This is a preview of ISO 45002:2023. Click here to purchase the full version from the ANSI store.

INTERNATIONAL ISO

First edition
2023-02

Occupational health and safety management systems — General guidelines for the implementation of ISO 45001:2018

Systèmes de management de la santé et de la sécurité au travail — Lignes directrices générales pour la mise en œuvre de l'ISO 45001:2018

Reference number
ISO 45002:2023(E)

© ISO 2023

This is a preview of ISO 45002:2023. Click here to purchase the full version from the ANSI store.



COPYRIGHT PROTECTED DOCUMENT

© ISO 2023

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

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

Published in Switzerland

© ISO 2023 – All rights reserved

This is a preview of ISO 45002:2023. Click here to purchase the full version from the ANSI store.

Contents

Page

Foreword ..... **v**

Introduction ..... **vi**

1 Scope **1**

2 Normative references **1**

3 Terms and definitions **1**

4 Context of the organization **1**
4.1 Understanding the organization and its context 1
4.2 Understanding the needs and expectations of workers and other interested parties 4
4.3 Determining the scope of the OH&S management system 7
4.4 OH&S management system 9

5 Leadership and worker participation **9**
5.1 Leadership and commitment 9
5.2 OH&S policy 11
5.3 Organizational roles, responsibilities and authorities 13
5.4 Consultation and participation of workers 14

6 Planning **16**
6.1 Actions to address risks and opportunities 16
6.1.1 General 16
6.1.2 Hazard identification and assessment of risks and opportunities 16
6.1.3 Determination of legal requirements and other requirements 28
6.1.4 Planning action 29
6.2 OH&S objectives and planning to achieve them 30
6.2.1 OH&S objectives 30
6.2.2 Planning to achieve OH&S objectives 31

7 Support **33**
7.1 Resources 33
7.2 Competence 33
7.3 Awareness 35
7.4 Communication 37
7.4.1 General 37
7.4.2 Internal communication 38
7.4.3 External communication 40
7.5 Documented information 41
7.5.1 General 41
7.5.2 Creating and updating 43
7.5.3 Control of documented information 43

8 Operation **44**
8.1 Operational planning and control 44
8.1.1 General 44
8.1.2 Eliminating hazards and reducing OH&S risks 47
8.1.3 Management of change 50
8.1.4 Procurement 51
8.2 Emergency preparedness and response 54

9 Performance evaluation **58**
9.1 Monitoring, measurement, analysis and performance evaluation 58
9.1.1 General 58
9.1.2 Evaluation of compliance 61
9.2 Internal audit 62
9.2.1 General 62
9.2.2 Internal audit programme 62
9.3 Management review 64

© ISO 2023 – All rights reserved

This is a preview of ISO 45002:2023. Click here to purchase the full version from the ANSI store.

10 Improvement **65**
10.1 General 65
10.2 Incident, nonconformity and corrective action 66
10.3 Continual improvement 68

Bibliography **70**

© ISO 2023 – All rights reserved

This is a preview of ISO 45002:2023. Click here to purchase the full version from the ANSI store.

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 of 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 www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 283, *Occupational health and safety management*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

© ISO 2023 – All rights reserved

This is a preview of ISO 45002:2023. Click here to purchase the full version from the ANSI store.

Introduction

An organization is responsible for the occupational health and safety (OH&S) of its workers. This responsibility includes promoting and protecting their physical and mental health. The organization is also responsible for taking steps to protect others who can be affected by its activities. This is best achieved through 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, and for managing risks and opportunities to the management system itself. The intended outcomes of the OH&S management system are to continually improve the OH&S performance, to fulfil legal requirements and other requirements, and to achieve the OH&S objectives.

This document gives guidance on how to implement the requirements in ISO 45001:2018 in any type of organization and should be used in conjunction with ISO 45001:2018. Where ISO 45001:2018 states what needs to be done, this document expands on that and gives guidance, including real-life cases, on how it can be done. A complement to this general guidance is a handbook, see Reference [2].

