



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

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ENVIRONMENTAL SPECIALIST CURRICULUM





**PLANNING
FOR ENVIRONMENTAL PROFESSIONALS**

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LEARNING OBJECTIVES

ISO 45001:2018 Clause 6: Planning

6.1 Actions to address risks and opportunities

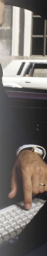
6.2 OH&S objectives and planning to achieve them



ISO 45001:2018 CLAUSE 6: PLANNING

The planning phase is a comprehensive part of the ISO 45001 standard, requiring a detailed understanding of operations. By following this section, the organization can create a very deliberate and effective set-up to sustain the OH&S management system and ensure it continually improves.

Worker participation is cited as being a critical component in the planning phase. Additional considerations include operational risk, legal requirements, and other opportunities to improve the OH&S management system. This section outlines the need for hazard identification by the organization for both routine and non-routine activities, emergency situations, people and behavior, work area design, work environment under the control of the organization, and situations not under organizational control.



ISO 45001:2018 CLAUSE 6: PLANNING +

The major sub-sections in Clause 6 include:

- ✓Hazard Identification
- ✓Assessment of OH&S
- ✓Risks Identification of OH&S
- ✓Opportunities
- ✓Determination of Legal Requirements
- ✓Planning to Take Action
- ✓The setting of OH&S Objectives
- ✓Planning to Achieve Objectives



6.1 ACTIONS TO ADDRESS RISKS AND OPPORTUNITIES

The overall intent of the processes established in 6.1.1 is to ensure that the organization is able to achieve the intended outcomes of its OH&S management system, to prevent or reduce undesired effects, and to achieve continual improvement.

Planning is not a single event but an ongoing process, anticipating changing circumstances and continually determining risks and opportunities, both for the workers and for the OH&S management system.

Undesired effects can include work-related injury and ill health, noncompliance with legal requirements and other requirements, or damage to reputation. Planning considers the relationships and interactions between the activities and requirements for the management system as a whole.

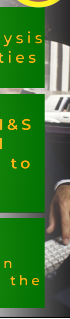


6.1 ACTIONS TO ADDRESS RISKS AND OPPORTUNITIES +

OH&S opportunities address the identification of hazards, how they are communicated, and the analysis and mitigation of known hazards. Other opportunities address system improvement strategies.

The organization can also have risks and opportunities related to other issues, including OH&S conditions or needs and expectations of interested parties, which can affect the organization's ability to achieve the intended outcomes of its OH&S management system.

Planning should be proportionate to the level of risk identified. While the organization should consider all potential risks to its OH&S performance it should focus on those hazards which are most likely to occur and/or have the greatest impact.



6.1 ACTIONS TO ADDRESS RISKS AND OPPORTUNITIES +

Although risks and opportunities need to be determined and addressed, there is no requirement for formal risk management or a documented risk management process. It is up to the organization to select the method it will use to determine, its, risks and opportunities. The method may involve a simple qualitative process or a full quantitative assessment depending on the context in which the organization operates. The risks and opportunities identified are inputs for planning actions and for establishing the OHS objectives.



6.1.2 HAZARD IDENTIFICATION AND ASSESSMENT OF RISKS AND OPPORTUNITIES

The ongoing proactive identification of hazards begins at the conceptual design stage of any new workplace, facility, product, or organization. It should continue as the design is detailed and then comes into operation, as well as being ongoing during its full life cycle to reflect current, changing, and future activities.

While this document does not address product safety (i.e. safety to end-users of products), hazards to workers occurring during manufacture, construction, assembly, or testing of products should be considered. Hazard identification helps the organization recognize and understand the hazards in the workplace and to workers, in order to assess, prioritize and eliminate hazards or reduce OH&S risks.

Hazards can be physical, chemical, biological, psychosocial, mechanical, electrical, or based on movement and energy.



