
3.1.2. The OSH policy should include, as a minimum, the following key principles and objectives to which the *organization* is committed:

- (a) protecting the safety and health of all members of the *organization* by preventing work-related injuries, ill health, diseases and incidents;
- (b) complying with relevant OSH national laws and regulations, voluntary programmes, collective agreements on OSH and other requirements to which the *organization* subscribes;
- (c) ensuring that workers and their representatives are consulted and encouraged to actively participate in all elements of the OSH management system; and
- (d) continual improvement in performance of the OSH management system.

3.1.3. The OSH management system should be compatible with or integrated in other management systems in the *organization*.

3.2. Worker participation

3.2.1. Worker participation is an essential element of the OSH management system in the *organization*.

3.2.2. The employer should ensure that workers and their safety and health representatives are consulted, informed and trained on all aspects of OSH, including emergency arrangements, associated with their work.

3.2.3. The employer should make arrangements for workers and their safety and health representatives to have the time and resources to actively participate in the processes of organizing, planning and implementation, evaluation and action for improvement of the OSH management system.

3.2.4. The employer should ensure, as appropriate, the establishment and efficient functioning of a safety and health committee and the recognition of workers' safety and health representatives, in accordance with national laws and practice.

Organizing

3.3. Responsibility and accountability

3.3.1. The employer should have overall responsibility for the protection of workers' safety and health, and provide leadership for OSH activities in the *organization*.

3.3.2. The employer and senior management should allocate responsibility, accountability and authority for the development, implementation and performance of the OSH management system and the achievement of the relevant OSH objectives. Structures and processes should be established which:

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- (a) ensure that OSH is a line-management responsibility which is known and accepted at all levels;
 - (b) define and communicate to the members of the *organization* the responsibility, accountability and authority of persons who identify, evaluate or control OSH hazards and risks;
 - (c) provide effective supervision, as necessary, to ensure the protection of workers' safety and health;
 - (d) promote cooperation and communication among members of the *organization*, including workers and their representatives, to implement the elements or *organization's* OSH management system;
 - (e) fulfil the principles of OSH management systems contained in relevant national guidelines, tailored guidelines or voluntary programmes, as appropriate, to which the *organization* subscribes;
 - (f) establish and implement a clear OSH policy and measurable objectives;
 - (g) establish effective arrangements to identify and eliminate or control work-related hazards and risks, and promote health at work;
 - (h) establish prevention and health promotion programmes;
 - (i) ensure effective arrangements for the full participation of workers and their representatives in the fulfilment of the OSH policy;
 - (j) provide appropriate resources to ensure that persons responsible for OSH, including the safety and health committee, can perform their functions properly; and
 - (k) ensure effective arrangements for the full participation of workers and their representatives in safety and health committees, where they exist.

3.3.3. A person or persons at the senior management level should be appointed, where appropriate, with responsibility, accountability and authority for:

- (a) the development, implementation, periodic review and evaluation of the OSH management system;
- (b) periodic reporting to the senior management on the performance of the OSH management system; and
- (c) promoting the participation of all members of the *organization*.

3.4. Competence² and training

3.4.1. The necessary OSH competence requirements should be defined by the employer, and arrangements established and maintained to ensure that all persons are competent to carry out the safety and health aspects of their duties and responsibilities.

3.4.2. The employer should have, or should have access to, sufficient OSH competence to identify and eliminate or control work-related hazards and risks, and to implement the OSH management system.

3.4.3. Under the arrangements referred to in paragraph 3.4.1, training programmes should:

- (a) cover all members of the *organization*, as appropriate;
- (b) be conducted by competent persons;
- (c) provide effective and timely initial and refresher training at appropriate intervals;
- (d) include participants' evaluation of their comprehension and retention of the training;
- (e) be reviewed periodically. The review should include the safety and health committee, where it exists, and the training programmes, modified as necessary to ensure their relevance and effectiveness; and
- (f) be documented, as appropriate and according to the size and nature of activity of the *organization*.

3.4.4. Training should be provided to all participants at no cost and should take place during working hours, if possible.

3.5. Occupational safety and health management system documentation

3.5.1. According to the size and nature of activity of the *organization*, OSH management system documentation should be established and maintained, and may cover:

- (a) the OSH policy and objectives of the *organization*;
- (b) the allocated key OSH management roles and responsibilities for the implementation of the OSH management system;
- (c) the significant OSH hazards/risks arising from the *organization's* activities, and the arrangements for their prevention and control; and

² OSH competence includes education, work experience and training, or a combination of these.

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- (d) arrangements, procedures, instructions or other internal documents used within the framework of the OSH management system.

3.5.2. The OSH management system documentation should be:

- (a) clearly written and presented in a way that is understood by those who have to use it; and
- (b) periodically reviewed, revised as necessary, communicated and readily accessible to all appropriate or affected members of the *organization*.

3.5.3. OSH records should be established, managed and maintained locally and according to the needs of the *organization*. They should be identifiable and traceable, and their retention times should be specified.

3.5.4. Workers should have the right to access records relevant to their working environment and health, while respecting the need for confidentiality.

3.5.5. OSH records may include:

- (a) records arising from the implementation of the OSH management system;
- (b) records of work-related injuries, ill health, diseases and incidents;
- (c) records arising from national laws or regulations dealing with OSH;
- (d) records of workers' exposures, surveillance of the working environment and workers' health; and
- (e) the results of both active and reactive monitoring.

3.6. Communication

3.6.1. Arrangements and procedures should be established and maintained for:

- (a) receiving, documenting and responding appropriately to internal and external communications related to OSH;
- (b) ensuring the internal communication of OSH information between relevant levels and functions of the *organization*; and
- (c) ensuring that the concerns, ideas and inputs of workers and their representatives on OSH matters are received, considered and responded to.

Planning and implementation

3.7. Initial review

3.7.1. The *organization's* existing OSH management system and relevant arrangements should be evaluated by an initial review, as appropriate. In the case where no OSH management system exists, or if the *organization* is newly