ILO guidelines on occupational safety and health management systems (OSH-MS)

Session objectives

At the end of the session, you will be able to:

1. Understand why occupational safety and health management systems (OSH-MS) are needed.

2. Explain the development of OSH-MS.

3. Describe the components of an OSH-MS at the enterprise level.

4. Identify the 6 steps for OSH-MS implementation.

5. Provide examples of national frameworks.

The development of OSH-MS

Question:

What is your understanding of an occupational safety and health management system (OSH-MS)?

International Labour Organization

Why an OSH-MS?

We spend a third of our working life at the workplace, where we are exposed to multiple different risks.

▶ Systematic way to manage OSH activities in the organization.

▶ Make OSH an integral part of the organization's value system.

▶ Reduce hazards and risks, accidents and diseases.

▶ Result in low absenteeism, higher productivity, greater job satisfaction.

The development of OSH-MS

▶ Liberalisation of trade and economies by the 1990s.

▶ Led to an increase in occupational accidents and diseases.

▶ Traditional command-control mechanisms were inadequate.

▶ "Systems" approach applied for the first time to OSH.

▶ Development of standards in collaboration with the International Organization for Standardization (ISO).

▶ 1996 International Workshop on OSH-MS Standardization.

What was the ILO response?

Development of ILO-OSH 2001 guidelines.

▶ Practical tool for organizations to continuously improve OSH.

▶ Unique, one of a kind model.

▶ Compatible with other OSH-MS standards.

▶ Action on 2 levels:

- National level
- Organization level

Guidelines on occupational safety and health management systems

ILO-OSH 2001

INTERNATIONAL LABOUR OFFICE · GENEVA

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Occupational Safety and Health Management Systems

The risks for occupational accidents and diseases at work have to be managed by the employers and workers who are facing with them. In order to ensure effective action, it is essential to establish occupational safety and health (OSH) management systems at all workplaces for continual improvement of working environment and preventive measures. The ILO guidelines on occupational safety and health management systems provide guidance for action at the national and enterprise levels.

Key resources

Guidelines on occupational safety and health management systems (ILO-OSH 2001) ›

01 January 2001

The guidelines have been developed according to internationally agreed principles defined by the ILO's tripartite constituents. The practical recommendations of these guidelines are intended for use by all those who have responsibility for OSH management. This second edition includes new additions to the bibliography.

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Related information

Report of the Director-General - Seventh Supplementary Report: Possible collaboration between the International Labour Organization (ILO) and the International Organization for

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Second edition

Guidelines on occupational safety and health management systems, ILO-OSH 2001

The ILO has designed these guidelines as a practical tool for assisting organizations and competent institutions as a means of achieving continual improvement in occupational safety and health (OSH) performance. The guidelines have been developed according to internationally agreed principles defined by the ILO's tripartite constituents. The practical recommendations of these guidelines are intended for use by all those who have responsibility for OSH management. This second edition includes new additions to the bibliography.

Guidelines | 01 January 2009

| Reference: | 92-2-111634-4[ISBN] |

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📄 pdf - 0.2 MB

At the onset of the twenty-first century, a heavy human and economic toll is still exacted by unsafe and unhealthy working conditions. The positive impact of introducing OSH management systems at the organization level, both on the reduction of hazards and risks and on productivity, is now recognized by governments, employers and workers.

The Guidelines call for coherent policies to protect workers from occupational hazards and risks while improving productivity. They present practical approaches and tools for assisting organizations, competent national institutions, employers, workers and health management systems, with the aim of reducing work-related injuries, ill health, diseases, incidents and

Tools ⚙

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National OSH-MS Framework

▶ Provides a national policy on OSH-MS.

▶ Allows for the development of national guidelines (based on ILO-OSH 2001).

▶ Formulation of tailored guidelines, reflecting the specific conditions and needs of organizations.

▶ Supported by national laws and regulations.