6.1.2.2 ASSESSMENT OF OH&S RISKS AND OTHER RISKS TO THE OH&S MANAGEMENT SYSTEM



An organization can use different methods to assess OH&S risks as part of its overall strategy for addressing different hazards or activities. The method and complexity of assessment do not depend on the size of the organization but on the hazards associated with the activities of the organization. Other risks to the OH&S management system should also be assessed using appropriate methods.

Processes for the assessment of risk to the OH&S management system should consider day-to-day operations and decisions (e.g. peaks in workflow, restructuring) as well as external issues (e.g. economic change).

Methodologies can include ongoing consultation of workers affected by day-to-day activities (e.g. changes in workload), monitoring and communication of new legal requirements and other requirements (e.g. regulatory reform, revisions to collective agreements regarding occupational health and safety), and ensuring resources meet existing and changing needs (e.g. training on, or procurement of, new improved equipment or supplies).

HAZARDS IDENTIFICATION



The purpose of risk assessment is to address the hazards that might arise in the course of the organization's activities and ensure that the risks to people arising from these hazards are assessed, prioritized and controlled.

✓Developing a methodology for hazard identification and risk assessment;

✓Identifying hazards;

✓Estimating the associated risk levels, taking into account the adequacy of existing controls, based on an assessment of the likelihood of the occurrence of a hazardous event or exposure and the severity of the injury or ill health that can be caused by the event or exposure;

✓Determining whether these risks are acceptable vis the organization's legal obligations and its OH&S objectives;

✓Determining the appropriate risk controls, where these are found to be necessary;

✓Documenting the results of the risk assessment;

✓Reviewing the hazard identification and risk assessment process on an ongoing basis.

RISKS TO THE OH&S



The organization should also consider risks that are not directly related to the health and safety of people, but which affect the OH&S management system itself and can have an impact on its intended outcomes.

Risks to the OH&S management system includes:

✓Failure to understand the context of the organization;

✓Failure to address the needs and expectations of relevant interested parties;

✓Inadequate consultation and participation of workers;

✓Inadequate planning or allocation of resources;

✓An ineffectual audit programme;

✓An incomplete management review;

✓Poor succession planning for key roles;

✓Poor engagement by top management.

6.1.2.3 ASSESSMENT OF OH&S OPPORTUNITIES AND OTHER OPPORTUNITIES TO THE OH&S MANAGEMENT SYSTEM



The organization shall establish, implement and maintain processes to assess OH&S opportunities to enhance OH&S performance while taking into account planned changes to the organization, its policies, processes or its activities, and opportunities to adapt work, work for the organization and work environment to workers.

The opportunities to eliminate hazards and reduce OH&S risks and other opportunities for improving the OH&S management system. OH&S risks and OH&S opportunities can result in other risks and other opportunities for the organization.

6.1.2.3 ASSESSMENT OF OH&S OPPORTUNITIES AND OTHER OPPORTUNITIES TO THE OH&S MANAGEMENT SYSTEM +



The process for assessment should consider the OH&S opportunities and other opportunities determined, their benefits and potential to improve OH&S performance.

The organization must establish, implement and maintain a process to assess:

- ✓ OH&S opportunities to enhance OH&S performance, while considering planned changes to the organization, its policies, processes or activities;
- ✓ Other opportunities for improving the OH&S management system.

OPPORTUNITIES TO IMPROVE OH&S PERFORMANCE



- ✓ Consideration of hazards and risks when planning and designing facilities, processes, plant and equipment, and materials;
- ✓ Modification of working processes including the alleviation of monotonous and repetitive work;
- ✓ Introduction of new technology to ameliorate high-risk activities;
- ✓ Collaborating in forums that focus on issues relating to occupational health and safety. Introduction of job safety analysis and task-related assessments;
- ✓ Implementation of permit-to-work processes;
- Implementation of ergonomic and other injury prevention-related assessments; Improvement of the occupational health and safety culture of the organization;

