

ISO 45001: Context, Leadership, & Worker Participation



**Rick Gehrke, Sr. Environmental Safety & Health Consultant,
Alchemy**



Today's Speaker



Rick Gehrke

Sr. Environmental Safety & Health Consultant
Alchemy

Agenda

1. Understanding Your Organization's Context
2. Identifying Interested Parties' Needs & Expectations
3. Documenting Your Organization's Scope
4. Leadership & Management Responsibilities
5. Occupational Health and Safety Policy Purpose & Requirements
6. Involving Your Workforce in Your OH&S Management System
7. Questions?

Context of the Organization



Context of the Organization

- Understand our organization and our context
- Determine external and internal issues which might affect our ability to achieve the intended outcomes of our OH&S management system
- Circle of Concern*

*The 7 Habits of Highly Effective People by Stephen Covey



Context of the Organization

Intended outcomes include:

- Continual improvement of OH&S performance
- Fulfilment of legal requirements and other requirements
- Achievement of OH&S objectives



Context of the Organization

Examples of External Issues

- Culture/Society
- Politics/Laws
- Economy/Competition
- Technology/Changes
- Surroundings/Neighbors
- Suppliers/Customers

Examples of Internal Issues

- Governance/Structure
- Capabilities/Resources
- Knowledge/Competence
- Working condition
- Facilities
- Products & services

Interested Parties, Needs, & Expectations



Interested Parties, Needs, & Expectations

Interested Parties:

People or organizations that can affect, be affected by, or perceive themselves to be affected by a decision or activity.



Interested Parties, Needs, & Expectations

External Examples

- Regulators
- Customers
- Community
- Suppliers
- Visitors/Contractors

Internal Examples

- Workers
- Corporate governance
- Owners
- Workers representatives
- Unions

Interested Parties, Needs, & Expectations

- Determine the requirements of workers and other interested parties
- Decide which of these requirements are, or could become, our compliance obligations

**WHAT
DO
YOU
EXPECT**



Scope of the OH&S Management System



Scope of the OH&S Management System

- Boundaries and applicability
- Consider external and internal issues
- Consider interested parties
- Circle of Influence*

*The 7 Habits of Highly Effective People by Stephen Covey



General System Requirement Statement

Clause 4.4 requires that we establish, implement, maintain and improve our system in accordance with the requirements specified in ISO 45001.

Recommendation: Document and map all system processes, their inputs and outputs, and references to related processes, even when that documentation is not required by the standard.



Leadership & Responsibility



Leadership & Responsibility

Top Management:

A person or group of people who directs and controls an organization at the highest level.

Top management has the power to delegate authority and provide resources within the organization, provided ultimate responsibility for the system is retained.



Leadership & Responsibility

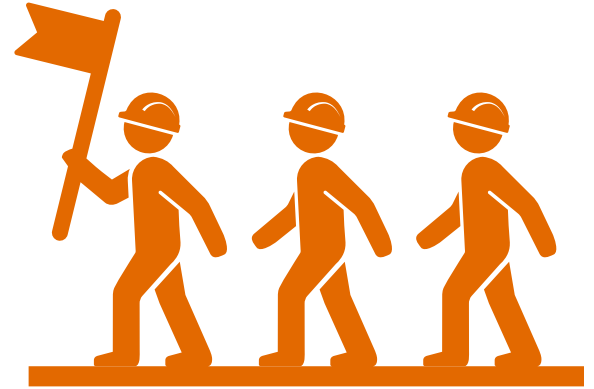
Take overall responsibility and accountability for the prevention of work-related injury and ill health.

Remember: Ill health includes adverse effects on the physical, mental or cognitive condition of a person.



Leadership & Responsibility

- Provide safe and healthy workplaces and activities
- Ensure that the OH&S policy and objectives are established and compatible with the strategic direction of our organizations



Leadership & Responsibility

- Ensure integration of system requirements into other business processes
- Ensure availability of resources needed to support the system
- Communicate the importance of effective OH&S management and of meeting system requirements



Leadership & Responsibility

- Ensure that the system achieves our intended outcomes
- Direct and support others to contribute
- Ensure and promote improvement
- Support others to demonstrate their leadership



Leadership & Responsibility

- Develop, lead, and promote a culture that supports our OH&S goals
- Protect workers from retaliation
- Ensure we establish and implement processes for consultation and participation of workers
- Support health and safety committees