Elements of the national framework for OSH-MS
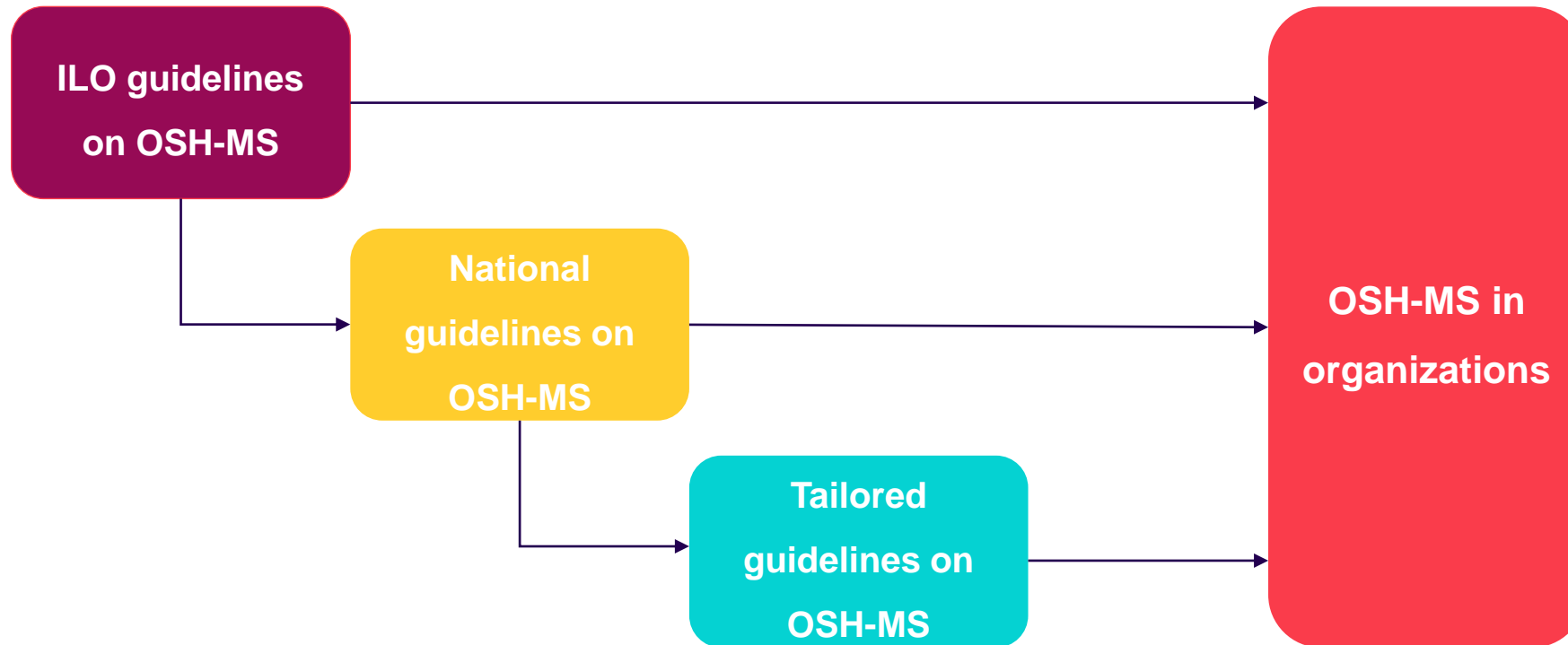
Source: Guidelines on occupational safety and health management systems (ILO/OSH 2001) (Geneva 2001)
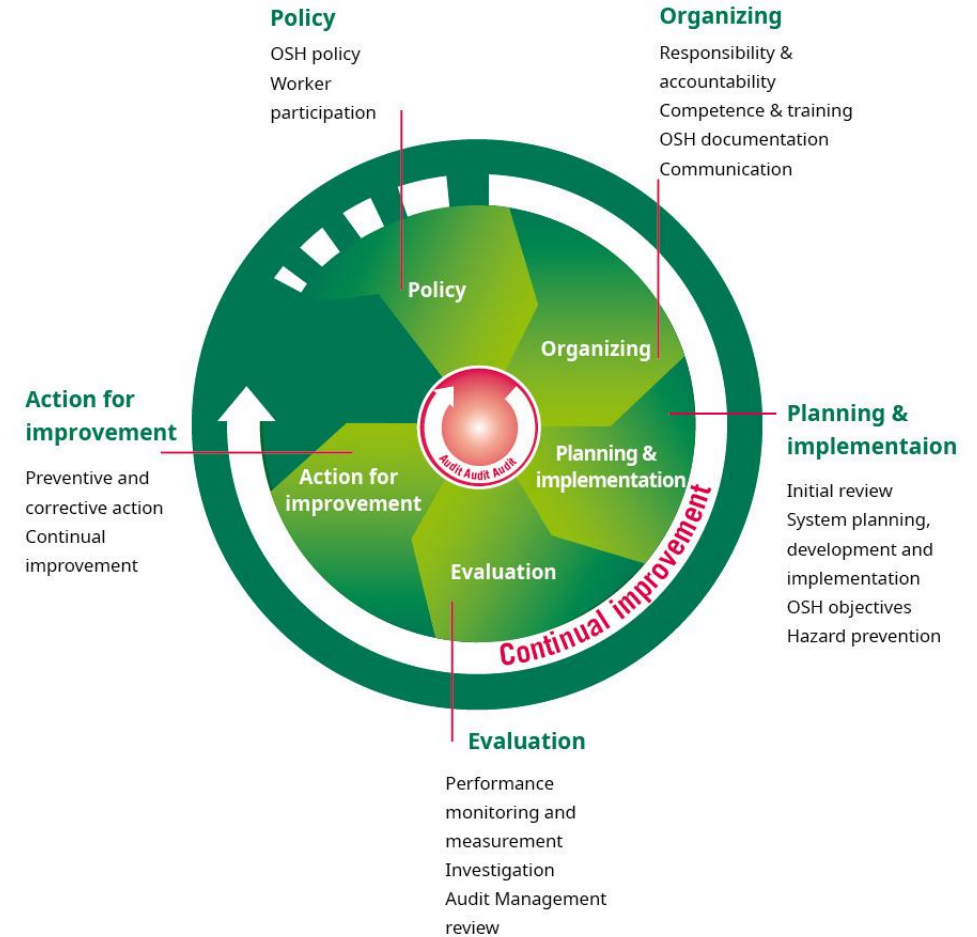
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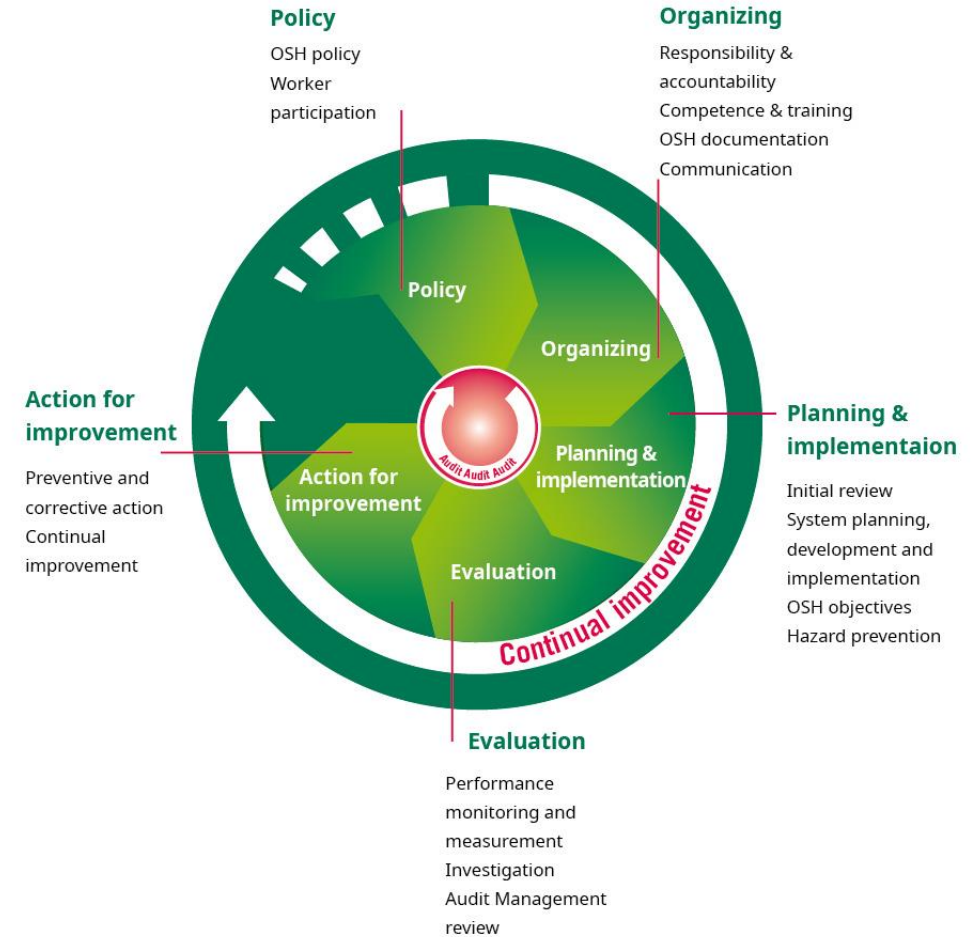**OSH-MS in the organization**

