ISO 45001:2018

OHS MANAGEMENT SYSTEM - AWARENESS TRAINING
AIM OF AN OHS MANAGEMENT SYSTEM

The aim and intended outcomes of the OHS Management System are to:

▪ Prevent work-related injuries and ill health to workers; and
▪ To provide safe and healthy workplaces.

Consequently, it is critically important for TCS to eliminate hazards and minimize OHS risks by taking effective preventive and protective measures.
The OHS Management System approach founded on the concept of Plan → Do → Check → Act (PDCA):

- **Plan**: determine and assess OHS risks, OHS opportunities and other risks and other opportunities, establish OHS objectives and processes necessary to deliver results in accordance with TCS’ OHS policy;
- **Do**: implement the processes as planned;
- **Check**: monitor and measure activities and processes regarding the OHS policy and OHS objectives, and report the results; and
- **Act**: take actions to continually improve the OHS performance to achieve the intended outcomes.
4. CONTEXT OF THE ORGANISATION

4.1 Understanding the Organization and its Context

The organization shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its OHS management system.
4. CONTEXT OF THE ORGANISATION

4.2 Understanding the Needs and Expectations of Workers and Other Interested Parties

The organization shall determine:

a) the other interested parties, in addition to workers, that are relevant to the OHS management system;

b) the relevant needs and expectations (i.e. requirements) of workers and other interested parties;

c) which of these needs and expectations are, or could become, legal requirements and other requirements.
4. CONTEXT OF THE ORGANISATION

4.3 Determining the Scope of the OHS Management System

- The organization shall determine the boundaries and applicability of the OHS management system to establish its scope.
- The OHS management system shall include the activities, products and services within the organization’s control or influence that can impact the organization’s OH&S performance.
- The scope shall be available as documented information.
4. CONTEXT OF THE ORGANISATION

4.4 OHS Management System

The organization shall establish, implement, maintain and continually improve an OH&S management system, including the processes needed and their interactions.
5. LEADERSHIP AND WORKER PARTICIPATION

5.1 Leadership and Commitment

Top management shall demonstrate leadership and commitment with respect to the OH&S management system by:

- taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities.
- ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organization.
- ensuring that the OH&S management system achieves its intended outcome(s).
- directing and supporting persons to contribute to the effectiveness of the OH&S management system.
5. LEADERSHIP AND WORKER PARTICIPATION

5.2 OH&S Policy

Top management shall establish, implement and maintain an OH&S policy that:

▪ includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health and is appropriate to the purpose, size and context of the organization and to the specific nature of its OH&S risks and OH&S opportunities;

▪ provides a framework for setting the OH&S objectives;

▪ includes a commitment to fulfil legal requirements and other requirements;

▪ includes a commitment to eliminate hazards and reduce OH&S risks

The OH&S policy shall be available as:

▪ documented information;

▪ be communicated within the organization.
5. LEADERSHIP AND WORKER PARTICIPATION

5.3 Organizational Roles, Responsibilities and Authorities

- Top management shall ensure that the responsibilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organization and maintained as documented information.
- Workers at each level of the organization shall assume responsibility for those aspects of the OH&S management system over which they have control.
5. LEADERSHIP AND WORKER PARTICIPATION

5.4 Consultation and Participation of Workers

The organization shall establish, implement and maintain a process(es) for consultation and participation of workers at all applicable levels and functions, and, where they exist, workers’ representatives, in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system.
6. PLANNING

6.1 Actions to Address Risks and Opportunities

When planning for the OH&S management system, the organization shall consider the issues referred to in 4.1 (context), the requirements referred to in 4.2 (interested parties) and 4.3 (the scope of its OH&S management system) and determine the risks and opportunities that need to be addressed to:

- give assurance that the OH&S management system can achieve its intended outcome(s);
- prevent, or reduce, undesired effects;
- achieve continual improvement.
6. PLANNING

6.1.2 Hazard Identification and Assessment of Risks and Opportunities

The organization shall establish, implement and maintain a process(es) for hazard identification that is ongoing and proactive. The process(es) shall take into account, but not be limited to:

