



**ISO 45001 LEAD AUDITOR
REFRESHER TRAINING
FOR ENVIRONMENTAL SPECIALISTS**

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ENVIRONMENTAL SPECIALIST CURRICULUM

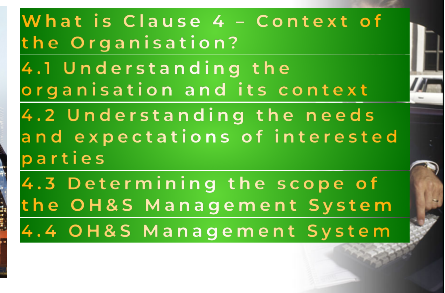




**CONTEXT OF THE ORGANIZATION
FOR ENVIRONMENTAL PROFESSIONALS**

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LEARNING OBJECTIVES

What is Clause 4 – Context of the Organisation?

- 4.1 Understanding the organisation and its context
- 4.2 Understanding the needs and expectations of interested parties
- 4.3 Determining the scope of the OH&S Management System
- 4.4 OH&S Management System



4.1 UNDERSTANDING THE ORGANISATION AND ITS CONTEXT

This clause underpins the 2018 Standards and establishes the context of the Occupational Health and Safety Management System (OHSMS)

This clause 'sets the scene' for the organization and the scope and boundaries for the occupational health and safety management system. Importantly ISO 45001 should be aligned to the strategic direction of the organization, embedding OH&S management into the core business functions, rather than as a stand-alone discipline

Within this clause the organization has to determine the internal and external factors that may affect its ability to achieve the intended outcomes of its OH&S MS. Externally this may be issues such as socio-economic and political instability; internally, it may be issues such as restructuring, acquisitions or new products.

4.1 UNDERSTANDING THE ORGANISATION AND ITS CONTEXT +

The organization is also required to determine the needs and expectations of 'interested parties with regard to the OH&S MS. This means that the system cannot operate in isolation – those who have an interest in the outcomes of the OH&S MS – workers, shareholders, legal authorities, contractors, etc have to be considered.

Most organizations will have worked through these two aspects as part of their overall risk and opportunity management (and/or if they have other ISO standards) but it is important for ISO 45001 that these issues are expressly considered against the intended outcomes of the OH&S MS.

EXTERNAL ISSUES INCLUDE +

- ✓The cultural, social, political, legal, financial, technological and economic conditions in which the company operates, whether at international, national, regional or local level;
- ✓The legislative framework in which the organization operates including statutory, regulatory and other forms of legal requirements;
- ✓Relationship with contractors, suppliers, partners and other external interested parties.
- ✓Key drivers and trends relevant to the industry or sector in which the organization operates.

INTERNAL ISSUES INCLUDE +

- ✓The size and complexity of the organization and the nature of the activities carried out therein;
- ✓The strategic direction of the organization, its policies and objectives;
- ✓Organizational governance and structure, roles and accountability;
- ✓The capability and capacity of the organization in terms of resources, knowledge and competence (e.g. capital, employee competencies, processes, systems and technologies);
- ✓Information systems: information flows and decision-making processes (both formal and informal) and the time frame within which they are accomplished;

INTERNAL ISSUES INCLUDE +

- ✓The process for introducing new products, materials, services, tools, software, premises and equipment;
 - ✓Organizational style and the health and safety culture of the organization.
 - ✓The form and extent of contractual relationships, including outsourced activities;
 - ✓Working time arrangements.
 - ✓Working conditions;
- An understanding of the organization and its context can be achieved at a strategic level by using techniques such as Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, and Political, Economic, Social, Technological, Legal, and Environmental (PESTLE) analysis.

INTERNAL ISSUES INCLUDE +

- It is recommended that the organization documents and periodically updates the process and its results as needed. The results can be used to assist the organization in:
- Alternatively, depending on the size and complexity of its operations, the organization can use a simpler approach, such as brainstorming and asking, "what if" questions.
- 1.Setting the scope of its OH&S management system.
 - 2.Determining the risks and opportunities that need to be addressed
 - 3.Developing or enhancing its OH&S policy.
 - 4.Establishing its OH&S objectives.
 - 5.Fulfilling its compliance obligations.

4.2 UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES



The organization must determine the other interested parties, in addition to workers, that are relevant to the OH&S management system.

The organization must also determine the relevant needs and expectations (i.e. requirements) of workers and other interested parties. The organization must also identify the needs and expectations which could become legal requirements and other requirements.