OSH in the organization

Main elements

1. Policy
2. Organising
3. Planning and implementation
4. Evaluation
5. Action for improvement

1. Policy

▶ Basis of the OSH-MS

▶ Sets direction for the organization to follow

▶ Contain elements of:

  ▪ OSH policy

  ▪ Worker participation

Policy
OSH policy
Worker participation

Organizing
Responsibility & accountability
Competence & training
OSH documentation
Communication

Action for improvement
Preventive and corrective action
Continual improvement

Planning & implementaion
Initial review
System planning, development and implementation
OSH objectives
Hazard prevention

Evaluation
Performance monitoring and measurement
Investigation
Audit Management review

Policy
Organizing
Planning & implementation
Action for improvement
Evaluation
Continual improvement
Audit Audit Audit

1. Policy

OSH policy

▶ Foundation from which all management system components originate and are developed.

▶ Short, easily understood, known by all.

▶ Expression of the organization's commitment to OSH.

▶ Reflects integration of OSH values into all strands of the organization's fabric.
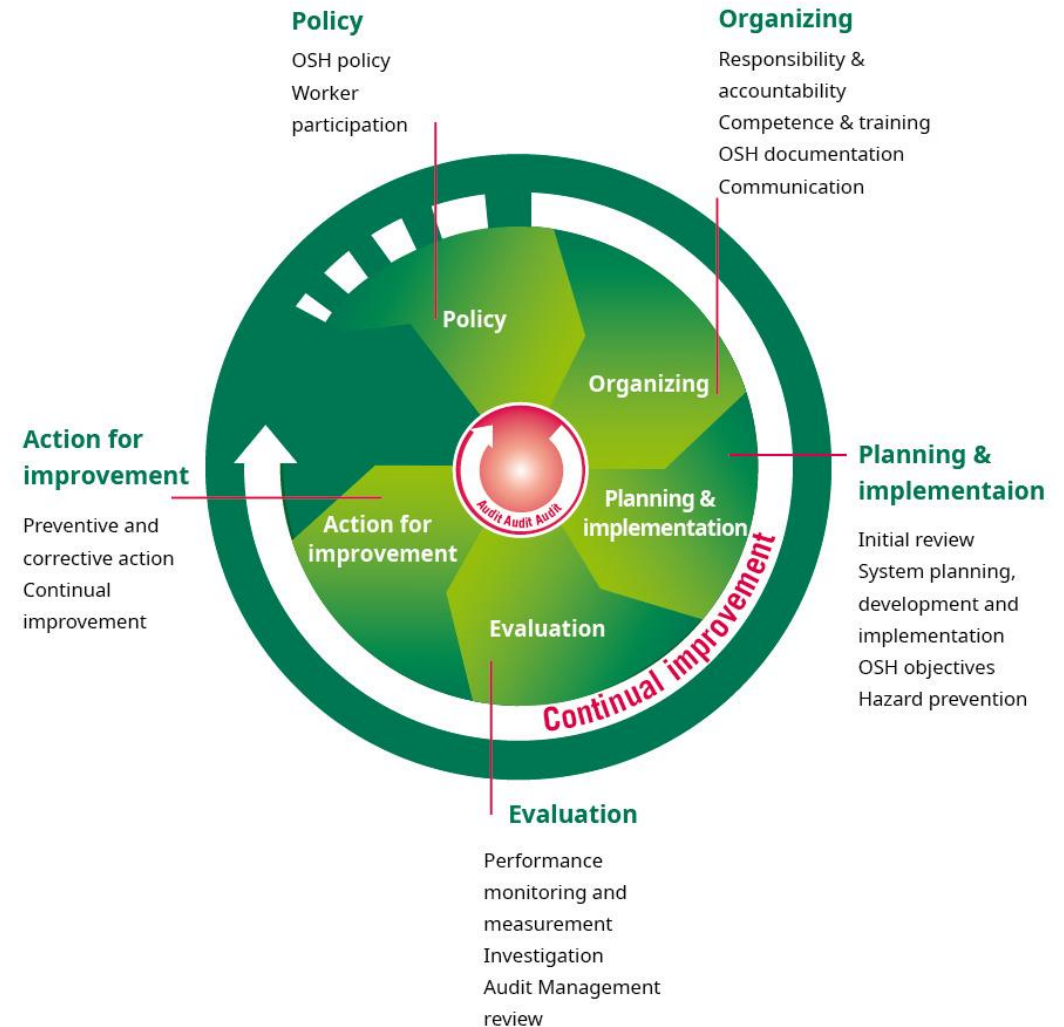
1. Policy

Worker participation

▶ Along with management commitment and leadership, it is the most important component of OSH arrangements.

▶ Active involvement in emergency preparedness, task analysis, safety assessments, Standard Operating Procedures (SOPs) and work instructions, training programmes, evaluations and audits.

2. Organizing

▶ Make sure the structure is in place.

▶ Establishes the building blocks.

▶ Allocates responsibilities/accountabilities.

▶ Contains elements of:

    ▪ Responsibility and accountability

        ▪ Competence and training

           ▪ OSH documentation

               ▪ Communication

Policy
OSH policy
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Continual improvement

2. Organizing

Responsibility and accountability

▶ Addresses manner in which roles and accountability structures of OSH-MS involved personnel and employees are defined.

