

BEYOND
SMART CITIES

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

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ENVIRONMENTAL SPECIALIST CURRICULUM

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**LEADERSHIP
FOR ENVIRONMENTAL PROFESSIONALS**

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LEARNING OBJECTIVES



CLAUSE 5 - Leadership and worker participation

5.1 Leadership and commitment

Clause 5.2: OH&S policy

Clause 5.3: Organizational roles, responsibilities, and authorities

Clause 5.4: Consultation and participation of workers

ISO 45001:2018 CLAUSE 5: LEADERSHIP AND WORKER PARTICIPATION

Top management and their workers are required to have involvement in the input and operation of the OHSMS management system and must ensure that the requirements are integrated into the organization's OHSMS processes and that the policy and objectives are compatible with the strategic direction of the organization.

he top management must take overall responsibility and accountability for the prevention of work-related injury and ill-health as well as the provision of safe and healthy workplaces and activities. This clause places requirements on top management to assign relevant responsibilities and support other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.



TOP MANAGEMENT

The standard really does mean top management, and uses the definition of a "person or group of people who directs and controls an organization at the highest level." "Top management" will have to be able to:

- ✓ Demonstrate knowledge of the OH&S objectives and provide an overview of where these sit within the organization's overall vision
- ✓ Demonstrate that consideration has been made over the coordination of the OH&S and other strategic goals and internal processes jointly
- ✓ Demonstrate that leadership has been shown to the team in terms of communicating the importance of the OH&S, ongoing results, and progress versus stated environmental objectives



TOP MANAGEMENT +

They are also expected to be able to understand and justify the objectives, results, resourcing, and methodologies of the OH&S. Some additional responsibilities to the top Management means:

- ✓ An expanded and more detailed process to identify significant environmental issues
- ✓ The OH&S team will need to work more closely with the senior management team
- ✓ The OH&S team will need to work more closely with the senior management teamSenior management need to develop new knowledge and competenciesSenior management need to develop new knowledge and competencies



5.1 LEADERSHIP AND COMMITMENT

✓Top management should demonstrate leadership and commitment with respect to the OH&S management system. Top management must be taking overall responsibility and accountability for the prevention of work-related injury and ill-health as well as the provision of safe and healthy workplaces and activities.

✓Top management must be ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organization. The top management must be ensuring the integration of the OH&S management system requirements into the organization's business processes.

✓The top management must be ensuring that the resources needed to establish, implement, maintain and improve the OH&S management system are available.

5.1 LEADERSHIP AND COMMITMENT +

✓The top management must be communicating the importance of effective OH&S management and of conforming to the OH&S management system requirements. The top management must be ensuring that the OH&S management system achieves its intended outcome. The top management must be directing and supporting persons to contribute to the effectiveness of the OH&S management system. The top management should be ensuring and promoting continual improvement.

✓The top management should be supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility. The top management should be developing, leading, and promoting a culture in the organization that supports the intended outcomes of the OH&S management system. The top management should be protecting workers from reprisals when reporting incidents, hazards, risks, and opportunities. The top management should be ensuring the organization establishes and implements processes for consultation and participation of workers. The top management supporting the establishment and functioning of health and safety committees.

CLAUSE 5.2: OH&S POLICY

The OH&S policy is a set of principles stated as commitments in which top management outlines the long-term direction of the organization to support and continually improve its OH&S performance. The OH&S policy provides an overall sense of direction, as well as a framework for the organization to set its objectives and take actions to achieve the intended outcomes of the OH&S management system.

These commitments are then reflected in the processes an organization establishes to ensure a robust, credible, and reliable OH&S management system (including addressing the specific requirements in this document). The term "minimize" is used in relation to OH&S risks to set out the organization's aspirations for its OH&S management system. The term "reduce" is used to describe the process to achieve this. In developing its OH&S policy, an organization should consider its consistency and coordination with other policies.

CLAUSE 5.2: OH&S POLICY +

An OH&S Policy is a 'Statement of Intent or 'Mission Statement' which sets out the framework to manage the Occupational Health and Safety Management System. The OH&S policy is approved by senior leadership and will drive the controls that are in place and the actions that are carried out to improve it. The standard specifically requires that the OH&S policy should include commitments to:

- ✓ Provide a framework for setting objectives
- ✓ Provide safe and healthy working conditions for the prevention of work-related injury and/or ill-health
- ✓ Eliminate hazards and reduce OH&S risks
- ✓ Continual improvement of the OH&S system
- ✓ Consultation and participation of workers and where they exist worker representatives,
- ✓ Fulfilment of legal and other requirements

CLAUSE 5.2: OH&S POLICY +

Once the OH&S policy has been approved it must be communicated to stakeholders including workers. The policy must be available to interested parties, which will include customers and external providers on request. In addition, periodically the OH&S policy must be reviewed by senior leadership to ensure it remains applicable to the context of your organization.

The policy must be communicated, set out the framework for establishing measurable occupational health and safety objectives and targets, including a commitment to consultation and participation of workers or representatives and a commitment to eliminate hazards and fulfill legal requirements.

SAMPLE OH&S POLICY +

Sustainability, Quality, Health, Safety and Environment Policy

Sustainability, Quality, Health, Safety and Environment policy issues to which Beyond Group China attaches particular importance.