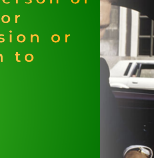


4.2 UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES +



ISO 45001 defines an interested party as "a person or organization that can affect, be affected by, or perceive themselves to be affected by a decision or activity". ISO 45001 requires the organization to determine:

- ✓The interested parties relevant to the OH&S management system;
- ✓The relevant needs and expectations or requirements of interested parties;
- ✓Which of these needs and expectations are or could become compliance requirements



4.2 UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES +



A variety of means may be used to identify interested parties, which include:

- ✓Noting who has expressed an interest in your operations;
- ✓Structured brainstorming workshops;
- ✓Using interviews and questionnaires;
- ✓Asking employees, including managers and public relations personnel;
- ✓Asking executives and heads of departments who is important to your business;
- ✓Asking the question "who are we required to provide information to because of a law, regulation, permit or licence?"



4.2 UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES +

Interested parties may include: Employees and Employee Families; Regulatory authorities such as Local Authorities, EPA, SEPA and the Environment Agency; Owners, Shareholders and Parent Company; Suppliers, Contractors and Subcontractors; Clients/Customers; Investors and Bankers; Insurers; The Media; Local Community and Neighbours of the Organization; The General Public; The Emergency Services; Non-Governmental Organizations (NGOs) such as Greenpeace and Friends of the Earth; Professional bodies for Environmental Practitioners; Environmental Management Professionals

Some needs and expectations are mandatory; for example because they have been incorporated into laws and regulations. The organization may also decide to voluntarily agree to, or adopt, other needs and expectations (e.g. subscribing to a voluntary initiative). Once the organization adopts them they are addressed when planning and establishing the OH&S management system.



4.2 UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES +



4.3 DETERMINING THE SCOPE OF THE OH&S MANAGEMENT SYSTEM

Clause 4.1 requires the organization to understand the internal and external issues that can impact in a positive or negative manner on its environmental performance including organizational culture and structure, and the external OH&S including cultural, social, political, legal, financial, technological, economic, market competition and natural factors of significance to its performance.

Clause 4.2 requires the organization to identify relevant interested parties, their needs and expectations. Once the organization has determined and assessed its internal and external and external issues and identified the needs and expectations of relevant interested parties, it should define the physical and organizational boundaries and applicability of the OH&S Management System.



4.3 DETERMINING THE SCOPE OF THE OH&S MANAGEMENT SYSTEM +



The organization must determine the boundaries and applicability of the OH&S management system to establish its scope. When determining this scope the organization must consider the external and internal issues and take into account the legal and other requirements identified from the needs and expectations of workers and other interested parties.

The organization must take into account the planned or performed work-related activities. The OH&S management system must also include the activities, products, and services within the organization's control or influence that can impact the organization's OH&S performance. The scope must be documented.



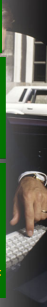
4.3 DETERMINING THE SCOPE OF THE OH&S MANAGEMENT SYSTEM +



The scope is a factual statement of the organization's operations or business processes to be included within its OH&S management system boundaries.

Once the scope is defined, the concept of 'organization' is limited to what the scope covers, e.g. if the scope of the environmental management system is limited to a particular function or section of the organization, the remainder of the organization is then considered to be an external provider or other interested party.

The organization should maintain the scope of the environmental management system as documented information and make it available to interested parties. The method of maintaining the scope is not prescribed by ISO 45001, therefore the organization will need to determine the most suitable method, e.g. using a written description, inclusion on a site map, an organizational diagram, a web page, or posting a public statement of its conformity.



4.4: OH&S MANAGEMENT SYSTEM

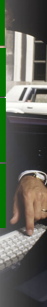


Clause 4.4 requires the organization to establish, implement, maintain and continually improve its OH&S management system, including the processes needed and their interactions.

The OH&S management system should reflect the context of the organization, be proportionate to its size and complexity and be properly resourced.

An OH&S management system should be viewed as an organizing framework that should be continually monitored and periodically reviewed to provide effective direction for an organization's responses to changing internal and external issues.

The OH&S management system should be aligned and integrated with other business processes to ensure that environmental performance is not compromised in order that other business objectives can be achieved.



4.4: OH&S MANAGEMENT SYSTEM

The organization should consider the application of a PDCA approach towards its environmental managements system as follows:

- ✓Plan – decide what the organization wants to achieve (considering internal and external issues, the needs of interested parties, and risks and opportunities), and put in place the necessary processes and resources.
- ✓Do – put the plans into action.
- ✓Check – monitor and measure processes and performance against requirements and what you want to achieve.
- ✓Act – take actions to deal with non-conformities and to improve OH&S performance.



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