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NEBOSH

INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

ELEMENT 2: How health and safety
management systems work and
what they look like

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SCOPE OF LEARNING

How health and safety management systems work and what they look like

2.1 What they are and the benefits they bring

2.2 What good health and safety management systems look like



2.1- HEALTH AND SAFETY MANAGEMENT SYSTEM

A Health Safety and Management System (HSMS) is a comprehensive framework designed to proactively manage health and safety risks in the workplace. It is a structured approach that integrates policies, procedures, processes, and practices to protect the health and well-being of employees, visitors, and other stakeholders while promoting a safe working environment.

The PDCA cycle, also known as the Deming Cycle or Plan-Do-Check-Act cycle, is a four-step management method used for continuous improvement in various processes, including Health Safety Management Systems (HSMS)



The key elements of a health and safety management system

A set of interrelated elements established to effectively manage health and safety. These key elements form the backbone of any Occupational Health and Safety Management System. There are mainly two standards commonly used worldwide.

These are:

- ILO – OSH 2001
- ISO 45001 2018

I-LO-OSH 2001: ILO-OSH 2001 is a set of guidelines developed by the International Labour Organization to assist organizations in improving their occupational safety and health (OSH) performance. It provides a flexible framework for implementing OSH management systems tailored to the organization's needs.

-ISO 45001:2018: ISO 45001:2018 is an internationally recognized standard developed by the International Organization for Standardization specifically focusing on occupational health and safety management systems. It provides a systematic approach for managing OSH risks and opportunities to prevent work-related injuries, illnesses, and fatalities.





Both ILO – OSH 2001, ISO45001 2018 follow the **PDCA** cycle:

- Plan – what you're going to do.
- Do – it! •

Check – that what you're doing is working.

- Act – if what you're doing isn't working as well as it should.

