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ISO 45001:2018

Health & Safety Manual Template

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Approval

The signatures below certify that this health and safety management system manual has been authorized and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Prepared by				
Reviewed by				
Approved by				

Amendment Record

This health and safety management system manual is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date

Company Proprietary Information

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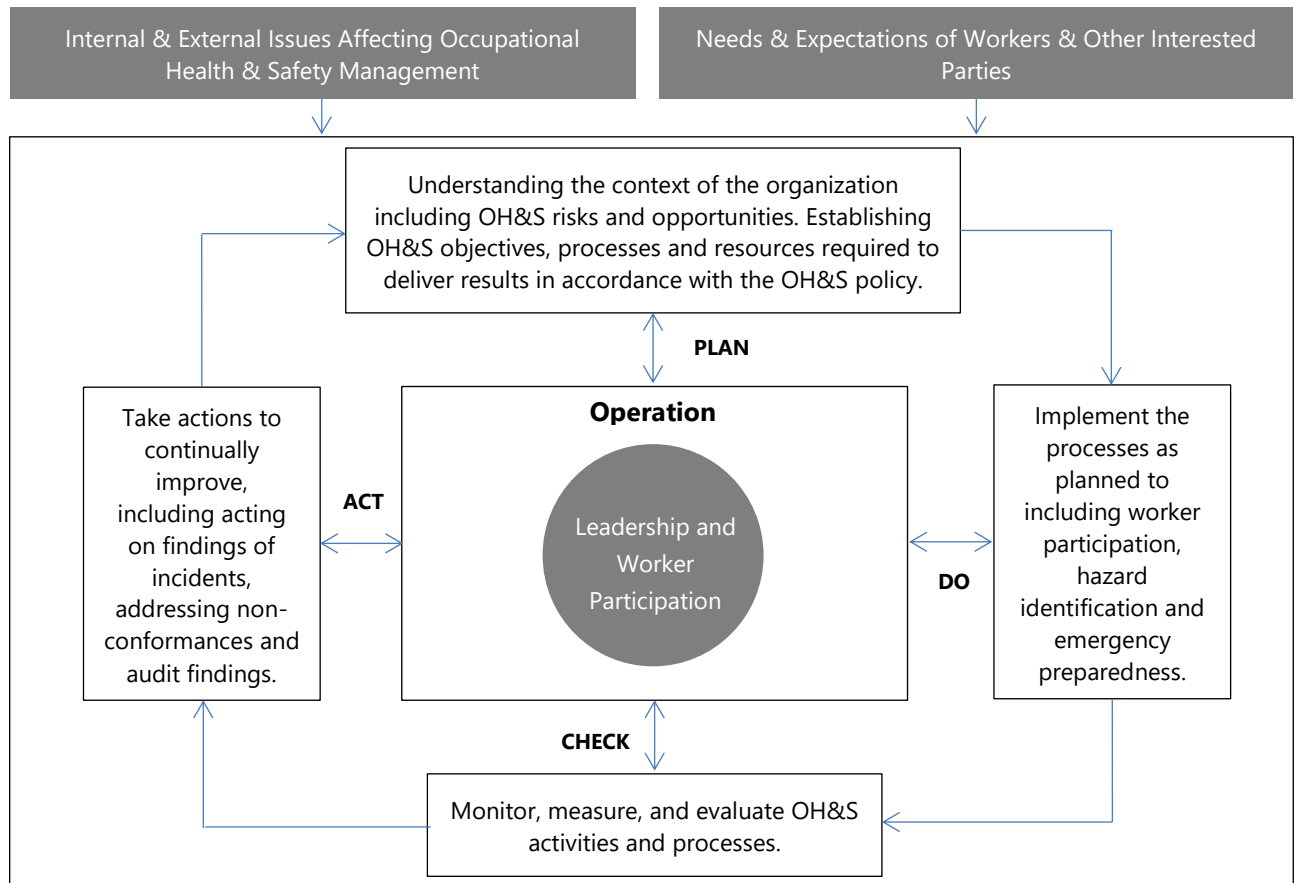
1 Introduction

Your organization has developed and implemented a Health and Safety Management System (HSMS) that uses ISO 45001:2018 as a framework for our organization to document and improve our operational practices in order to prevent work-related injury and ill-health.

Certification and/or compliance with ISO 45001:2018 help our organization to achieve its intended outcomes and demonstrate that our health and safety management system is effective. Your organization's management system documents help translate our corporate intentions to prevent incidents into a systematic and ongoing set of processes that are supported by the use of appropriate methods and tools, that can reinforce our commitment to proactively improving our performance.

The Figure below illustrates our methodology for the development of our health and safety management system, which uses the plan, do, check and act cycle to implement the process approach that delivers management system objectives, stakeholder requirements and worker safety.

Figure 1: Health and Safety Management System Process Model



This health and safety management system manual is used to familiarise our workers, customers, interested parties, or individuals with the controls that have been implemented and to assure them that the integrity of our management system is maintained and is focused on meeting its intended outcomes.

This manual also describes the structure and interactions of our health and safety management system, delineates authorities, interrelationships and responsibilities of personnel who operate within the boundaries

of [your organization's](#) health and safety management system (HSMS), whilst providing a reference to the procedures, process, forms and activities that comprise it.

The goals of our health and safety management system are to provide guidance for the development of a framework where injuries, property damage, and other loss causing incidents is mitigated. The stated goals of our health and safety management system are:

1. Development of a health and safety policy;
2. Demonstration of leadership and commitment to health and safety;
3. Establishing systematic processes for safety management;
4. Conducting hazard identification efforts;
5. Creating operational health and safety controls;
6. Increasing awareness and knowledge for employees about health and safety;
7. Evaluating safety performance and develop plans to improve continuously;
8. Establishing the necessary competencies;
9. Creating and fostering a safety culture within our organization;
10. Ensuring employees participate fully and meaningfully in the health and safety process;
11. Meeting all legal and regulatory requirements.

