MAURITIAN STANDARD

MS ISO 45002:2023

First edition
2024-04-13

Occupational health and safety management systems — General guidelines for the implementation of ISO 45001:2018

ICS: 13.100, 03.100.70

Mauritius Standards Bureau
Moka

© MSB 2024

PREVIEW

National foreword

This Mauritian Standard is identical with the International Standard **ISO 45002:2023,** *Occupational health and safety management systems — General guidelines for the implementation of ISO 45001:2018.* It was adopted by the Mauritius Standards Bureau on the recommendation of the **Safety and Security Standards Committee** through its subcommittee on Occupational Health and Safety. The standard was approved by the **Standards Council** on 15 March 2024 and notified in the Government Gazette on **13 April 2024 ***

*** General Notice No. 407 of 2024**

COPYRIGHT PROTECTED DOCUMENT

© MSB 2024

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without permission in writing from Mauritius Standards Bureau at the address below

Mauritius Standards Bureau
Villa Road
Moka
Mauritius

Telephone *+ (230) 433 3648*
Fax *+ (230) 433 5051/ 433 5150*
E-mail *msb@intnet.mu*

PREVIEW

 © MSB 2024 – All rights reserved

Contents

Page

Foreword ... **v**
Introduction ... **vi**
1 Scope ... **1**
2 Normative references ... **1**
3 Terms and definitions ... **1**
4 Context of the organization ... **1**
4.1 Understanding the organization and its context ... 1
4.2 Understanding the needs and expectations of workers and other interested parties ... 4
4.3 Determining the scope of the OH&S management system ... 7
4.4 OH&S management system ... 9
5 Leadership and worker participation ... **9**
5.1 Leadership and commitment ... 9
5.2 OH&S policy ... 11
5.3 Organizational roles, responsibilities and authorities ... 13
5.4 Consultation and participation of workers ... 14
6 Planning ... **16**
6.1 Actions to address risks and opportunities ... 16
6.1.1 General ... 16
6.1.2 Hazard identification and assessment of risks and opportunities ... 16
6.1.3 Determination of legal requirements and other requirements ... 28
6.1.4 Planning action ... 29
6.2 OH&S objectives and planning to achieve them ... 30
6.2.1 OH&S objectives ... 30
6.2.2 Planning to achieve OH&S objectives ... 31
7 Support ... **33**
7.1 Resources ... 33
7.2 Competence ... 33
7.3 Awareness ... 35
7.4 Communication ... 37
7.4.1 General ... 37
7.4.2 Internal communication ... 38
7.4.3 External communication ... 40
7.5 Documented information ... 41
7.5.1 General ... 41
7.5.2 Creating and updating ... 43
7.5.3 Control of documented information ... 43
8 Operation ... **44**
8.1 Operational planning and control ... 44
8.1.1 General ... 44
8.1.2 Eliminating hazards and reducing OH&S risks ... 47
8.1.3 Management of change ... 50
8.1.4 Procurement ... 51
8.2 Emergency preparedness and response ... 54
9 Performance evaluation ... **58**
9.1 Monitoring, measurement, analysis and performance evaluation ... 58
9.1.1 General ... 58
9.1.2 Evaluation of compliance ... 61
9.2 Internal audit ... 62
9.2.1 General ... 62
9.2.2 Internal audit programme ... 62
9.3 Management review ... 64

PREVIEW

© ISO 2023 – All rights reserved

10 Improvement **65**
10.1 General 65
10.2 Incident, nonconformity and corrective action 66
10.3 Continual improvement 68
Bibliography **70**

PREVIEW

© ISO 2023 – All rights reserved

Foreword

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

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

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

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

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 283, *Occupational health and safety management*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

PREVIEW

© ISO 2023 – All rights reserved

Introduction

An organization is responsible for the occupational health and safety (OH&S) of its workers. This responsibility includes promoting and protecting their physical and mental health. The organization is also responsible for taking steps to protect others who can be affected by its activities. This is best achieved through an OH&S management system.

The purpose of an OH&S management system is to provide a framework for managing OH&S risks and opportunities, and for managing risks and opportunities to the management system itself. The intended outcomes of the OH&S management system are to continually improve the OH&S performance, to fulfil legal requirements and other requirements, and to achieve the OH&S objectives.

This document gives guidance on how to implement the requirements in ISO 45001:2018 in any type of organization and should be used in conjunction with ISO 45001:2018. Where ISO 45001:2018 states what needs to be done, this document expands on that and gives guidance, including real-life cases, on how it can be done. A complement to this general guidance is a handbook, see Reference [2].

The intention of ISO 45001:2018 is to enable organizations to protect all workers from injury and ill health, regardless of individual characteristics. This document provides additional guidance on how to ensure the specific needs of individuals and groups of workers are addressed, recognizing that a generic approach to OH&S management can lead to the needs of different genders, age and minority groups not being fully addressed.

Many requirements of ISO 45001:2018 contain terms such as “as appropriate”, “as applicable” or “relevant”. These terms signal that the organization should determine whether and how the requirement pertains to the organization, taking into account its conditions, processes or context. In this document, the meaning of these terms is as follows:

— “as appropriate” means suitable or proper in the circumstances and implies some degree of freedom, i.e. it is up to the organization to decide what to do;

— “as applicable” means possible to apply and implies that if it can be done, it should be done;

— “relevant” means directed and connected to the subject, i.e. pertinent.