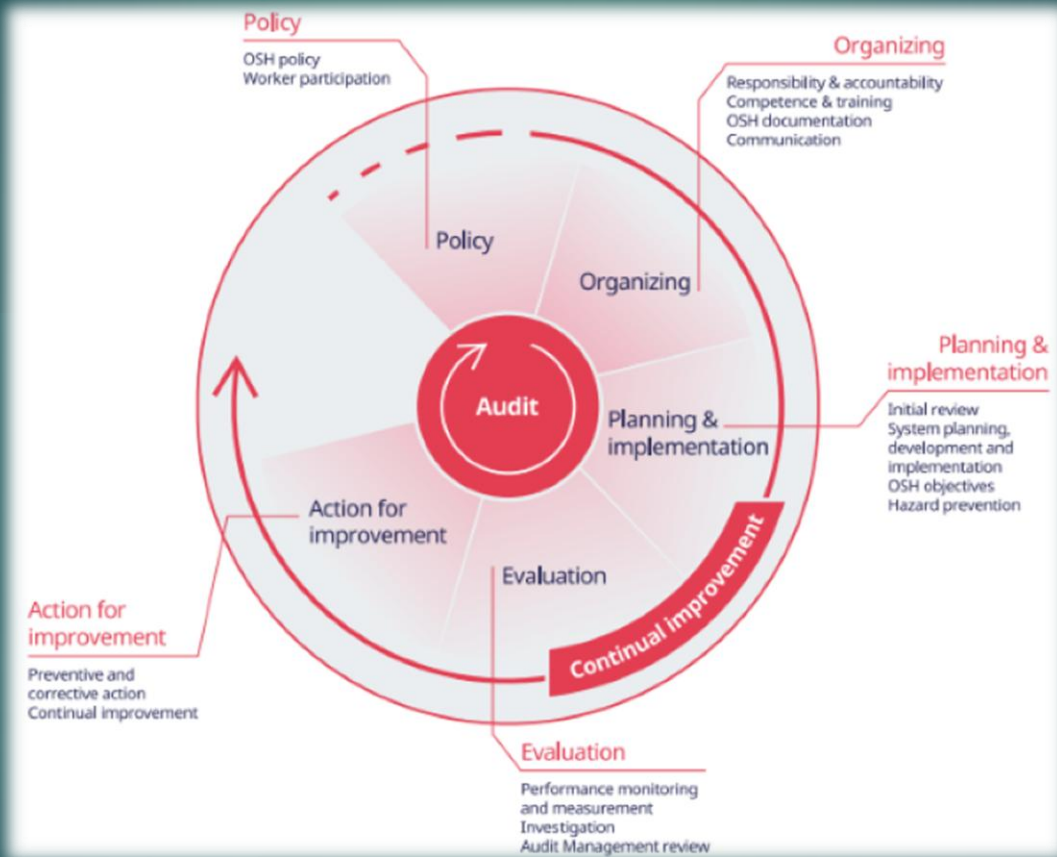
Key Elements of ILO-OSH 2001

- ▶ 1. Policy (Plan)
- ▶ 2. Organizing (Plan)
- ▶ 3. Planning and implementing (Do)
- ▶ 4. Evaluation - monitoring, review, measurement, investigation (Check)
- ▶ 5. Auditing (Check)
- ▶ 6. Action for improvement - preventative and corrective action; continual improvement (Act)





ILO-OSH 2001





▶ **1. Policy: (Plan)**

Establishing a clear and concise OSH policy that reflects the organization's commitment to providing a safe and healthy work environment for all employees. The policy should outline management's responsibilities, leadership support, and adherence to relevant legal requirements and standards. • The typical policy consists of three main parts i.e. a "Statement of intent", "Organization section" and "the arrangements section".

▶ **2. Organizing: (Plan)**

Assigning roles, responsibilities, and accountabilities for OSH management within the organization. This involves appointing competent individuals to oversee OSH activities, establishing communication channels, and promoting worker participation in OSH decision-making processes.

▶ **3. Planning and implementing: (Do)**

Conducting a systematic assessment of OSH risks and hazards in the workplace to identify potential areas of concern. Developing OSH objectives, targets, and action plans to address risks, prevent incidents, and improve safety performance.

▶ **4. Evaluation: (Check)**

Monitoring and evaluating the effectiveness of OSH measures through regular inspections, audits, and reviews. Establishing performance indicators, measuring OSH performance, and conducting incident investigations to identify trends, strengths, weaknesses, and areas for improvement.





▶ **5. Action for improvement: (Act)**

▶ Continuously improving the OSH management system based on feedback, data analysis, lessons learned, and best practices. Implementing corrective actions, preventive measures, and changes to enhance OSH performance, address deficiencies, and promote a culture of continuous improvement.

6. Audit: (Check)

Audit is an Independent, critical and systematic review of the O&HSMS.

Audit includes:

- It is necessary to set up procedures for conducting regular audits.
- To determine the adequacy and presence of the OHSMS and its elements,
- efficient in preserving employees' health and safety and avoiding accidents
- locating and examining the underlying reasons for any non-compliance with relevant OSH regulations.





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HOW HEALTH AND SAFETY MANAGEMENT SYSTEMS WORK AND WHAT THEY LOOK LIKE

2.1 WHAT THEY ARE AND THE BENEFITS THEY BRING

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ISO 45001:2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS — REQUIREMENTS WITH GUIDANCE FOR USE

PDCA CYCLE

Plan:

- Learn about the organization as a whole, including the OH&S risks and opportunities. Set up the OH&S goals, processes, and resources that are needed to get things done in line with the organization's OH&S Policy.

Do:

- Include worker participation, hazard identification, and emergency preparedness in the implementation of the processes as planned.

Check:

- Monitor, measure, and assess OH&S processes and activities.

