

Includes Trainer's Guide and Students Guide



ISO 45001:2018

Employee Training Overview

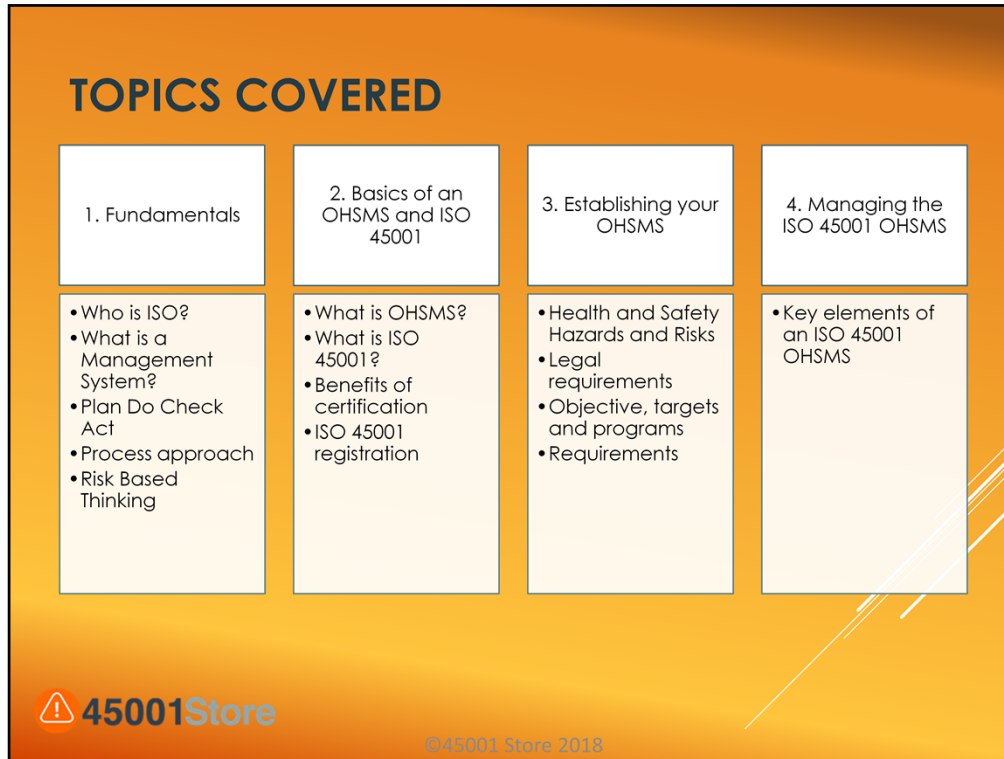


Trainer Guide



Every employee in your company can contribute to a safe workplace. You are participating in this training to learn the basics of an Occupational Health and Safety Management System (OHSMS) and what it means to be ISO 45001 registered and how it will affect your job. For the rest of the training, we will use the term “SMS” to represent Occupational Health and Safety Management System (OHSMS), and “OH&S” to represent Occupational Health & Safety.

Trainer's Guide includes speaker's notes



Today we will cover the following topics so that you will better understand your company's SMS.

I will begin by providing some basic information regarding management systems and ISO standards. I will then explain:

What is an SMS and What is ISO 45001?

Why it is important to your company to achieve ISO 45001 registration.

What are the benefits of achieving registration.

What are the elements necessary to establish and manage an ISO 45001 Management System, and

How can you support your organization's SMS?

WHO IS ISO?



ISO is the International Organization for Standardization

- ISO develops Standards for use worldwide.
 - Many are product based (types of coatings or hardware)
 - Some of these are **Management Systems Guidelines** for common operations in an organization like the Quality Systems, Health & Safety Systems, Financial System, etc.
 - ISO 9001 is a familiar standard for a Quality Management System (QMS)
- Global standards are needed so everyone can be equally measured.
 - Different countries can compare “apples to apples”
- ISO Standards always defer to state, local and federal requirements.
 - Different statutory and regulatory requirements will apply.



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ISO (International Organization for Standardization) is a network of standards organizations from 180 countries with a central office in Geneva, Switzerland, that coordinates the system.

ISO develops a variety of standards for product features like film, fasteners, etc., as well as management systems to help operate an organization.

The ISO 9001 Quality Management System is the most popular management system ISO publishes.

ISO is a non-governmental organization whose members are in both the public and private sectors. ISO enables a consensus to be reached on solutions that meet both the requirements of business and the broader needs of society. Although global, they must allow for compliance to laws in every local geography.

The ISO 45001 standard was developed by a committee of occupational health and safety experts and follows other generic management system approaches such as ISO 14001 and ISO 9001.

HEALTH & SAFETY OBJECTIVES

- Occupational Health & Safety Objectives are set goals based on meeting legal requirements and reducing hazards
- Occupational Health & Safety Targets consist of a detailed performance requirement based on the defined objectives

The company will review the significant hazards, compliance audit results (explained later), and incidents, to determine appropriate objectives for your company to monitor and measure progress.

The objectives set the priorities for reducing health and safety risks in your organization, and also create a benchmark to measure progress related to your SMS.

A target is a detailed performance requirement based on an objective.

A Target should be specific and measurable.



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Student Manual

Space for notes in student's guide

ISO 45001 EMPLOYEE TRAINING


It is Everyone's Job to Ensure a Safe and Healthy Working Environment



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TOPICS COVERED


1. Fundamentals	2. Basics of an OHSMS and ISO 45001	3. Establishing your OHSMS	4. Managing the ISO 45001 OHSMS
<ul style="list-style-type: none">• Who is ISO?• What is a Management System?• Plan Do Check Act• Process approach• Risk Based Thinking	<ul style="list-style-type: none">• What is OHSMS?• What is ISO 45001?• Benefits of certification• ISO 45001 registration	<ul style="list-style-type: none">• Health and Safety Hazards and Risks• Legal requirements• Objective, targets and programs• Requirements	<ul style="list-style-type: none">• Key elements of an ISO 45001 OHSMS



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SECTION 1 - FUNDAMENTALS

- Who is ISO?
- What is a Management System?
- P-D-C-A Continual Improvement Cycle
- Process approach
- Risk-Based Thinking



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6. An OHSMS:

Includes 4 quizzes

- a. Is a formal law that companies must meet
- b. Is about consistently meeting requirements aimed at enhancing health and safety performance
- c. Outlines the levels of performance you must achieve

7. ISO 45001 identifies the requirements for an:

- a. Energy Management System
- b. Environmental Management System
- c. Occupational Health and Safety Management System
- d. Quality Management System

Certificate of Completion

This certifies that

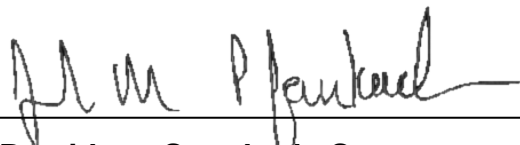
Insert Name

Customizable Certificate
of Completion Included

Has successfully completed

ISO 45001:2018 Employee Training

*Demonstrating competence by passing
the final exam.*



President, Standards-Stores.com

April 20, 2018