▶ High degree of responsibility results when employees know who is doing what and that when there are OSH concerns, they will be undertaken in a timely manner.

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2. Organizing

Competence and training

▶ All employees should possess the necessary skills and knowledge to work safely.

▶ Management and workers should demonstrate competence to safely conduct or supervise.

▶ Should be appropriate to the organization's OSH hazards/risks.

2. Organizing

OSH documentation

▶ Essential for those companies seeking registration/certification.

▶ Key indicator of conformance.

▶ Tailored to size/need of the organization (SMEs).

Example of a WORKPLACE INCIDENT REPORT FORM

INSTRUCTIONS

Fill out this form to report a workplace incident resulting in injury or a disease, dangerous occurrence or near miss. Return the completed form to: _____

This form serves to document (*select all that apply*):

☐ **Occupational accident** ☐ **Occupational disease** ☐ **Dangerous occurrence** ☐ **Other near miss**

Individual affected – *To be filled out by the person injured / involved if possible.*

Name of the person completing the report: _____

Gender_____ Date of Birth _____ Date of entry into position _____

Role _____ Unit _____

Supervisor's name: _____

Date and time of the incident: _____

Where exactly did the incident occur? _____

Persons involved: _____

Describe what happened in as much detail as possible.

For instance: –the name of any substance involved;
 –the name and type of any machine or vehicle involved;
 –the events that led to the incident;
 –the part played by any person or persons.

In the case of a personal injury, give details of what the person was doing. Describe any action that has since been taken to prevent a similar incident. Use a separate piece of paper if necessary.

_____
_____
_____
_____

Witnesses: _____

To be completed only in the case of an occupational accident or disease

Type of injury/disease: _____

Cause of lost time, injury or first aid: _____

Was medical treatment necessary? If so, name of the hospital /physician: ☐ Yes ☐ No

_____ _____ _____ _____
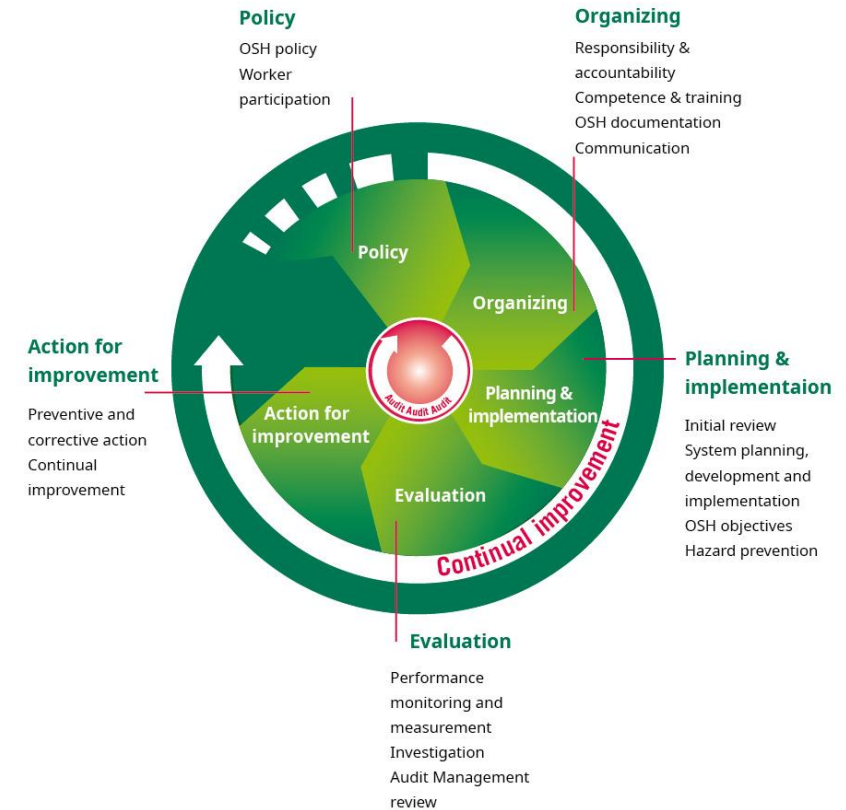Employee signature   Date   Supervisor signature   Date

2. Organizing

Communication

▶ A defining component of an OSH-MS.

▶ Means whereby information is transmitted throughout the organization.

▶ Ensures that those with OSH responsibilities have the structures to receive and transmit information.

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3. Planning and implementation

▶ Show the current status of the organization

▶ Baseline for OSH policy implementation

▶ Contains elements of:

▪ Initial review

▪ System planning, development & implementa

▪ OSH objectives

▪ Hazard prevention

Policy
OSH policy
Worker participation

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Action for improvement
Planning & implementation
Audit Audit Audit
Evaluation

International
Labour
Organization

3. Planning and implementation

Initial review

▶ Necessary before a robust OSH-MS can be formed and implemented.

▶ Identifies OSH hazards and risks.

▶ Audit with a difference as it is more thorough, and always geared to implementation.

▶ More attention placed on organizational culture.

3. Planning and implementation

System planning, development & implementation

▶ Addresses initial OSH-MS development and ongoing revision/modification of the system.

▶ Nucleus of OSH-MS as it addresses overall planning, development & implementation of ILO-OSH 2001.

▶ Performance based nature of ILO-OSH 2001 implies a number of structures.

▶ Crucial, if not well done, problems in implementation.

3. Planning and implementation

OSH objectives

▶ Follows naturally from OSH policy.

▶ Represents beginning of progression of OSH policy to operational realm expressed in system design/structure and measurement.

▶ Should be measurable and appropriate to the size and nature of the organization.

▶ Should reflect the organization's values.