The OH&S management system approach applied in this document is founded on the concept of Plan-Do-Check-Act (PDCA). The PDCA concept is an iterative process used by organizations to achieve continual improvement. It can be applied to an OH&S management system and to each of its individual elements, as follows:

a) Plan: determine and assess OH&S risks, OH&S opportunities and other risks and other opportunities that can influence the intended outcomes of the OH&S management system and establish OH&S objectives and processes necessary to deliver results in accordance with the organization’s OH&S policy.

b) Do: implement the processes as planned.

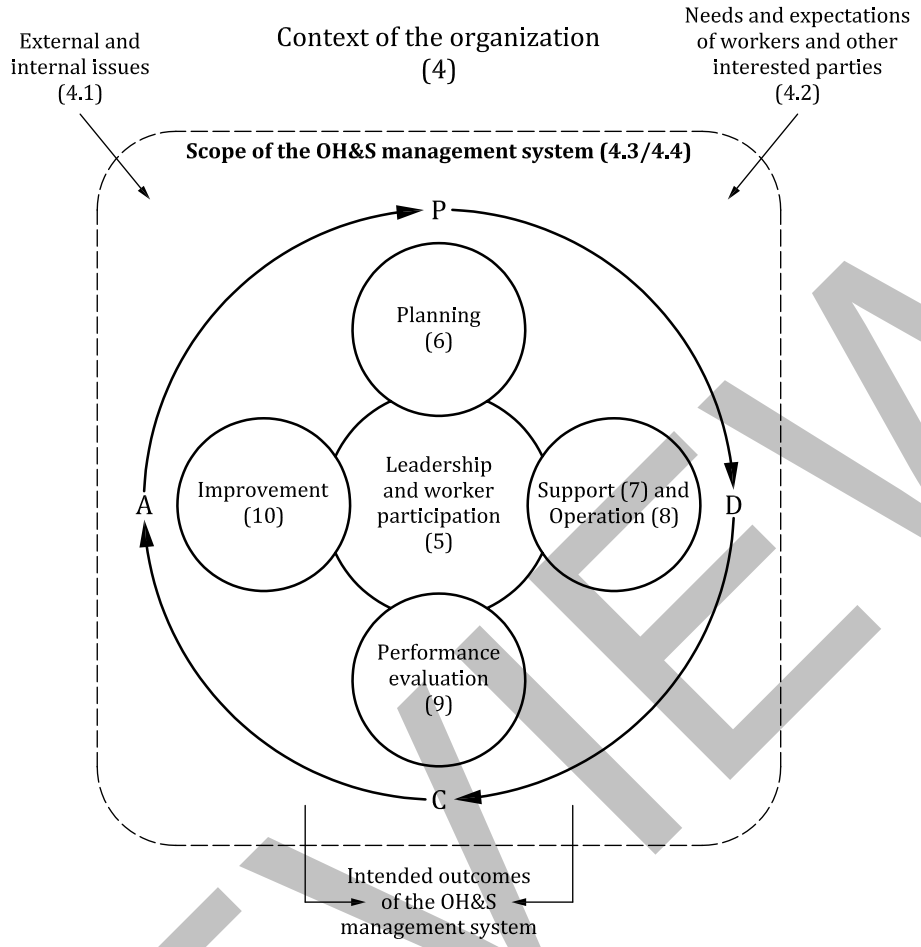
c) Check: monitor and measure activities and processes with regard to the OH&S policy and OH&S objectives and report the results.

d) Act: take actions to continually improve the OH&S performance to achieve the intended outcomes.

The PDCA concept and relationship to this document is shown in Figure 1.

PREVIEW

© ISO 2023 – All rights reserved



NOTE The numbers given in brackets refer to the clause numbers in this document.

Figure 1 — Relationship between PDCA and the framework in this document

PREVIEW

© ISO 2023 – All rights reserved

PREVIEW

Occupational health and safety management systems — General guidelines for the implementation of ISO 45001:2018

1 Scope

This document gives guidance on the establishment, implementation, maintenance and continual improvement of an occupational health and safety (OH&S) management system that can help organizations conform to ISO 45001:2018.

NOTE 1 While the guidance in this document is consistent with the ISO 45001:2018 OH&S management system model, it is not intended to provide interpretations of the requirements in ISO 45001.

NOTE 2 The use of the term "should" in this document does not weaken any of the requirements in ISO 45001:2018 or add new requirements.

NOTE 3 For most of the clauses in this document, there are real-life cases on how different types of organizations have implemented the requirements. These are not intended to suggest the only or best way to do this, but to describe one way this was done by an organization.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 45001:2018 apply.

ISO and IEC maintain terminology databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at https://www.electropedia.org/

4 Context of the organization

4.1 Understanding the organization and its context

To be able to implement an effective OH&S management system, the organization needs to understand the context within which it operates and to determine what issues can make it easier or more difficult to achieve the intended outcomes of the OH&S management system. The intended outcomes as included in the definition of "occupational health and safety management system" (see ISO 45001:2018, 3.11) are to prevent injury and ill health to workers and to provide safe and healthy workplaces. It includes enhancement of OH&S performance, fulfilment of legal requirements and other requirements, and achievement of OH&S objectives. These are the minimal, core outcomes but an organization can set additional intended outcomes such as going beyond the requirements of ISO 45001:2018, e.g. encouraging a supplier to also implement an OH&S management system.

PREVIEW

© ISO 2023 – All rights reserved