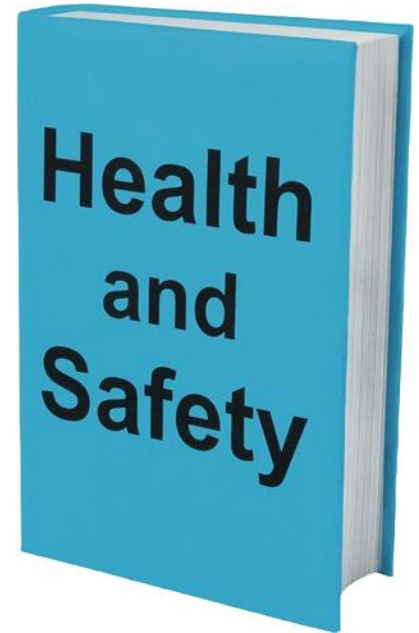
OH&S Policy



OH&S Policy

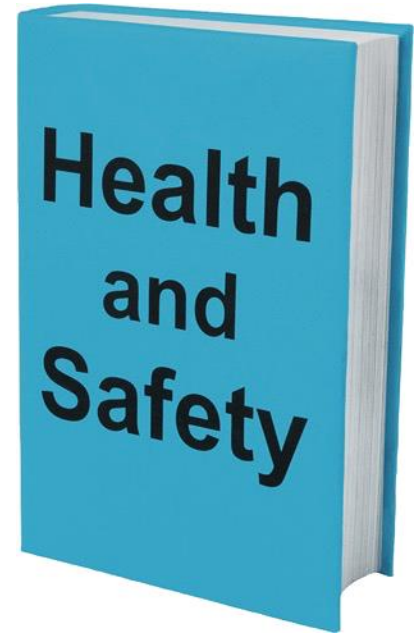
Top management needs to establish the OH&S policy including commitments to:

- Provide safe and healthy working conditions
- Prevention of work-related injury and ill health
- Provide a framework for setting the OH&S objectives



OH&S Policy

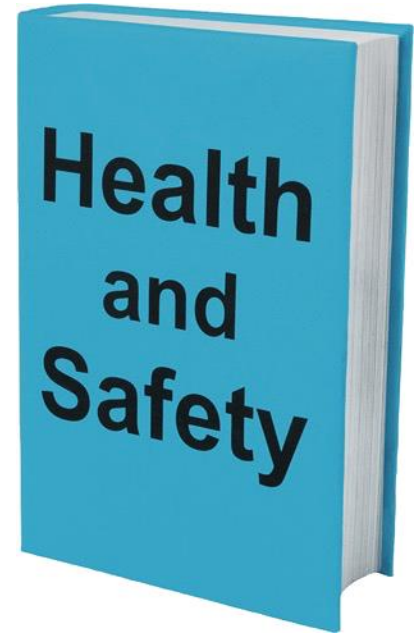
- Fulfill legal and other requirements
- Eliminate hazards and reduce OH&S risks
- Continual improvement of the system
- Consultation and participation of workers, and if applicable, workers' representatives



OH&S Policy

A few last requirements on the OH&S policy:

- Must be documented
- Must be communicated within the organization
- Must be available to interested parties, as appropriate
- Must be relevant and appropriate



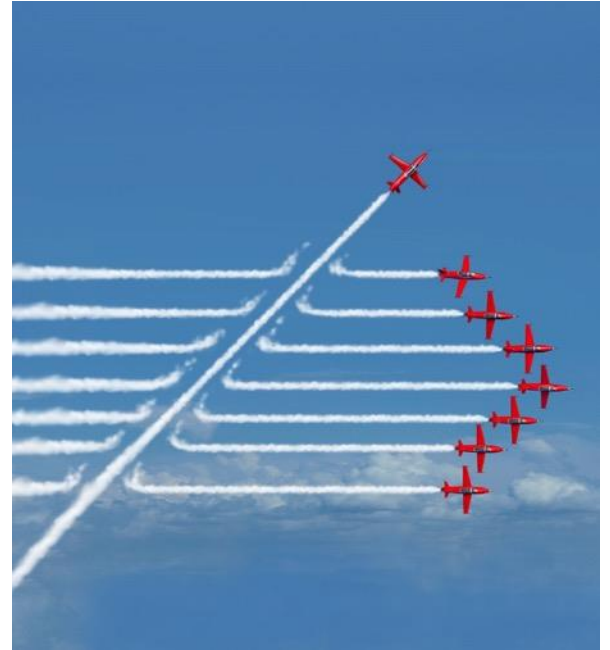
Involving the Workforce



Roles, Responsibilities, & Authorities

Top management needs to ensure that the responsibilities and authorities are assigned, communicated, and documented.

Workers at all levels need to assume responsibility for aspects of the system over which we have control.

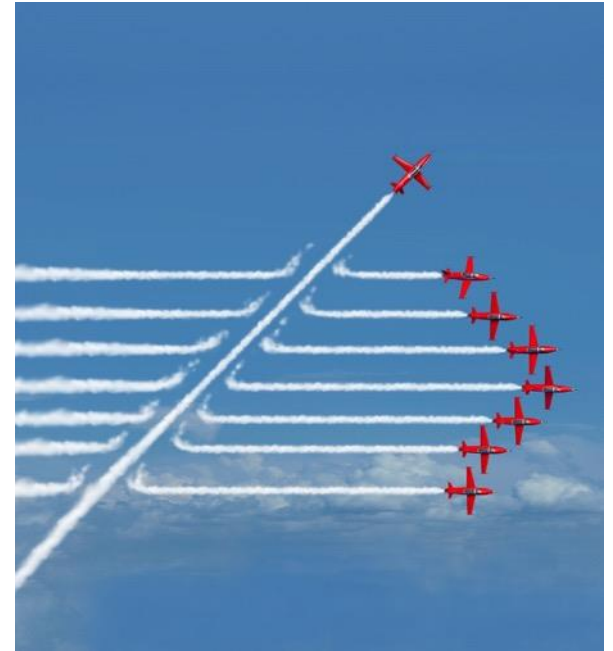


Roles, Responsibilities, & Authorities

Top Management needs to assign responsibility and authority for:

- Ensuring that the system conforms to the requirements of ISO 45001
- Reporting on the performance of our system

Ultimately top management is still accountable for the functioning of the system.



