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Secretariat of ISO/PC 283

Date: 17 July 2014

To the Members of  
ISO/PC 283  
Occupational health and safety management systems

**ISO/CD 45001**

**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)**

Please find the Committee Draft of ISO 45001 attached.

This is being circulated to ISO/PC 283's members for commenting and ballot (a ballot has been established on the ISO Balloting Portal for this). Only P-members may vote; other members may submit comments. **P-members have an obligation to vote.**

The closing date for the submission of comments and votes is:

**18 October 2014**

Please use the ISO commenting template for the submission of comments, and ***include the relevant CD line number against each comment, in the 2<sup>nd</sup> column.*** We know from past experience with the development of ISO management system standards that we can expect a large number of comments at the CD stage. We may therefore have to return any comments that are submitted without reference to line numbers, or if other parts of the template have not been completed correctly, as we might not be able to process them adequately.

We look forward to receiving your votes and comments on the CD.

Yours sincerely

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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 et lignes directrices pour son utilisation*

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## 95 Foreword

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

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

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

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

112 For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment,  
113 as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT)  
114 see the following URL: [Foreword - Supplementary information](#)

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

117  
118 NOTE TO THIS DRAFT (which will not be included in the published International Standard):  
119

120 This text has been prepared using the "high-level structure" (i.e. clause sequence, common text and terminology) provided  
121 in Annex SL, Appendix 2 of the ISO/IEC Directives, Part 1, Consolidated ISO Supplement, 2014. This is intended to  
122 enhance alignment among ISO's management system standards, and to facilitate their implementation for organizations  
123 that need to meet the requirements of two or more such standards simultaneously.  
124

125 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  
126 facilitate analysis and will not be incorporated in the final version of ISO 45001.  
127

128 This new harmonized approach allows for the addition of discipline-specific (in this case OH&S specific) text which has  
129 been applied by including the following:  
130

- 131 a) specific OH&S management system requirements considered essential to meet the scope of the ISO 45001  
132 standard;
- 133 b) requirements and notes to clarify and ensure consistent interpretation and implementation of the common text in  
134 the context of an OH&S management system.  
135

136 Where text from Annex SL has not been applied, this is indicated in ~~blue font with strikeout~~.  
137

138 The text in Annex A presented in **brown font** was added during the editing of the CD, and has not yet been subject to  
139 review by ISO/PC 283/WG1.  
140

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## 142 Introduction

### 143 0.1 Background

144 An organization is responsible for ensuring its people are able to work in a manner that is safe and which  
145 protects their physical and mental health.

146 It is estimated by the International Labour Organization (ILO) that there are 2,34 million deaths every year as  
147 a result of work activities (based on data released in 2014). The adoption of an occupational health and safety  
148 (OH&S) management system is intended to enable an organization to manage its OH&S risks and improve its  
149 OH&S performance in the prevention of injury and ill health.

150 NOTE The term "occupational safety and health" (abbreviated to "OSH") is often used in place of "occupational  
151 health and safety" (OH&S).

### 152 0.2 Aim

153 The implementation of an OH&S management system is a strategic decision for an organization, and can be  
154 used to support its sustainability initiatives.

155 An organization's activities can pose a risk of ill-health or accidents, resulting in a serious impairment of  
156 health; consequently it is important for the organization to eliminate or minimize OH&S risks by taking  
157 appropriate preventive measures. This can include, for example, keeping its people well informed about the  
158 OH&S risks and by ensuring they are competent to do their assigned tasks. When translated by the  
159 organization's OH&S management system into an ongoing process (supported by the use of appropriate  
160 methods and tools, at all levels in the organization) it can reinforce the organization's commitment to  
161 proactively improving its OH&S performance.

162  
163 An OH&S management system can enable an organization to improve its OH&S performance by:

- 164 a) developing and implementing an OH&S policy and OH&S objectives;
- 165 b) establishing systematic processes which consider its "context" and which take into account its risks and  
166 opportunities, its legal requirements and the other requirements to which it subscribes;
- 167 c) determining the hazards and OH&S risks associated with its activities; seeking to eliminate them, or  
168 putting in controls to minimize their potential effects;
- 169 d) establishing operational controls to manage its OH&S risks, its legal requirements and the other  
170 requirements to which it subscribes;
- 171 e) increasing awareness of its OH&S risks;
- 172 f) evaluating its OH&S performance and seeking to improve it, through taking appropriate actions.

### 173 0.3 Success factors

174 The key success factor for an organization would be to achieve a constant position of no (or very low number  
175 of, and very minor in nature) occurrences of incidents or ill health being caused by its activities.

176 The formal, systematic, approach provided by an OH&S management system can allow an organization to  
177 improve its OH&S performance over the long term by:

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- 178 a) preventing or minimizing the risk of incidents leading to physical or mental harm, or ill-health, to those  
179 affected by the organization's activities;
- 180 b) assisting in assuring, satisfying, or conforming to legal or other requirements;
- 181 c) ensuring that changes (to the OH&S management system, processes, products, materials, organizational  
182 structure etc.) are managed in a way that does not lead to new hazards or OH&S risks;
- 183 d) promoting safe working practices;
- 184 e) achieving financial and operational benefits that can result from improved OH&S performance (e.g. a  
185 reduced number of "sick days"; reduced insurance premiums).