- How work is organized, social factors (including workload, work hours, victimization, harassment and bullying), leadership and the culture in the organization;
- Routine and non-routine activities and situations, including hazards arising from:
  1. infrastructure, equipment, materials, substances and the physical conditions of the workplace;
  2. product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal;
  3. human factors; how the work is performed;
UNSAFE ACT
6. PLANNING

6.1.3 Determination of Legal Requirements and other Requirements

The organization shall establish, implement and maintain a process(es) to:

- determine and have access to up-to-date legal requirements and other requirements that are applicable to its hazards, OH&S risks and OH&S management system;
- determine how these legal requirements and other requirements apply to the organization and what needs to be communicated;
- take these legal requirements and other requirements into account when establishing, implementing, maintaining and continually improving its OH&S management system.
- The organization shall maintain and retain documented information on its legal requirements and other requirements and shall ensure that it is updated to reflect any changes.
6. PLANNING

6.1.4 Planning Action

The organization shall plan:

- **actions to:**
  - address these risks and opportunities (see 6.1.2.2 and 6.1.2.3);
  - address legal requirements and other requirements (see 6.1.3);
  - prepare for and respond to emergency situations (see 8.2);

- **how to:**
  - integrate and implement the actions into its OH&S management system processes or other business processes;
  - evaluate the effectiveness of these actions.
6. PLANNING

6.2 OH&S Objectives and Planning to Achieve Them

- The organization shall establish OH&S objectives at relevant functions and levels in order to maintain and continually improve the OH&S management system and OH&S performance (see 10.3).

- The OH&S objectives shall:
  - be consistent with the OH&S policy;
  - be measurable (if practicable) or capable of performance evaluation;
The Rusty Lifting Gear

Unsafe Condition
Unsafe Act
Near Miss
Accident
6. PLANNING

6.2.2 Planning to Achieve OH&S Objectives

When planning how to achieve its OH&S objectives, the organization shall determine:

a) what will be done;
b) what resources will be required;
c) who will be responsible;
d) when it will be completed;
e) how the results will be evaluated, including indicators for monitoring;

The organization shall maintain and retain documented information on the OH&S objectives and plans to achieve them.
7. SUPPORT

7.2 Competence

The organization shall:

- determine the necessary competence of workers that affects or can affect its OH&S performance;
- ensure that workers are competent (including the ability to identify hazards) on the basis of appropriate education, training or experience;
- where applicable, take actions to acquire and maintain the necessary competence, and evaluate the effectiveness of the actions taken;
- retain appropriate documented information as evidence of competence.
7. SUPPORT

7.3 Awareness

Workers shall be made aware of:

- the OH&S policy and OH&S objectives
- their contribution to the effectiveness of the OH&S management system, including the benefits of improved OH&S performance
- the implications and potential consequences of not conforming to the OH&S management system requirements
- incidents and the outcomes of investigations that are relevant to them
- hazards, OH&S risks and actions determined that are relevant to them
7. SUPPORT

7.5 Documented Information

The organization’s OH&S management system shall include:

- documented information required by this document;
- documented information determined by the organization as being necessary for the effectiveness of the OH&S management system.

Creating and updating

Control of documented information
8. OPERATION

8.1 Operational Planning and Control

The organization shall plan, implement, control and maintain the processes needed to meet requirements of the OH&S management system, and to implement the actions determined in Clause 6, by:

- establishing criteria for the processes;
- implementing control of the processes in accordance with the criteria;
- maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned;
- adapting work to workers.
8. OPERATION

8.1.2 Eliminating Hazards and Reducing OH&S Risks

The organization shall establish, implement and maintain a process(es) for the elimination of hazards and reduction of OH&S risks using the following hierarchy of controls:

- eliminate the hazard;
- substitute with less hazardous processes, operations, materials or equipment;
- use engineering controls and reorganization of work;
- use administrative controls, including training;
- use adequate personal protective equipment.
8. OPERATION

8.1.4 Procurement

The organization shall establish, implement and maintain a process(es) to control the procurement of products and services in order to ensure their conformity to its OH&S management system.