Consultation & Participation

- **Consultation**

Seeking views before making a decision

- **Participation**

Involvement in decision-making



Consultation & Participation

Establish, implement and maintain processes for consultation and participation in:

- Development
- Planning
- Implementation
- Performance evaluation
- Actions for improvement of the OH&S management system



Consultation & Participation

As an organization you must:

- Provide mechanisms and resources for consultation and participation
- Provide timely access to information about the OH&S management system
- Determine and remove or minimize obstacles to participation



Consultation & Participation

Potential obstacles and barriers:

- Failure to respond to worker inputs
- Literacy or language barriers
- Retaliation or threats of retaliation
- Policies or practices that discourage participation



Consultation & Participation

Consultation of non-managerial workers in:

- Determining needs and expectations of interested parties
- Establishing OH&S policy
- Assigning roles, responsibilities and authorities
- Determining how to fulfil legal and other requirements



Consultation & Participation

- Establish and plan to achieve OH&S objectives
- Determine controls for outsourcing, procurement and contractors
- Determine monitoring, measurement, and evaluation needs
- Internal audit program planning, implementation, and maintenance
- Ensure continual improvement



Consultation & Participation

Participation of non-managerial workers includes the following:

- Determining processes for consultation and participation
- Identifying hazards, assessing risks, and identifying opportunities
- Determining actions for eliminating hazards and reducing risks



Consultation & Participation

Participation of non-managerial workers includes the following:

- Determining competence and training requirements and evaluation
- Determining communication needs and processes
- Determining controls measures and implementation
- Incident investigation and corrective action



How Can You Learn More About ISO 45001?

Key Takeaways

- The more you **learn about the context** of our organization, the more effective your OH&S management system will be
- **Thoroughly document** the inputs and outputs of all system processes, even where the standard does not require it
- The better you **understand your interested parties** and their needs and expectations, the better you can safeguard your own health and safety and that of others
- A thorough and detailed **analysis and documentation of scope** will make it easier to evaluate and manage our OH&S risks
- **Top management responsibilities** under the new standard are extensive and specific
- **Engaging** a competent and motivated workforce will lead to greater success in OH&S management and improved worker health and safety

ISO 45001 Upcoming Webinar Series



October

Planning and Support: What Are We Going to Manage and What Do We Need?

November

Operation and Emergency Preparedness: How Will We Make Our Operations Healthy and Safe?

December

Performance Evaluation and Improvement: How Will We Know If We're Succeeding, and How Do We Get Better?

Register on Alchemy's Website under *Upcoming Webinars* – Coming Soon!

Available Resources



Alchemy Solutions for Frontline Workers & Supervisors



Training

- Train up to 150 employees at once
- Multilingual course libraries
- Easily customizable content



Reinforcement

- App for on-the-floor observations
- Training-coordinated signage
- Supervisor guides for consistency



Compliance

- Automated recordkeeping
- Paperless documentation
- Audit-ready reporting

Alchemy's Consulting Solutions

- ✓ **ISO 14001 and ISO 45001 Assistance** –Gap Analysis, Program Development, Internal Audits, Continuous Improvement Programs, OHSAS 18001 to ISO 45001 Transition
- ✓ **OSHA & State Regulatory Assistance** – Compliance Assessment, Mock Audit, Program Development, Corrective Action Assistance
- ✓ **On-Site Training** – OSHA 10-hour, OSHA 30-hour, ISO 14001, ISO 45001, OHSAS 18001 to ISO 45001 Transition
- ✓ **EPA & State Environmental Programs** – Compliance Assessment, Mock Audit, Program Development, Enforcement Response
- ✓ **SQF, BRC and FSSC 22000 Consulting**
- ✓ **HACCP Plan / Food Safety Plan Reassessment**



**100% Client
Satisfaction
Rate**



alchemy
engage

Sept 17–19, 2019 • Austin, TX



Inspiring Sessions

Learn engagement & compliance best practices from industry leaders



Innovative Technologies

Advance your safety program with new technologies, solutions, & services



Texas-sized Fun

Enjoy exploring Austin with hundreds of your industry peers and new best friends!

Register today: AlchemySystems.com/Engage

A Few Reminders...



A **recording of today's webinar** and a copy of the slides will be emailed to you within the next 48 hours.



Please complete the **quick survey** that will pop-up when you exit the webinar to provide your feedback on today's webinar.

Questions?



THANK YOU