The scope of this document describes our health and safety management system, delineates authorities, inter-relationships, and responsibilities of process owners and personnel that operate within the management system and the sequence and interaction of our processes.

2 References

In addition to ISO 45001:2018, we also make reference to other relevant national or International standards as well as customer specifications appropriate to our context.

Standard	Title	Description
BS EN ISO 45002-1	Occupational health and safety	Guidance on managing occupational health
BS EN ISO 45002-2	Occupational health and safety	Guidance on incident investigation
BS EN ISO 19011:2018	Auditing management systems	Guidelines for auditing

3 Terms & Definitions

This document does not introduce any new definitions but rather relies on definitions typically used by our customers, workers, stakeholders or marketplace, terms typically used in standards and regulations as they relate to our products and services; standard business terminology; and terms and vocabulary commonly used in our industry. Terms and definitions specific to occupational health and safety are as follows:

1. **Hazard:** a source with the potential to cause injury or ill health. Hazards can include sources with the potential to cause harm or hazardous situations, or circumstances with the potential for exposure leading to injury and ill-health;
2. **Risk:** the effect of uncertainty, or a combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of an injury or ill health that can be caused by the event or exposure(s). Risk = Likelihood (Probability) x Severity (Consequence);
3. **Risk assessment:** the process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable;

4. **Occupational Health and Safety (OH&S):** the conditions and factors that affect, or could affect, the health and safety of employees and other workers (including temporary workers and contractor personnel), visitors, or any other person in the workplace;
5. **Health & Safety Management System (HSMS):** a management system or part of a management system used to achieve the OH&S policy;
6. **OH&S risk:** a combination of the *likelihood of occurrence* of a work-related hazardous event or exposure(s) and the *severity* of the injury and ill health that can be caused by the event or exposure(s);
7. **Incident:** an occurrence arising out of, or in the course of, work that could or does result in injury and ill health;
8. **Health and Safety Committee:** A forum for the constructive discussion of measures to assure health and safety in the workplace;
9. **Workplace:** a place or location under the control of the organization where a person needs to be or to go for work purposes;
10. **Hazard Identification:** Process of recognizing that a hazard exists and defining its characteristics;
11. **Health and Safety Representative:** A worker elected by members of their workgroup to represent them in health and safety matters;
12. **Safety Performance Indicator (SPI):** A measurable value that demonstrates how effectively the
13. Department is achieving key OH&S objectives;
14. **Lost Time Injury:** Any work-related injury (not an illness and not sickness) which prevents that person from doing any work after the incident i.e. any work-related injury that results in a person being unfit for his/her work for at least one full working day or shift;
15. **Near Miss:** Any incident, accident or emergency which did not result in an injury;
16. **OH&S Objective:** An overall OH&S goal, arising from the OH&S Policy, that our organization sets itself to achieve. All objectives are quantified where practicable;
17. **OH&S Performance:** Measurable results of the health and safety management system, related to our organization's control of safety and health risks, based on its health and safety policy and objectives;
18. **OH&S Policy:** The overall intentions and direction of our organization in relation to its OH&S commitment and performance, as formally expressed by senior management.

Abbreviations and definitions specific to occupational health and safety are as follows:

1. **COSHH:** Control of Substances Hazardous to Health;
2. **MSDS/SDS:** (Material) Safety Data Sheet;
3. **RIDDOR:** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
4. **SSoW:** Safe System of Work;
5. **ALARP:** As-Low-as-Reasonably-Practicable;
6. **LoR:** Level of Risk;
7. **SPI:** Safety Performance Indicator;
8. **OH&S:** Occupational Health and Safety;
9. **HSMS:** Health & Safety Management System;
10. **ACoP:** Approved Codes of Practice.

4 Context of Our Organization

4.1 Organizational Context

Your organization is committed to defining our position in the marketplace and understanding how relevant factors arising from legal, political, economic, social and technological issues influence our strategic direction and our organizational context.

Your organization identifies, analyzes, monitors and reviews factors that may affect our ability to satisfy our customers and stakeholders, as well as; factors that may adversely affect the stability of our processes and the integrity of the management system.

To ensure that our health and safety management system is aligned with our strategy, whilst taking account of relevant internal and external factors; we initially collate and analyze pertinent information in order to determine the potential impact on our context and subsequent business strategy.

Such issues include factors that are affected by our organization or are capable of affecting our organization. Broadly, these issues are defined as:

1. **Internal issues** – conditions related to our organizational activities, products, services, strategic direction, culture, people, knowledge, processes, and systems. Using *SWOT analysis* provides our organization with a framework for reviewing and evaluating our strategies, and the position and direction of our organization, business propositions, and other ideas;
2. **External issues** – conditions related to cultural, social, political, legal, regulatory, financial, technological, economic, competition at local, national or international levels. Using *PESTLE analysis* provides our organization with a framework for measuring our market and growth potential.

Your organization then monitors and reviews this information to ensure that a continual understanding of each group's requirements is derived and maintained. To facilitate the understanding of our context, we regularly consider issues that influence our context during management review meetings using the *Context & Interested Parties* analysis template.

The results of which are conveyed via minutes and business planning documents. We maintain and retain; in addition to this document, the following documented information to describe our organizational context and decisions relating to it:

Figure 2: Examples of Internal & External Influences