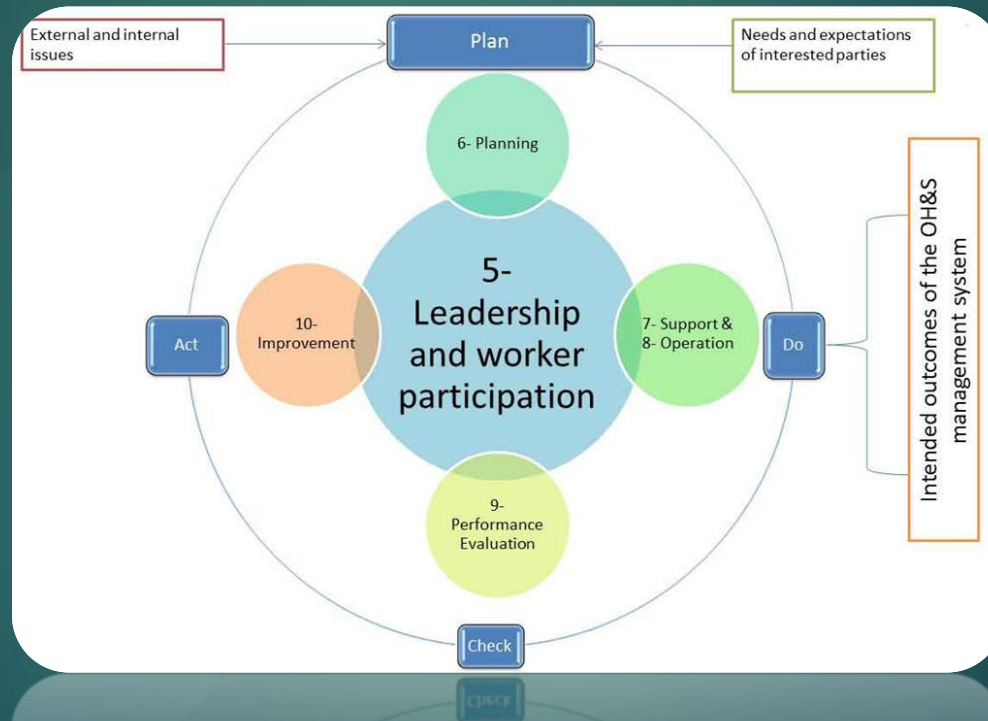
Act:

- Take steps to continuously improve, including addressing incident findings, nonconformance, and audit results.



KEY ELEMENTS OF HEALTH AND SAFETY MANAGEMENT SYSTEM

PDCA CYCLE





ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

ANNEX SL-High Level Structure

Clause 1	Scope
Clause 2	Normative references
Clause 3	Terms and definitions
Clause 4	Context of the organization
Clause 5	Leadership
Clause 6	Planning
Clause 7	Support
Clause 8	Operation
Clause 9	Performance evaluation
Clause 10	Improvement



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

Context of the Organisation (Clause 4)

Context of the Organization: - Understanding the internal and external issues that can impact the organization's occupational health and safety performance. This includes identifying stakeholders, compliance obligations, and other factors relevant to the OHSMS.

External Context Issues (organization have no control)

1. Cultural, political,
2. Economic and legal issues,
3. Natural surroundings and market competition,
4. New competitors, technologies,
5. Laws and occupations.



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

Internal Context Issues (under control of the organization)

- ▶ Organizational structure,
- ▶ Roles, accountabilities,
- ▶ Capabilities and organizational culture,
- ▶ Information systems,
- ▶ Flows and decision-making.





ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use Leadership and worker participation (Clause 5)

Leadership and Worker Participation:

Demonstrating leadership commitment to occupational health and safety, actively involving workers in decision-making processes, and promoting a culture of participation, consultation, and engagement in OHS management.

In terms of the OH&SMS, top management must demonstrate leadership and commitment by doing the following:

1. considering overall accountability for preventing work-related illnesses and injuries, as well as providing safe and healthy work environments and activities;
2. Ensuring that the OH&S policy and related objectives are established and aligned with the organization's strategic direction;
3. Ensuring the cooperation of the OH&SMS requirements into the organization's business processes;
4. ensuring the availability of the resources required to establish, implement, maintain, and enhance the OH&SMS;
5. Communicating the significance of effective OH&S management and adherence to the OH&SMS requirements.



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

Planning (Clause 6)

In this section, you'll examine your OH&S system's goals and the steps you'll take to realize them. Your number one priority should be making sure that accidents and health problems in the workplace are as few as possible. Even so, it's helpful to outline the stages below.