3. Planning and implementation

Hazard prevention (5 sub-elements):

▶ Prevention and control measures

▶ Management of change

▶ Emergency prevention, preparedness and response

▶ Procurement

▶ Contracting
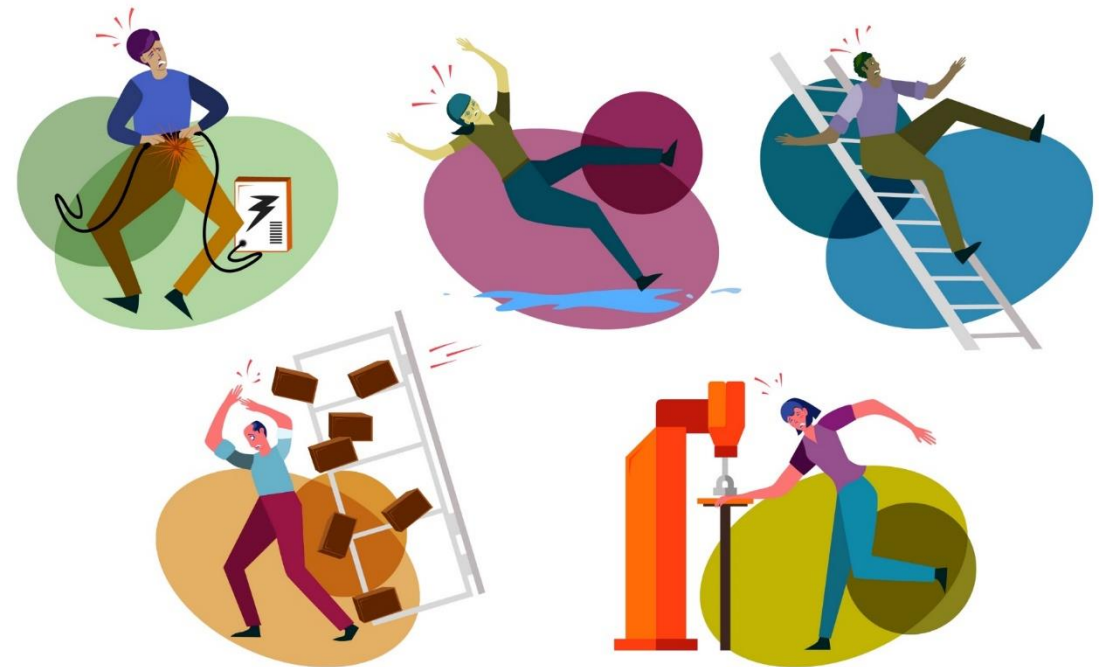
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3. Planning and implementation

Hazard prevention (5 sub-elements)

▶ Prevention and control measures

- Proactive measures for controlling hazards/risks.

- Hierarchy of controls (eliminate, substitute, minimise through engineering, minimise through administration, PPE).

- According to national laws and regulations.

- Training an essential component as workforce needs to understand hazards/risks.

HIERARCHY OF CONTROLS

MOST EFFECTIVE

ELIMINATION — PHYSICALLY REMOVE THE HAZARD

SUBSTITUTION — REPLACE THE HAZARD

ENGINEERING CONTROLS — ISOLATE PEOPLE FROM THE HAZARD

ADMINISTRATIVE CONTROLS — CHANGE THE WAY PEOPLE WORK

PPE — PROTECT THE WORKER WITH PERSONAL PROTECTIVE EQUIPMENT

LEAST EFFECTIVE
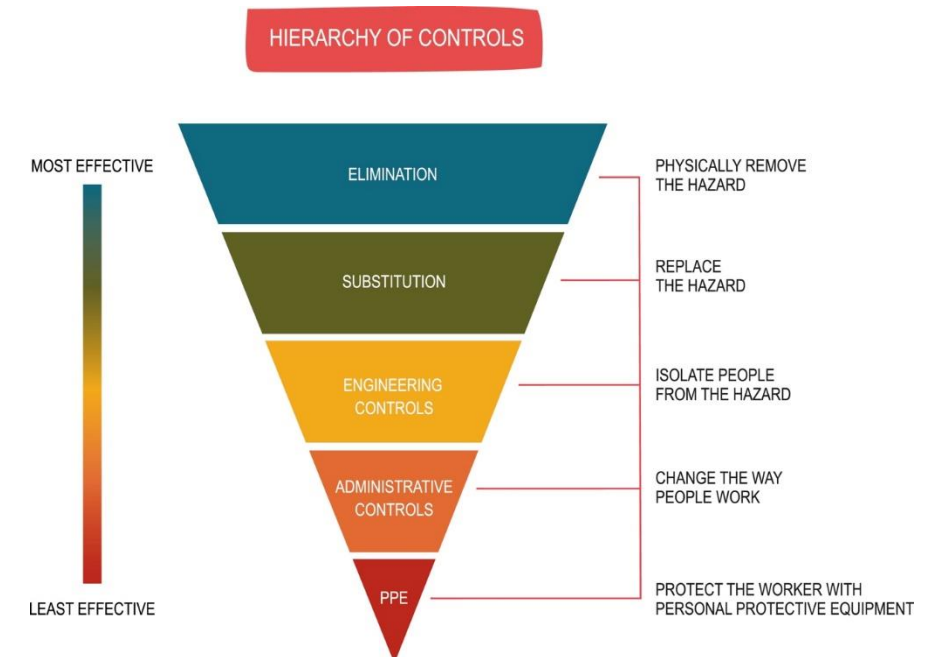
3. Planning and implementation

Hazard prevention (5 sub-elements)

▶ Management of change

- Addresses OSH concerns when there is installation of new processes or operations (internal changes) or changes in law or regulations (external changes).
- Organization should assess here how changes in work processes or law can affect work safety and health.

3. Planning and implementation

Hazard prevention (5 sub-elements)

▶ Emergency prevention, preparedness and response

- Manner in which the organization responds to OSH emergencies and accidents.
- Actions initiated and conducted immediately when events occur.
- Fire safety, disaster/incident management, evacuation/contingency plans, training, back-to-work systems, communication etc.

3. Planning and implementation

Hazard prevention (5 sub-elements)

▶ Procurement

- Knowledge of items entering the facility.
- MSDS for identifying hazardous substances.
- Identification of substitute materials through review.

3. Planning and implementation

Hazard prevention (5 sub-elements)

▶ Contracting

- Contractor selection and on-site work practices covered.
- Ensure contractor work is performed safely by informing them of hazards/risks.
- Stopping their work if unsafe.
- Potential contract termination due to unsafe work.