OPPORTUNITIES TO IMPROVE THE OH&S MANAGEMENT

- ✓Enhancing the visibility of top management's support for the OH&S management system;
- ✓Improving worker consultation and participation in OH&S decision making;
- ✓Enhancing the incident investigation process; Improving two-way communication on OH&S issues and promoting OH&S in the workplace;
- ✓Expediting corrective actions to address OH&S nonconformities;
- ✓Implementing OH&S objectives with the same passion as other business objectives;
- ✓Improving competency in identifying hazards, dealing with OH&S risks and implementing appropriate controls;
- ✓Adopting a risk assessment approach to conducting OH&S audits;
- ✓Viewing workers at all levels as a key resource of the organization;
- ✓Ensuring that the management review promotes a strategic and critical evaluation of the OH&S management system

6.1.3 DETERMINATION OF LEGAL REQUIREMENTS AND OTHER REQUIREMENTS

The organization shall establish, implement and maintain processes to determine and have access to up-to-date legal requirements and other requirements that are applicable to its hazards, OH&S risks and OH&S management system.

The organization must determine how these legal requirements and other requirements applicable to the organization and what needs to be communicated.

It must take these legal requirements and other requirements into account when establishing, implementing, maintaining and continually improving its OH&S management system. The organization shall maintain and retain documented information on its legal requirements and other requirements and shall ensure that it is updated to reflect any changes. Legal requirements and other requirements can result in risks and opportunities for the organization.

6.1.4 PLANNING ACTION

The organization shall plan actions to address these risks and opportunities; legal requirements and other requirements. It must prepare for and respond to emergency situations. It must also plan actions to integrate and implement the actions into its OH&S management system processes or other business processes.

The organization must evaluate the effectiveness of these actions. The organization shall take into account the hierarchy of controls and outputs from the OH&S management system when planning to take action. When planning its actions, the organization shall consider best practices, technological options, and financial, operational, and business requirements.

6.1.4 PLANNING ACTION +



The actions planned should primarily be managed through the OH&S management system and should involve integration with other business processes, such as those established for the management of the environment, quality, business continuity, risk, financial or human resources. The implementation of the actions taken is expected to achieve the intended outcomes of the OH&S management system.

When the assessment of OH&S risks and other risks has identified the need for controls, the planning activity determines how these are implemented in operation (see Clause 8); for example, determining whether to incorporate these controls into work instructions or into actions to improve competence. Other controls can take the form of measuring or monitoring (see Clause 9).

6.2 OH&S OBJECTIVES AND PLANNING TO ACHIEVE THEM



6.2.1 OH&S objectives

The organization shall establish OH&S objectives at relevant functions and levels in order to maintain and continually improve the OH&S management system and OH&S performance.

The OH&S objectives must be consistent with the OH&S policy. The objectives must be measurable (if practicable) or capable of performance evaluation. It must take into account

- ✓Applicable requirements;
- ✓The results of the assessment of risks and opportunities;
- ✓The results of consultation with workers, and, where they exist, workers' representatives;

6.2.2 PLANNING TO ACHIEVE OH&S OBJECTIVES



When planning how to achieve its OH&S objectives, the organization must determine:

- ✓what will be done?
- ✓what resources will be required?
- ✓who will be responsible?
- ✓when it will be completed?
- ✓how the results will be evaluated, including indicators for monitoring?
- ✓how the actions to achieve OH&S objectives will be integrated into the organization's business processes?

6.2.2 PLANNING TO ACHIEVE OH&S OBJECTIVES +



The organization can plan to achieve objectives individually or collectively. Plans can be developed for multiple objectives where necessary. The organization should examine the resources required (e.g. financial, human, equipment, infrastructure) to achieve its objectives. When practicable, each objective should be associated with an indicator that can be strategic, tactical or operational.

The standard advises on the elements that need to be determined to ensure that objectives can be achieved. This can be thought of in terms of what needs to be done when it needs to be done, what resources are required to achieve it, who is responsible for the objectives being achieved, how results are to be measured and progress ensured, and consideration on how these objectives can be implemented within existing business systems



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