The intention of ISO 45001:2018 is to enable organizations to protect all workers from injury and ill health, regardless of individual characteristics. This document provides additional guidance on how to ensure the specific needs of individuals and groups of workers are addressed, recognizing that a generic approach to OH&S management can lead to the needs of different genders, age and minority groups not being fully addressed.

Many requirements of ISO 45001:2018 contain terms such as “as appropriate”, “as applicable” or “relevant”. These terms signal that the organization should determine whether and how the requirement pertains to the organization, taking into account its conditions, processes or context. In this document, the meaning of these terms is as follows:

— “as appropriate” means suitable or proper in the circumstances and implies some degree of freedom, i.e. it is up to the organization to decide what to do;

— “as applicable” means possible to apply and implies that if it can be done, it should be done;

— “relevant” means directed and connected to the subject, i.e. pertinent.

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 an OH&S 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 that can influence the intended outcomes of the OH&S management system and 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.

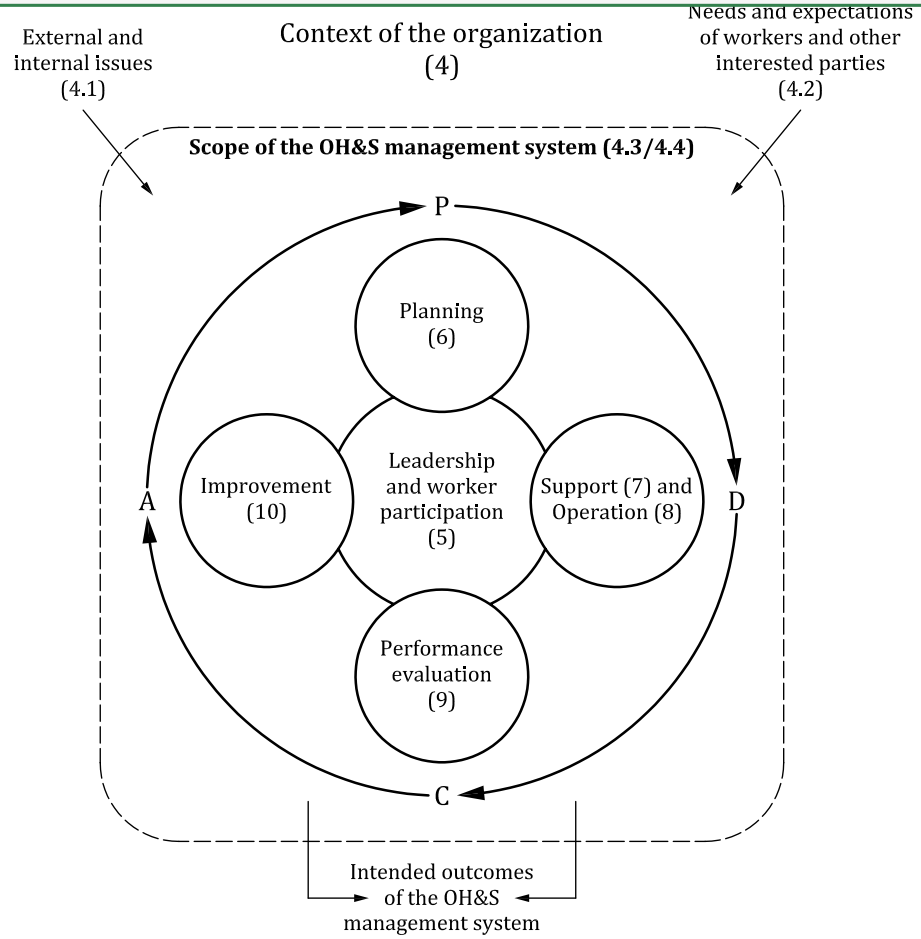
c) Check: monitor and measure activities and processes with regard to the OH&S policy and OH&S objectives and report the results.

d) Act: take actions to continually improve the OH&S performance to achieve the intended outcomes.

The PDCA concept and relationship to this document is shown in Figure 1.

© ISO 2023 – All rights reserved

This is a preview of ISO 45002:2023. Click here to purchase the full version from the ANSI store.



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

Figure 1 — Relationship between PDCA and the framework in this document

© ISO 2023 – All rights reserved