4. Evaluation

▶ Shows how the OSH-MS is functioning (measures performance)

▶ Identifies weaknesses

▶ Contains elements of:

- Performance monitoring & measurement
  - Investigation
    - Audit
- Management review
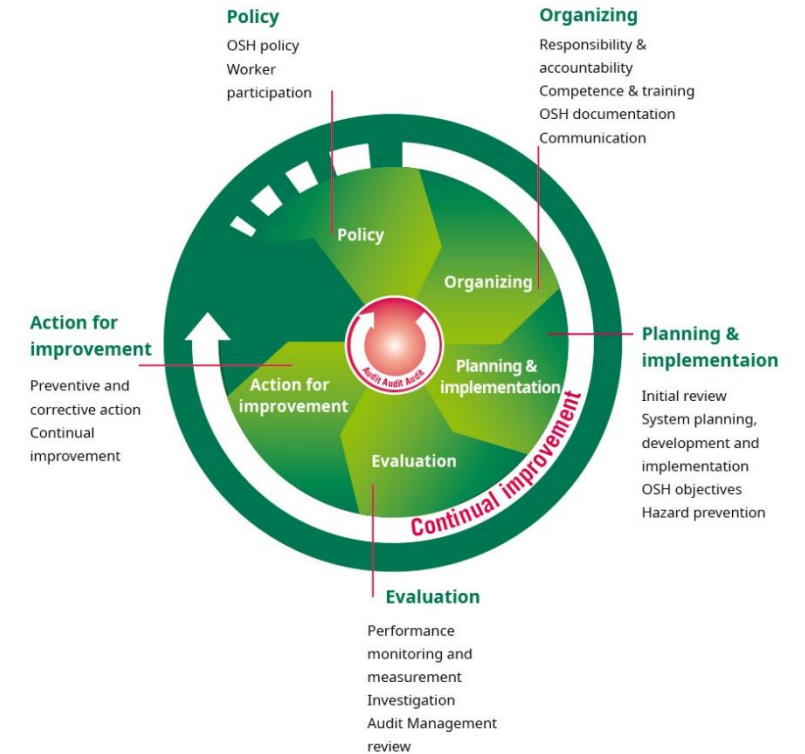
4. Evaluation

Performance monitoring & measurement

▶ Addresses the manner in which OSH performance is measured.

▶ Iterative process that evolves as the overall OSH-MS matures.

▶ Part of OSH-MS performance measurement sub-system that starts with OSH policy, then incorporates objectives, and is followed up with audit & management review.

4. Evaluation

Investigation of work-related injuries, ill health, diseases and incidents, and their impact on safety and health performance

▶ Purpose to determine the root-causes.

▶ See at what points the OSH-MS failed.

▶ Provides: narrative description, employee/equipment/task characteristics, time factors, Preventive measures, injury characteristics, training issues, warnings, root causes (both proximal physical and systemic cause(s)).

4. Evaluation

Audit

▶ Part of the OSH-MS performance measurement sub-system.

▶ Addresses the manner in which OSH performance can be determined.

▶ Should be undertaken for all elements periodically.

▶ Either internal or third-party.

4. Evaluation

Management review

▶ Should assess the overall OSH-MS.

▶ Aggregate lessons learned.

▶ Improve performance.

▶ Modify system in response.

▶ Through this activity that the OSH-MS, the organization and environment external to the organization are linked – necessary for successful OSH-MS as it provides the feedback.

5. Action for improvement

▶ Implements corrective actions identified in Evaluation stage

▶ Continual improvement in OSH performance

▶ Contains elements of:

  ▪ Preventive and corrective action

    ▪ Continual improvement

Policy
OSH policy
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5. Action for improvement

Preventative and corrective action

▶ Actions taken in response to, or in anticipation of, system breakdowns or high hazard/risk events.

▶ Key concept is that actions should be taken as anticipatory as possible (i.e. in advance).

▶ Suggested goal is to reach a point where workforce take P & C actions when confronted with a situation.

5. Action for improvement

Continual improvement

▶ Provides guidance on how OSH performance can be provided on an on-going basis.

▶ Measurable improvement is only attainable if measurable OSH objectives are chosen.

▶ May mean reduction in injury rates or meeting objectives.

▶ Requires that the organization collects suitable performance data.

ILO-OSH 2001 - Translations

▶ Published in:
- Arabic
- Bulgarian
- Czech
- Chinese
- English
- Finnish
- French

- Japanese
- Korean
- Polish
- Russian
- Spanish
- Thai
- Vietnamese

▶ Translated into:
- Hindi
- Hebrew
- German

- Malay
- Portuguese

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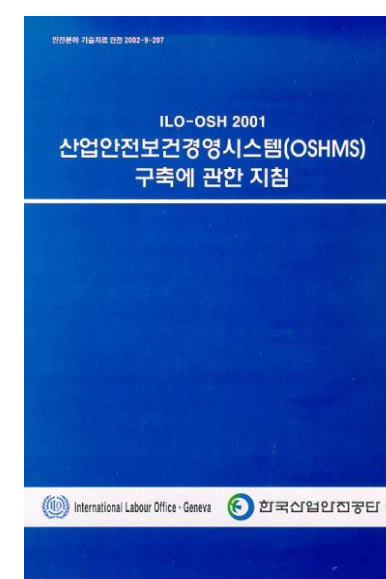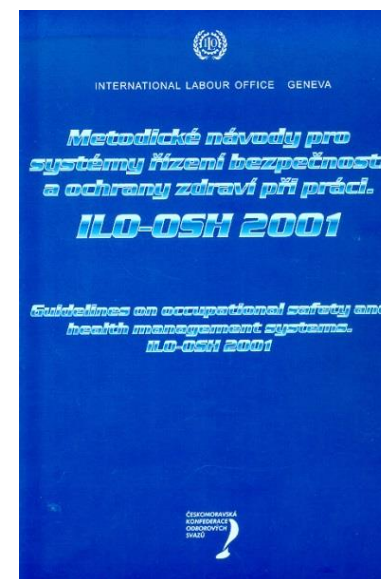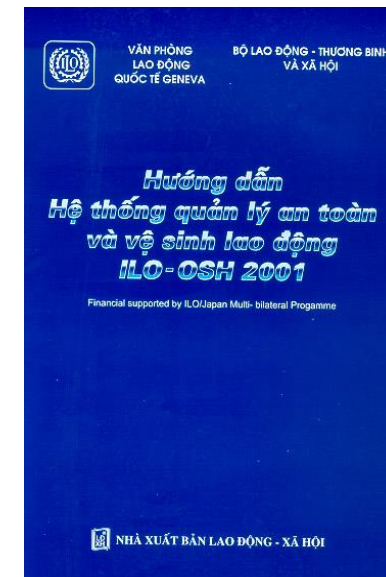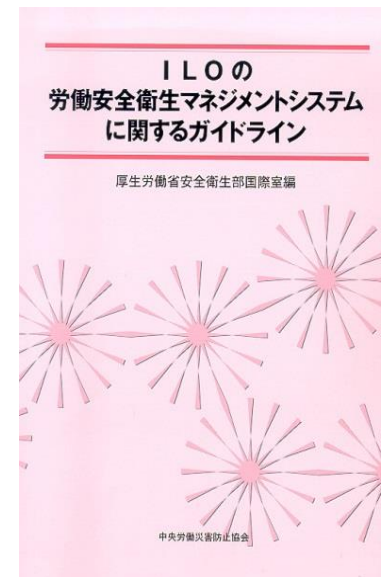
Implementation guidance for ILO-OSH 2001

