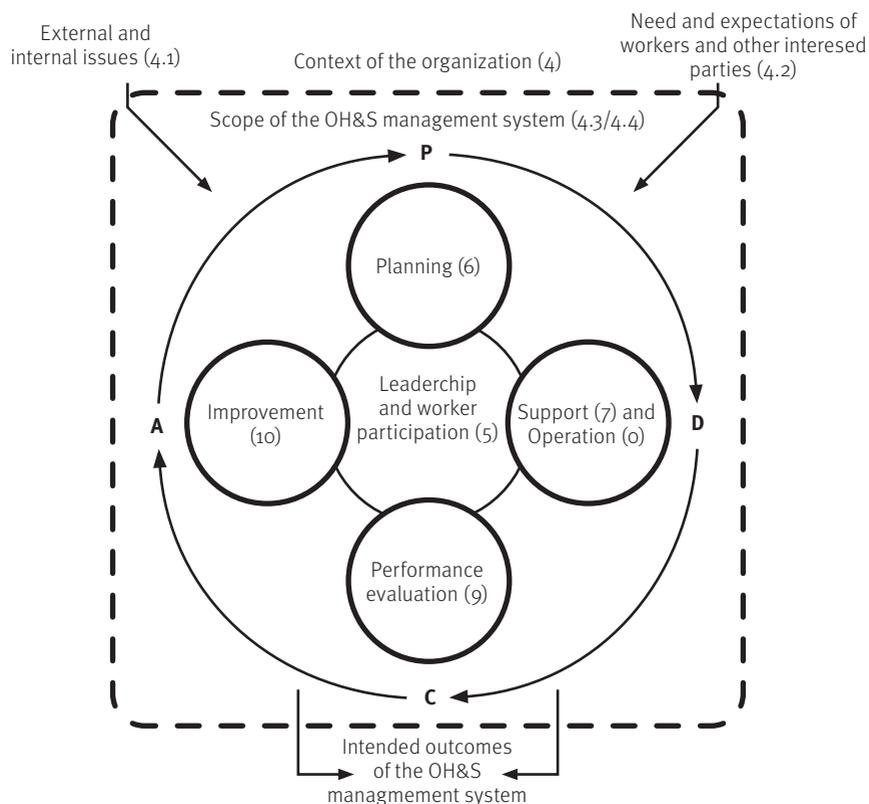


Figure 1: The PDCA cycle in ISO 45001

Since this handbook does not include the text of ISO 45001:2018, you should obtain a copy from your national standards body (find your country and contact details from the list at www.iso.org/members.html) or from ISO (www.iso.org/store.html). The requirements are in the main body of ISO 45001:2018, but you might also find the explanatory information given in Annex A very useful.

The sections that follow relate directly to the numbered clause structure of ISO 45001:2018 (Clauses 3 to 10).

3. Terms and definitions

What it is and why is it important?

Clause 3 of ISO 45001:2018 lists terms which are used in the standard with a technical definition. These definitions are not exactly the same as the usual dictionary definitions, so it is important that you as a user of ISO 45001:2018 take the time to understand them, so that you know what is meant by the requirements and how they apply to your management system.

All terms and definitions can be found at <https://www.iso.org/obp/ui>, as well as in ISO 45001:2018.