186 The success of the OH&S management system depends on commitment from all levels and functions of the  
187 organization, and especially from top management. Top management can leverage a range of issues with  
188 associated opportunities to eliminate or minimize the risk of harm to persons. Top management can ensure it  
189 is effective in addressing these issues and opportunities by integration of the OH&S management system with  
190 the organization's business and governance processes, strategy and decision making, as well as alignment of  
191 its OH&S objectives with other business priorities.

192 Demonstration of successful implementation of this International Standard can be used by an organization to  
193 give assurance to interested parties that an appropriate OH&S management system is in place.

194 Adoption of this International Standard, however, will not in itself guarantee optimal outcomes. Two  
195 organizations can carry out similar operations and both conform to the requirements of this International  
196 Standard while having different legal or other requirements, OH&S policy commitments, technologies in use,  
197 and OH&S objectives.

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

- 200 — the organization's context (its size, its geography, its culture, its social conditions, its legal and other  
201 requirements);
- 202 — the scope of its OH&S management system;
- 203 — the nature of its activities, its services, and its OH&S risks.

204 This can be the case in particular for small and medium sized enterprises.

205 It is possible for an organization to adapt its existing management system(s) in order to establish an OH&S  
206 management system that conforms to the requirements of this International Standard.

#### 207 **0.4 "Plan, Do, Check and Act" approach**

208 The basis of the OH&S management system approach applied in this International Standard is founded on the  
209 concept of "Plan, Do, Check and Act" (PDCA).

210 The PDCA model demonstrates an iterative process used by organizations to achieve continual improvement.  
211 It can be applied to a management system and to each of its individual elements. It can be briefly described  
212 as follows.

- 213     ▪ **Plan:** establish objectives and processes necessary to deliver results in accordance with the  
214         organization's policy.
- 215     ▪ **Do:** implement the processes as planned.

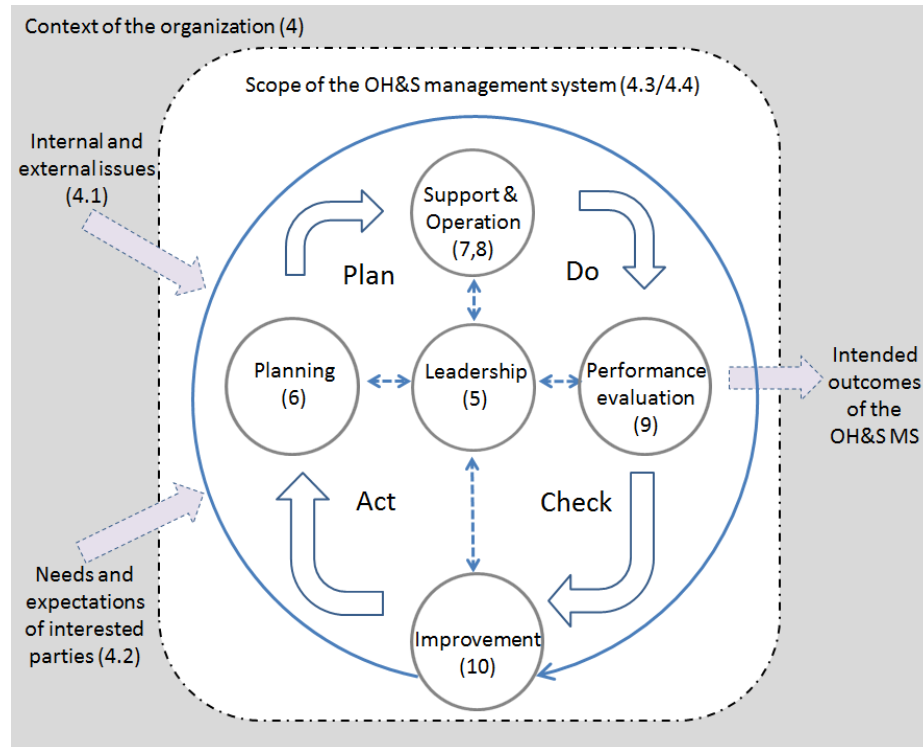


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216     ▪ **Check:** monitor and measure processes against the policy, including its commitments, objectives and  
217     operational controls, and report the results.

218     ▪ **Act:** take actions to continually improve.

219     This International Standard incorporates the PDCA concept into a new framework, referred to as the "high  
220     level structure" (HLS), as shown in Figure 1.



221

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

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

## 224     0.5 Contents of this edition

225     This International Standard conforms to ISO's requirements for management system standards.<sup>1</sup> These  
226     requirements include the use of a "high level structure" (common clause sequence, common core text,  
227     common terms and definitions) designed to benefit users implementing multiple ISO management system  
228     standards.

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

232     The body of this International Standard (Clauses 1 to 10) contains requirements that can be used to assess  
233     conformity. Annex A provides informative explanations to prevent misinterpretation of those requirements.

234

<sup>1</sup> See the ISO/IEC Directives, Part 1, Consolidated ISO Supplement, Procedures specific to ISO, Fourth edition, 2013, Annex SL, Appendices 2 and 3.