**Contractors:** The organization shall coordinate its procurement process(es) with its contractors, in order to identify hazards and to assess and control the OH&S risks arising from:

- the contractors’ activities and operations that impact the organization;
- the organization’s activities and operations that impact the contractors’ workers;
- the contractors’ activities and operations that impact other interested parties in the workplace.
8. OPERATION

8.2 Emergency Preparedness and Response

The organization shall establish, implement and maintain a process(es) needed to prepare for and respond to potential emergency situations, as identified in 6.1.2.1, including:

▪ establishing a planned response to emergency situations, including the provision of first aid;
▪ providing training for the planned response;
▪ periodically testing and exercising the planned response capability;

The organization shall maintain and retain documented information on the process(es) and on the plans for responding to potential emergency situations.
8. OPERATION

8.4 Control of Externally Provided Processes, Products and Services

- The organization shall ensure that outsourced functions and processes are controlled.
- The organization shall ensure that its outsourcing arrangements are consistent with legal requirements and other requirements and with achieving the intended outcomes of the OH&S management system.
- The type and degree of control to be applied to these functions and processes shall be defined within the OH&S management system.

NOTE  Coordination with external providers can assist an organization to address any impact that outsourcing has on its OH&S performance.
9. PERFORMANCE EVALUATION

9.1 Monitoring, Measurement, Analysis and Performance Evaluation

- The organization shall establish, implement and maintain a process(es) for monitoring, measurement, analysis and performance evaluation.
- The organization shall determine what needs to be monitored and measured, including the extent to which legal requirements and other requirements are fulfilled;
- The organization shall ensure that monitoring and measuring equipment is calibrated or verified as applicable, and is used and maintained as appropriate.
9. PERFORMANCE EVALUATION

9.1.2 Evaluation of Compliance

- The organization shall establish, implement and maintain a process(es) for evaluating compliance with legal requirements and other requirements (see 6.1.3).

- The organization shall:
  - determine the frequency and method(s) for the evaluation of compliance;
  - evaluate compliance and take action if needed (see 10.2);
  - maintain knowledge and understanding of its compliance status with legal requirements and other requirements;
  - retain documented information of the compliance evaluation result(s).
9. PERFORMANCE EVALUATION

9.2 Internal Audit

- The organization shall conduct internal audits at planned intervals to provide information on whether the OH&S management system conforms to:
  - the organization’s own requirements for its OH&S management system, including the OH&S policy and OH&S objectives;
  - the requirements of this document;
  - is effectively implemented and maintained.
9. PERFORMANCE EVALUATION

9.3 Management Review

- Top management shall review the organization’s OH&S management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

- Top management shall communicate the relevant outputs of management reviews to workers, and, where they exist, workers’ representatives (see 7.4).

- The organization shall retain documented information as evidence of the results of management reviews.
10. IMPROVEMENT

10.1 Incident, Nonconformity and Corrective Action

- The organization shall establish, implement and maintain a process(es), including reporting, investigating and taking action, to determine and manage incidents and nonconformities.

- When an incident or a nonconformity occurs, the organization shall:
  - react in a timely manner to the incident or nonconformity and, as applicable take action to control and correct it; deal with the consequences;
  - evaluate, with the participation of workers (see 5.4) and the involvement of other relevant interested parties, the need for corrective action to eliminate the root cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by:
    - investigating the incident or reviewing the nonconformity; determining the cause(s) of the incident or nonconformity
10. IMPROVEMENT

10.3 Continual Improvement

The organization shall continually improve the suitability, adequacy and effectiveness of the OH&S management system, by:

- enhancing OH&S performance;
- promoting a culture that supports an OH&S management system;
- promoting the participation of workers in implementing actions for the continual improvement of the OH&S management system;
- communicating the relevant results of continual improvement to workers, and, where they exist, workers’ representatives;
- maintaining and retaining documented information as evidence of continual improvement.
THANK YOU

Hearts & Minds

Heart + Mind = OHS