Think about things like what the law requires, what your stakeholders want and need, and what you need to run your business.

- What are the plans
- What kind of means are required.
- When and who should each task be carried out.
- Timeline for implementation of the strategy
- Methods of Assessment
- When and how the changes will be made within the compar



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

Support (Clause 7)

Support:- Providing resources, training, awareness, communication, and documented information to support the effective implementation and maintenance of the OHSMS. Support also includes ensuring competence, participation, and consultation of workers in OHS activities.



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

Operation (Clause 8)

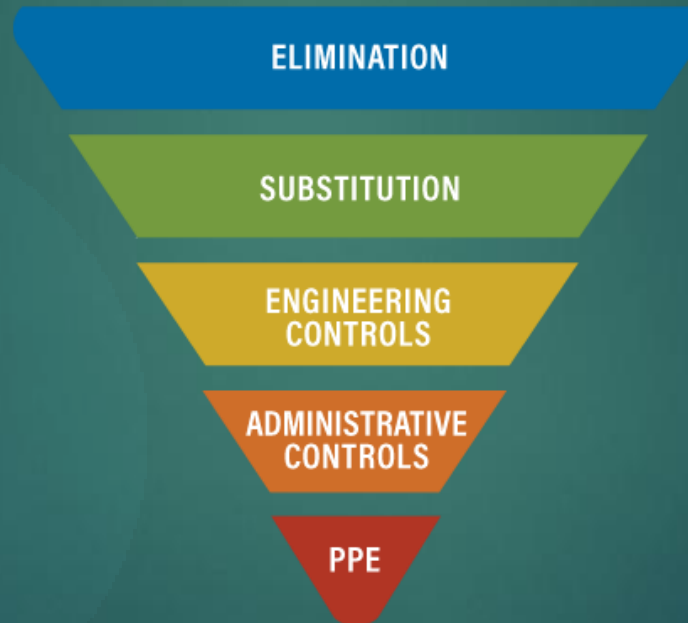
Operation:- Implementing planned OHS controls and processes to manage risks, prevent incidents, and create safe working conditions. This involves establishing emergency preparedness and response procedures, implementing OHS programs, and monitoring OHS performance.



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use Operation (Clause 8)

Hierarchy of Controls

Most effective



Least effective



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

HIERARCHY OF CONTROLS

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:

- a) eliminate the hazard;
- b) substitute with less hazardous processes, operations, materials or equipment;
- c) use engineering controls and reorganization of work;
- d) use administrative controls, including training;
- e) use adequate personal protective equipment.



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

Performance Evaluation (Clause 9)

Performance Evaluation:- Monitoring, measuring, analyzing, and evaluating the organization's OHS performance against set objectives, targets, legal requirements, and other relevant criteria. Performance evaluation enables the organization to determine the effectiveness of its OHSMS and identify areas for improvement.



ISO 45001:2018 Occupational health and safety management systems — Requirements with guidance for use

Improvement (Clause 10)

Improvement- Taking corrective actions, preventive actions, and continual improvement measures to enhance the effectiveness of the OHSMS. This includes addressing non-conformities, conducting incident investigations, and revising OHS policies and procedures based on performance evaluation results.



GROUP SYNDICATE EXERCISE

Discuss what could be the benefits of having a formal and certified Health and Safety Management system which is in line with ISO 45001:2018.



2.2 PURPOSE AND IMPORTANCE OF SETTING POLICY FOR HEALTH AND SAFETY

OUTLINE THE IMPORTANCE OF AN ORGANISATION'S HEALTH AND SAFETY POLICY.

THE HEALTH AND SAFETY POLICY OF AN ORGANISATION IS AN IMPORTANT DOCUMENT WITH STATEMENTS OF COMMITMENT TO PROTECT WORKERS AND OTHERS, THAT SETS OUT THE ORGANISATION'S AIMS REGARDING HEALTH AND SAFETY, WHO IS RESPONSIBLE FOR ACHIEVING THESE AIMS, AND HOW THE AIMS ARE TO BE ACHIEVED (ARRANGEMENTS).

