

Documents are in Microsoft Word for ease of editing.

**ISO 45001:2018**

**Occupational Health and Safety**

**Management Systems**

**OH&S Manual / Documented Information**

**Document No. SMS-001**

**Street Address**

**City, State, Zip**

**Tel,**

**Cell Phone:**

**Email:**

**Web Site:**

Blue text throughout the manual highlight areas for customization

**Instructions:**

This manual is used as a template in developing your ISO 45001:2018 Occupational Health and Safety Management System (OHSMS).

- Methods and systems used in the development and operation of the OHSMS vary widely from company to company.
- The blue text and suggestions displayed in the manual are intended to offer some options and to highlight the areas that need attention / update / replacement.
- Review the text and suggestions and at a minimum replace or update them to reflect the unique / customized information of your health and safety management system requirements.
- Delete the blue text after each task is completed.
- Use replace function – enter “Your Company” in find space, enter your company name in replace space – system should make changes throughout the entire document.
- Additional detail / instruction in the use of the SMS-001 manual template is included in a separate file “SMS-Template-Instructions”.

Additional documentation review.

- Similarly, the blue text and suggestions displayed in the OH&S documentation (that will follow) for the procedures, instructions, attachments, forms, and flow diagrams are intended to offer some options and to highlight the areas that require update or replacement.

Blue text gives guidance for customization



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**Introduction**

Your Company developed and implemented an System to document the company's best health requirements and expectations of its interested the company.

You can search and replace "Your Company" with your own company name.

To fully understand the organization and its context, Your Company determined the external and internal issues that are relevant and that affect its ability to achieve the intended results of the OH&S management system (OHSMS).

The OHSMS of Your Company meets the requirements of the ISO 45001:2018 international standard. The system addresses the management of the actions to address risks and opportunities and incorporates a Plan-Do-Check-Act concept. The management of the interactive processes provides for the achievement of continual improvement and focus on efforts leading to the prevention of undesirable outcomes.

The manual describes the OHSMS, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides the documented information with procedures or references for all activities comprising the OHSMS that ensures the compliance to the necessary requirements of the standard.

This manual is used internally to guide the company's employees through the requirements of the ISO standard that must be met and maintained to control or influence the ways to protect the workers from injury and ill-health in the workplace and to provide the necessary instructions that contribute to continual improvement.

This manual is used externally to introduce our Occupational Health and Safety Management System to our customers and other external organizations or interested parties. The manual is used to familiarize them with the controls that have been implemented and to assure them that it provides them with a framework to address work-related injury or ill-health and enhance OH&S performance.

The manual is approved by a top management representative.

President: \_\_\_\_\_ Date: \_\_\_\_\_

**Section A Scope of the OH&S Management System**

To determine and establish the scope of the OHSMS, *Your Company* determined the boundaries and applicability of the system and considered the external and internal issues, the requirements of workers and other relevant interested parties, the activities, the processes, the products and services that are within the company's control or influence and that can impact OH&S performance.

The scope is available and maintained as documented information stating the products and services covered by the OHSMS.

Related documents are referenced.

As developed with procedure **P-400** for Organizational context, include the scope of your OHSMS here:

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For example, if you are a manufacturer of toys, the scope of your OH&S may be:

The scope of the OH&S Management System includes the major product and service categories associated with the primary functions of manufacturing wooden toys at the North Pole location and distributing the product to children of all ages.

**Section B References**

- a. There are no normative references for ISO 45001:2018.
- b. Applicable definitions are included in documented procedures and instructions at par 3.0 to enhance the understanding of the process.

**INSERT YOUR COMPANY LOGO/NAME HERE**

**F-710-001  
Equipment Problem Report**

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**EQUIPMENT PROBLEM REPORT**

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**EQUIPMENT DESCRIPTION:** \_\_\_\_\_

LAST TASK PERFORMED: \_\_\_\_\_

JOB NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

OPERATOR: \_\_\_\_\_

REPORTED BY: \_\_\_\_\_

**DESCRIPTION OF PROBLEM:**

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**ACTION TAKEN**

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PROBLEM INVESTIGATED BY: \_\_\_\_\_

PROBLEM RESOLUTION DATE: \_\_\_\_\_

# INSERT YOUR COMPANY LOGO/NAME HERE

F-750-001

## List of Documented Information

### Section D List of Documented information – Form F-750-001

This list of Documented Information covers the clauses 4 through 10 of the ISO standard, and provides the responsibility, approval date, and revision status for the documents.