To put this in practice, Beyond Group China is offering its commitment to continual improvement by issuing a Sustainability, Quality, Health, Safety and Environment policy based on the Beyond Group China's four fundamental core values.

- a sustainable company
- a responsible company
- a credible company
- a caring company

To achieve its ambition, Beyond Group China is committed to implement the Beyond Group China Policy on related to respect Human and its core business terms, to:

- be close to its specialists, clients, manufacturers and to its management;
- take responsibility among its employees and specialists;
- think green and act green;
- register and monitor waste development;
- manage time associated with the activities and projects;
- adopt and track others across the Supply Chain Policy;
- protect people and its health/Environmental policies through continual improvement in safety, health and environmental protection.

• comply with applicable legal, government, regulatory and other requirements relating to HSE;

- build the employees and specialists' competence and capabilities, culture, skills and working conditions considering of each employee and specialists to ensure that the management system is shared and applied to everyone.

Bangkok, April 15, 2023

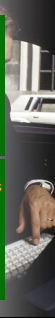
Huiyong Pan,
President and Chief Executive Officer
Beyond Group China Private Limited

An example of OH&S policy is shown in. Note that the text "We will strive to reduce the company's carbon footprint" supports that the organization is promoting environmental protection specific to the context of its business and protection of the environment.

5.3 ORGANIZATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES

Those involved in the organization's OH&S management system should have a clear understanding of their role, responsibilities, and authorities for achieving the intended outcomes of the OH&S management system. While top management has overall responsibility and authority for the OH&S management system, every person in the workplace needs to take into account not only their own health and safety but also the health and safety of others.

Top management being accountable means being answerable for decisions and activities to the organization's governing bodies, legal authorities, and, more broadly, its interested parties. It means having ultimate responsibility and relates to the person who is held to account if something is not done, is not done properly, does not work, or fails to achieve its objective. Workers should be enabled to report hazardous situations so that action can be taken.



5.3 ORGANIZATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES +

They should be able to report concerns to responsible authorities as required without the threat of dismissal, disciplinary action, or other such reprisals. The specific roles and responsibilities identified in 5.3 may be assigned to an individual, shared by several individuals, or assigned to a member of top management.

Top management should assign responsibility and authority for:

- ✓ Ensuring that the OH&S management system conforms to the requirements of ISO 45001;
- ✓ Reporting on the performance of the OH&S management system to top management.



5.3 ORGANIZATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES +

ISO 45001 requires that the responsibilities and authority of all persons who perform duties that are part of the OH&S management system be documented. These can be described and included in:

- ✓ OH&S management system procedures;
- ✓ Operational procedures and process maps;
- ✓ Project and/or task descriptions;
- ✓ Job descriptions;
- ✓ Induction training packages.

Such documentation can, among others, be required for the following personnel: Management at all levels in the organization, including top management; Safety committees/safety teams; Process operators and the general workforce; Those managing contractors; Those responsible for OH&S Training and Beyond



CLAUSE 5.4: CONSULTATION AND PARTICIPATION OF WORKERS



The consultation and participation of workers, and, where they exist, workers' representatives, can be key factors of success for an OH&S management system and should be encouraged through the processes established by the organization. Consultation implies a two-way communication involving dialogue and exchanges. Consultation involves the timely provision of the information necessary for workers, and, where they exist, workers' representatives, to give informed feedback to be considered by the organization before making a decision.

Participation enables workers to contribute to decision-making processes on OH&S performance measures and proposed changes. Feedback on the OH&S management system is dependent upon worker participation. The organization should ensure workers at all levels are encouraged to report hazardous situations so that preventive measures can be put in place and corrective action is taken. The receipt of suggestions will be more effective if workers do not fear the threat of dismissal, disciplinary action, or other such reprisals when making them.

5.4: CONSULTATION AND PARTICIPATION OF WORKERS



45001 also states that organizations are to support the establishment of health and safety committees. So that workers have an ongoing role in improving the organization's health and safety management system and its outcomes, by:

- ✓Developing
- ✓Planning
- ✓Implementing and
- ✓Evaluating the organization's health and safety management system and its outcomes.

So as then to proactively and systematically improve the organization's health and safety management system and its outcomes in reducing injury, illnesses, disease, and fatalities. 45001 also requires that the organization provides the necessary resources, training, and time through its mechanisms for consultation and participation. When an organization decides to develop, plan, implement, performance evaluate, or improve its health and safety management system.

5.4: CONSULTATION AND PARTICIPATION OF WORKERS



Clause 5.4 also calls for the organization to give emphasis to the participation of workers who are not managers in the following:

- ✓Setting up processes for their consultation and participation
- ✓Hazard identification, risk assessment and opportunities for improving health and safety outcomes
- ✓Working on how to eliminate hazards and if not possible, then reducing remaining health and safety risks
- ✓Deciding health and safety risk controls and how to implement these effectively
- ✓Establishing: training needs, competence levels and the evaluation of training
- ✓Deciding the health and safety communication measures and the manner in which they are done
- ✓The investigation of health and safety incidents, including near misses and other types of exposures to hazards and their risks, including nonconformities with the health and safety management system, and decisions over actions to correct these