OSH-MS implentation

ILO practical guidance document on taking an OSH idea, plan or policy to fruition.

▶ 6 steps can be identified:

1. Initiation: initial assumptions and goal setting
2. Estimation: organizational dynamics
3. Selection: choosing an approach
4. Implementation: taking action
5. Evaluation: measuring effectiveness
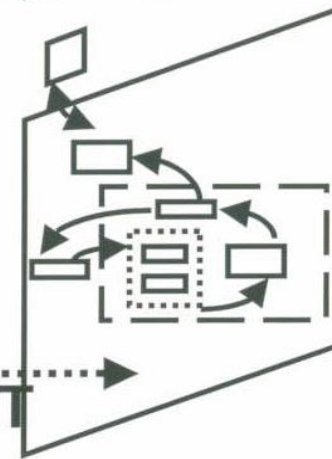6. Correction: continual improvement or termination

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OSH-MS implementation

Cycle I
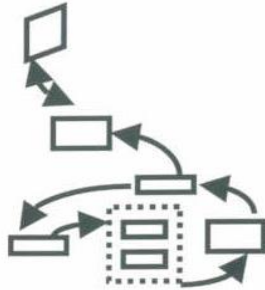
Creating vision. Painting a picture of the future.

Enrollment at all organizational levels. Working on organizational buy-in.

Designing and bringing structures into existence; e.g. policies, procedures, etc. Characterizing what's already in place.

Possible lack of clarity about how system elements relate to one another. A recipe mentality.

New focus and understanding of performance measurement issues.

Can be difficult. A lot of work. Possible set backs. Momentum tough to maintain.

Cycle II

Increased understanding how system elements relate to each other.

Integration within EHS functions.

Integration of EHS "programs."

Able to see a definable "wholeness."

Maturing beyond recipe mentality.

Beginning to address "organizational learning" issues.

Beginning to support EHS functions in other business units.

Cycle III

System mature within EHS functions.

Integration within organization.

Many aspects of management system have become transparent.

Innovation is common place.

EHS metrics integrated into everyday operational planning and use.

Overall organizational performance and effectiveness continues to improve.

Collaboration with other organizations on overall organizational effectiveness methods and practices.

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National frameworks to support OSH-MS

▶ Four countries signed a MoU with the ILO to implement a national framework to promote the implementation of ILO OSH 2001 (Argentina, Brazil, Ireland and Israel).

▶ CIS countries (Russia and most of the former Soviet Union countries) developed a standard based on the ILO OSH 2001. (https://www.ilo.org/moscow/areas-of-work/occupational-safety-and-health/lang--en/index.htm).

▶ France developed an auditing guide to certify French enterprises based in the ILO OSH 2001.

▶ ILO also developed an audit matrix for the ILO OSH 2001.

National frameworks to support OSH-MS

Singapore

▶ Factories Act 1994.

▶ Mandatory external audits.

▶ 14 mandatory elements in org. OSH-MS.

▶ Government responsible for mandatory safety audits, formulation of criteria for approval and accreditation of 3rd party auditing companies and providing further guidance for implementation (COP's usually).

National frameworks to support OSH-MS

China

▶ Significant improvements in the areas of OSH.

▶ National Accreditation Committee for Safety Certification (17 members, tripartite).

▶ Office for OSH-MS at National Centre for Safety Science and Technology.

▶ 34 certification agencies registered.

▶ 800 enterprises certified.

▶ 4,600 external auditors and 30,000 internal auditors.

National frameworks to support OSH-MS

Japan

▶ National guidelines promotion.

▶ Voluntary certification by organizations – provided by Japan Industrial Safety and Health Association (JISHA).

▶ Developed a tailored OSHMS based on the ILO OSH 2001 for the construction sector.

National frameworks to support OSH-MS

India

▶ Enabling steps toward improved OSH management.

▶ Private certification – no government involvement.

▶ ilo.org

National frameworks to support OSH-MS

Norway

▶ Internal control (self-regulation regime).

▶ Mandatory under Norwegian law.

▶ 7 elements in OSH-MS.

▶ Led to change in way of inspection.

▶ Inspect smooth functioning of system as compared to detailed traditional inspection.

▶ Incentives/penalty driven.

ISO 45001: Occupational health and safety management systems

Requirements and guidance for use

Background

- An organization is responsible for the occupational health and safety of workers and others who can be affected by its activities. This responsibility includes promoting and protecting their physical and mental health.

- The adoption of an OH&S management system is intended to enable an organization to provide safe and healthy workplaces, prevent work-related injury and ill health, and continually improve its OH&S performance.

- This document is applicable to any organization regardless of its size, type and activities.

- This document does not state specific criteria for OH&S performance, nor is it prescriptive about the design of an OH&S management system. This document enables an organization, through its OH&S management system, to integrate other aspects of health and safety, such as worker wellness/wellbeing.