- The SMS designation indicates a Safety Management System Manual.
- The P designation indicates Procedures.
- The WI designation indicates Work Instructions.
- The number following the document numbers listed in the Document column below identifies the clause of the standard that the document is associated with.
- Additional documented information relevant to procedures and instructions is outlined in the spreadsheets of Master Documentation Lists, form F-750-003.

Doc. #	Description	Responsibility	Approve date	Revise date	Revise date
<b>Occupational Health and Safety Management System</b>					
SMS-001	OH&S Manual	President			
<b>Clause 4 – Context of the Organization</b>					
P-400	Organizational context	President			
<b>Clause 5 – Leadership and Worker Participation</b>					
P-500	Leadership	President			
<b>Clause 6 – Planning</b>					
P-600	Planning for the OHSMS	OH&S team leader			
P-612	OHS-Risk management planning	OH&S team leader			
WI-622-001	OH&S program – Injury prevention	Tech services manager			
WI-622-002	OH&S program – Ill-health prevention	Tech services manager			
WI-622-003	OH&S program – Hazard reduction	Tech services manager			
<b>Clause 7 – Support</b>					
P-710	Resource management	Operations manager			
P-720	Competence, awareness, and training	H R manager			
P-740	Communication	OH&S team leader			
P-750	Control of documented information	OH&S team leader			

# INSERT YOUR COMPANY LOGO/NAME HERE

P-600-A

## Planning for the OH&S Management System

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### 1.0 Purpose/Scope

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- 1.1 The purpose of this procedure is to establish the process for the planning of the Occupational Health and Safety Management System (OHSMS) at [Your Company](#).
- 1.2 The procedure applies to the planning activities and resources required to meet the objectives of the OHSMS.

### 2.0 Responsibilities and Authorities

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- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In supporting roles, [Top management and the members of the OH&S team](#) ensures that the responsibilities and authorities for the OHSMS are defined and communicated. The organization chart documented on attachment A-530-001 is included in the OH&S manual.
- 2.3 The [OH&S team and the OH&S team leader](#) are responsible to provide the leadership for a process approach and the achievement of intended results with the application of the P-D-C-A (plan, do, check, act methodology) and R-B-T (risk-based thinking)
- 2.4 Additional responsibilities for the [OH&S team leader](#) and the [OH&S team](#) are detailed in relevant paragraphs of section 5.0 below.

### 3.0 References and Definitions

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- 3.1 This document introduces clause 6 of the ISO 45001:2018 standard, and covers the planning for the OHSMS.
- 3.2 Top management: Person or group of people who directs and controls an organization at the highest level.
- 3.3 Production processes: Processes that contribute or result in the product or service being produced or the product or service being provided.

### 4.0 Resources

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- 4.1 None

### 5.0 Instructions

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- 5.1 The activities and resources required to meet the objectives of the OHSMS considers the planning of the system itself, and the management of risks and opportunities.
  - 5.1.1 [OH&S team](#) makes use of the OH&S process identification worksheet, form F-440-001 to identify, plan and document the processes that

## 1.0 Purpose/Scope

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- 1.1 This procedure describes the process for internal and external communication of information regarding the OHSMS at [Your Company](#).
- 1.2 The procedure applies to the personnel whose work affects the performance of the Occupational Health and Safety Management System (OHSMS).

## 2.0 Responsibilities and Authorities

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- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 Additional responsibilities for the [OH&S team leader, the supervisors, and employees](#) are detailed in relevant paragraphs of section 5.0 below.

## 3.0 References and Definitions

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- 3.1 This document relates to [clause 7.4](#) of the ISO 45001:2018 standard covering communication.

- 3.2 No Definition

Related forms, records, and documents are referenced to comply with document control requirements

## 4.0 Resources

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- 4.1 None

## 5.0 Instructions

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- 5.1 In support of the procedure P-720 for competence, awareness and training, the [OH&S team](#) establishes the processes for internal and external information and communication relevant to the OHSMS.

- 5.1.1 The tools used to manage and respond to the OHSMS communication needs are designed to address what, when, with whom, and how to communicate information., and consider diversity aspects, such as gender, language culture, literacy, and disability when determining the communication needs.

- 5.1.2 The tools include the OHSMS action reports:

- F-740-001, Public response report – P.R.R.
- F-740-002, Alert report – A.R.
- F-740-003, Incident report – I.R.
- F-740-004, Nonconformance report – N.C.R.
- F-814-003 Provider corrective action request - PCAR
- F-1020-001 Corrective action request – C.A.R.

- 5.1.3 While the above reports have specific purposes, they ensure that reliable information and responses communicated are consistent with information generated by the OHSMS and consider the legal requirements and other requirements / compliance obligations, and considers the views of