OUTLINE THE REASON WHY THE HEALTH AND SAFETY POLICY OF TWO ORGANISATIONS MIGHT BE DIFFERENT?

THE HEALTH AND SAFETY POLICY OF AN ORGANISATION SHOULD REFLECT THE CIRCUMSTANCES OF THE INDIVIDUAL ORGANISATION: THE HAZARDS AND RISKS, THE SIZE AND THE COMPLEXITY OF THE ORGANISATION. THE POLICY MUST THEREFORE BE DEVELOPED AND TAILORED TO FIT THE ORGANISATION THAT IT EXISTS TO SERVE.

REASONS WHY AN ORGANISATION SHOULD HAVE A WRITTEN POLICY

- LEGAL COMPLIANCE.
- MEET MANAGEMENT-SYSTEMS STANDARDS (ILO-OSH 2001, OHSAS 18001).
- CLEAR COMMUNICATION.
- CONTINUOUS IMPROVEMENT.



GENERAL STATEMENT OF INTENT (WHAT)

1. SETTING OVERALL AIMS AND OBJECTIVES.
2. COMPLYING WITH LAW.
3. ACHIEVING STANDARDS.
4. REMINDS WORKERS AT ALL LEVELS OF THEIR RESPONSIBILITIES.
5. SIGNED AND DATED BY THE MOST SENIOR PERSON.
6. REGULAR REVIEW. ORGANISATION SECTION (WHO)
7. OUTLINES THE CHAIN OF COMMAND FOR HEALTH AND SAFETY MANAGEMENT.
8. IDENTIFIES THE ROLES AND RESPONSIBILITIES OF STAFF.
9. USUALLY INCLUDES AN ORGANISATIONAL CHART RELATING TO HEALTH AND SAFETY.
10. SHOWS LINES OF COMMUNICATION AND FEEDBACK



ORGANISATION SECTION (WHO)

- ❑ OUTLINES THE CHAIN OF COMMAND FOR HEALTH AND SAFETY MANAGEMENT.
- ❑ IDENTIFIES THE ROLES AND RESPONSIBILITIES OF STAFF.
- ❑ USUALLY INCLUDES AN ORGANIZATIONAL HIERARCHY RELATING TO HEALTH AND SAFETY.
- ❑ SHOWS LINES OF COMMUNICATION AND FEEDBACK



ARRANGEMENTS SECTION (TWO CATEGORIES GENERAL AND SPECIFIC) (HOW)

- DESCRIBES HOW THINGS ARE DONE.
- DETAILED DESCRIPTION OF POLICIES AND PROCEDURES.
- USUALLY A LONG DOCUMENT.
- OFTEN SEPARATE FROM THE POLICY DOCUMENT.
- UNIQUE TO EACH ORGANISATION.



THE CIRCUMSTANCES THAT MAY LEAD TO A NEED TO REVIEW THE HEALTH AND SAFETY POLICY

- ❑ PASSAGE OF TIME, E.G. ANNUALLY.
- ❑ TECHNOLOGICAL CHANGE AND ADVANCEMENT
- ❑ CHANGES IN ORGANISATION
- ❑ LEGISLATION CHANGES
- ❑ AFTER AN AUDIT OR AN ENFORCEMENT INSPECTION



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2.2 WHAT GOOD HEALTH AND SAFETY MANAGEMENT SYSTEMS LOOK LIKE

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The benefits of having a formal /certified health and safety management system

- ▶ Improved Occupational Health and Safety Management Performance
- ▶ Better Regulatory Compliance
- ▶ Reducing the costs associated with Incidents
- ▶ Improving the productivity by reducing downtime and loss of time
- ▶ Better risk profiling within the Organisation thereby reducing Incidents
- ▶ Better employee consultation and participation
- ▶ Getting Competitive advantage
- ▶ Improved management commitment
- ▶ A formal health and safety management system can help in improving the health and safety culture of the Organisation and also improving the overall morale of the workforce.
- ▶ A formal Health and Safety Management system standard helps in integrating the Health and Safety management system with other systems of the Organisation