Aim of an OH-S management system

▶ An OH&S management system can be more effective and efficient when taking early action to address opportunities for improvement of OH&S performance.

▶ Provides autonomy: Implementing an OH&S management system conforming to this document enables an organization to manage its own OH&S risks and improve its own OH&S performance.

▶ An OH&S management system can also assist an organization to fulfil its legal requirements and other requirements.

Success factors

The implementation and maintenance of an OH&S management system, its effectiveness and its ability to achieve its outcomes are dependent on:

▶ Top management leadership, commitment, responsibilities and accountability.
▶ Top management developing, leading and promoting a culture in the organization that supports the intended outcomes of the OH&S management system.
▶ Communication.
▶ Consultation and participation of workers, workers' representatives.
▶ Allocation of the necessary resources to maintain it.
▶ OH&S policies, which are compatible with the strategic objectives of the organization.
▶ Effective process(es) for identifying hazards, controlling OH&S risks and taking advantage of OH&S opportunities.
▶ Continual performance evaluation and monitoring.
▶ Integration of the OH&S management system into the organization's business processes.
▶ OH&S objectives that align with the OH&S policies.
▶ compliance with its legal requirements and other requirements.

Plan-Do-Check-Act cycle
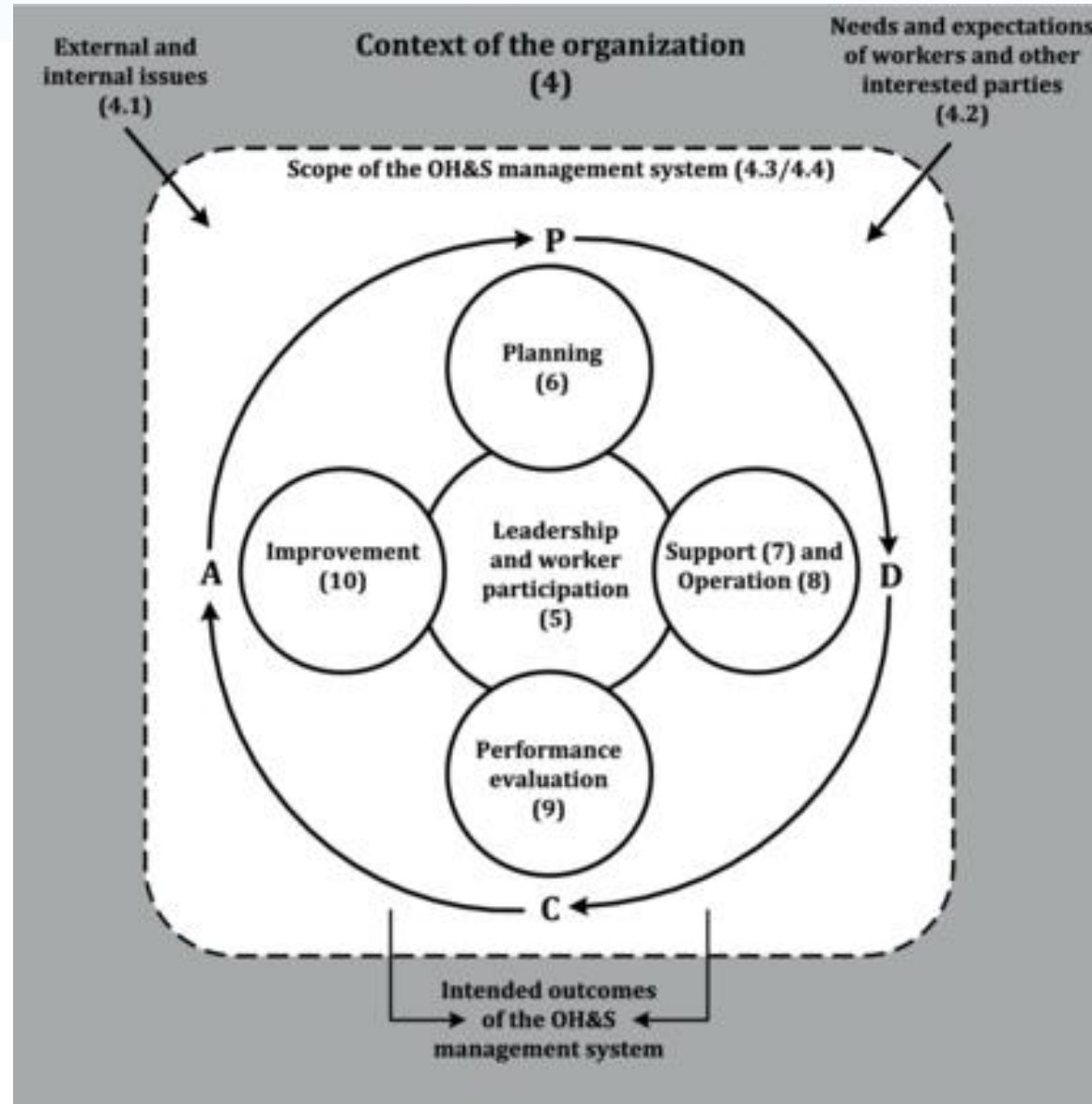
End of session activity

Group work

Group work

You have been appointed as head of the occupational safety and health department at the Ministry of Labour in your country

1. You are required to design a national framework to promote OSH Management systems in your country: How would you go about this?

2. You are also required to oversee the establishment of a management system in one of the organizations where you used to work: Describe the activity of the organization and what actions you would take

Key ILO resources

▶ Guidelines on occupational safety and health management systems (2001).

▶ Exposure to hazardous chemicals at work and resulting health impacts: A global review (2021).

▶ The GHS in the world of work: Mapping synergies between ILO Instruments and the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).

▶ ILO Instruments on Chemical Safety – Analysis and synergies with other international frameworks on the sound management of chemicals (2020).

▶ The Sound Management of Chemicals and Waste in the World of Work (2019).

▶ All You Need to Know: Convention No. 170.

▶ Major hazard control: A practical manual (1993).

▶ Safety in the use of chemicals at work: code of practice (1991).

▶ Prevention of major industrial accidents: code of practice (1991).

▶ ILO indicators of progress in implementing SAICM (2021).