What good health and safety management systems look like

- ▶ Top management is responsible for creating, enforcing, and maintaining an OH&S policy that:
- ▶ a) is appropriate to the organisation's purpose, size, and context, as well as the specific nature of its OH&S risks and opportunities;
- ▶ b) includes a commitment to develop and provide a safe workplace along with prevention of work-related injuries & ill-health;
- ▶ c) a commitment to comply with legal and other requirements;
- ▶ d) a commitment to eliminate hazards and reduce OH&S risks;
- ▶ e) a commitment to ongoing improvement of the OH&S management system;
- ▶ f) and a commitment to consultation and participation of workers and, where applicable, workers' representatives.

The OH&S policy must be current and suitable, be accessible as documented data, be discussed within the organization, and be made accessible to parties who are interested as necessary.



What good health and safety management systems look like Health and Safety Objectives

Management is accountable for developing, implementing, and updating an OH&S policy that:

- a) takes into account the organization's mission, size, and context, as well as the unique nature of its OH&S risks and opportunities;
- b) emphasizes the prevention of work-related injuries and illnesses and the provision of a safe workplace;
- c) satisfies legal and other requirements; and
- d) works to remove hazards and lessen OH&S risks.



Responsibilities – all workers at all levels of an organisation have responsibility for health and safety

- ❖ Individuals or organizations at every level must take responsibility for the preventative procedures and actions necessary to keep people safe from harm. Everyone, as we have seen, is responsible for something:
- ❖ Every level of management is responsible for ensuring that, within their purview of duty, all necessary precautions are taken with regard to strategic plan and/or operational actions.
- ❖ It is everyone's obligation to follow all safety procedures at all times while on the job.
- ❖ Professionals in the field of health and safety are tasked with assisting both upper management and employees in developing an awareness of and putting into practice effective safety procedures.



Responsibilities – all workers at all levels of an organisation have responsibility for health and safety

Practical arrangements for making it work

- ❖ Planning and Organising
- ❖ Controlling Hazards
- ❖ Consultation
- ❖ Communication
- ❖ Monitoring Compliance and Assessing Effectiveness



References

Key elements of health and safety management system

<https://www.ask-ehs.com/blog/abiding-by-the-key-elements-of-health-and-safety-management-systems/>

ISO 45001 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS MIGRATION GUIDE

https://d2evkimvhatqav.cloudfront.net/documents/isr_dis45001_guide.pdf

ISO 45001: Requirements and structure explained

<https://www.itgovernance.co.uk/blog/iso-45001-requirements-and-structure-explained>

Key Elements of Health and Safety Management System as per ILO-OSH-2001

<https://entirelysafe.com/key-elements-of-health-and-safety-management-system-as-per-ilo-osh-2001/#.ZCFyWHZBzrc>

Occupational health and safety

https://www.iso.org/files/live/sites/isoorg/files/archive/pdf/en/iso_45001_briefing_note.pdf

Prepare a health and safety policy

<https://www.hse.gov.uk/simple-health-safety/policy/index.htm>



END OF SESSION QUIZ

1. PDCA cycle stands for which of the following
(Choose the correct option)

1. Plan- Deviate- Check-Act
2. Policy-Do-Check-Act
3. Plan-Do-Check-Act
4. Plan-Do-Cross-Act



END OF SESSION QUIZ

Which is the least effective control measure as per the Hierarchy of Controls

(Choose the correct answer)

1. Substitution
2. Personal Protective Equipment (PPE)
3. Elimination
4. Engineering Controls
5. Administrative Controls



END OF SESSION QUIZ

Health and Safety Management system Audit is a part of which of the following?

(Choose the correct option)

1. Act
2. Do
3. Plan
4. Check



END OF SESSION QUIZ

Re-arrange the following as per Hierarchy of Controls of ISO 45001:2018

(Choose the correct answer)

1. Substitution
2. Engineering Controls
3. Administrative Controls
4. Elimination
5. PPE