



MANUAL

OH&S Management System Manual

The occupational health and safety management system manual of [Company Name], demonstrating clause by clause how the organisation meets ISO 45001:2018. It covers clauses 4 to 10 and provides traceability between the requirements of the standard and the supporting policy, procedures, work instructions, forms and records.

DOCUMENT NO

MAN-01

REVISION

[Revision]

EFFECTIVE DATE

[Date]

OWNER

[Designation Here]



Scope, Normative References and Terms

3.1 Scope of the OH&S Management System

The OH&S management system of [Company Name] applies to all occupational health and safety matters arising from the organisation's construction and civil-engineering activities, at its head office and at every construction site under its control, and to all workers, whether directly employed or working under the organisation's control as subcontractors, agency or visiting personnel. The scope covers the planning, execution, supervision and handover of building and civil-engineering projects, including groundworks, structures, work at height, lifting operations, temporary works, mechanical, electrical and plumbing installation, fit-out, and the management of subcontractors and site interfaces.

The boundaries of the system are the physical boundaries of the head office and of each site the organisation establishes and controls, and the organisational boundary of the work performed by, or under the control of, [Company Name]. Activities carried out wholly by others outside the organisation's control, such as the independent operations of a principal client on a shared site, are outside the boundary except where the organisation's work interfaces with them, in which case the interface is managed under QP-12. No requirement of ISO 45001:2018 is excluded from the scope of the system. The scope statement is maintained as documented information and is recorded on QF-01-03.

3.2 Normative References

ISO 45001:2018, Occupational health and safety management systems, Requirements with guidance for use, first edition 2018-03, is the normative reference for this system. ISO 45001 makes no requirement conditional on other standards, but the organisation also has regard to relevant national OH&S legislation, approved codes of practice, and industry guidance, which are identified and maintained in the legal and other requirements register (QF-05-01) under procedure QP-05.

3.3 Terms and Definitions

The terms and definitions of ISO 45001:2018 clause 3 apply throughout this system. The terms used most frequently are summarised below for the reader; the definitions in the standard govern.

Term	Meaning as used in this system
OH&SMS	The occupational health and safety management system described in this manual.
Hazard	A source with the potential to cause injury and ill health.
OH&S risk	The combination of the likelihood of a hazardous event and the severity of the injury or ill health that can result.



PROCEDURE

Hazard Identification and Risk Assessment

The procedure by which [Company Name] identifies hazards on an ongoing and proactive basis, assesses OH&S risks and opportunities using a defined methodology, and determines controls using the hierarchy of controls. It satisfies ISO 45001:2018 clauses 6.1.1, 6.1.2 and 6.1.4, and is the operational heart of the OH&S management system.

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Document Control

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Title	Hazard Identification and Risk Assessment
Standard Clause(s) Addressed	6.1.1, 6.1.2, 6.1.4
Prepared By	ISO Consultant Panel
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Revision History

Version	Date	Description of Changes	Author	Approval Ref
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PROCEDURE

Hazard Identification and Risk Assessment

1 Purpose

This procedure defines how [Company Name] identifies hazards, assesses the OH&S risks and opportunities that arise from them, and determines the controls needed to eliminate hazards and reduce risk to an acceptable level. Its purpose is to ensure that, before work is carried out, the hazards of that work are understood and controlled, so that work-related injury and ill health are prevented. Hazard identification and risk assessment (HIRA) are the point at which safety is either designed into the work or left to chance, and this procedure exists to make sure it is designed in.

The procedure applies a single, consistent method for rating risk, set out in full in section 4, so that every assessment across every site uses the same scales and thresholds and the results can be compared. It requires the participation of the workers who do the work, because they hold knowledge of the hazards that a desk-based assessment would miss.

The organisation works at two levels of assessment. A project-level risk assessment, prepared before a project starts, identifies the principal hazards of the works and the site and sets the framework of controls for the project. A task-level risk assessment, prepared before each significant activity, breaks the activity into steps and assesses and controls the hazards of each step. The two levels fit together: the project assessment sets the site rules and the major controls, and the task assessments apply them to the specific work being done that day.

2 Scope

This procedure applies to all activities, products, services and situations of [Company Name] that can affect OH&S, at the head office and at every construction site under its control, and to routine and non-routine activities, normal and emergency situations, and the activities of workers, contractors, visitors and others who may be affected. It covers project-level risk assessment carried out before a project begins and task-level assessment carried out before each significant activity, and the ongoing, proactive identification of hazards throughout the work. It also covers the hazards that could give rise to emergency situations, which are assessed here and whose response is planned under QP-13, and the risks and opportunities to the OH&S management system itself, such as the risk of a control not being implemented in practice.



3 References

ISO 45001:2018 clauses 6.1.1, 6.1.2 and 6.1.4. HIRA Risk Assessment Calculator (T-01). Legal and Other Requirements procedure (QP-05). Operational Control procedure (QP-10) and work instructions WI-10-01 to WI-10-08. Management of Change procedure (QP-11). Incident procedure (QP-17). These references are for supplementary information; all scales, thresholds and decision rules needed to apply this procedure are embedded in section 4 so that the procedure is self-contained.

4 Definitions and Scales

The following definitions and rating scales are used in every risk assessment. They are defined here in full so that the procedure can be applied without reference to any other document, and they match the calculation built into tool T-01.

Term	Definition
Hazard	A source with the potential to cause injury and ill health.
OH&S risk	The combination of the likelihood of a hazardous event and the severity of the resulting injury or ill health.
Residual risk	The risk remaining after controls have been applied.
Hierarchy of controls	The ranked order for controlling risk: elimination, substitution, engineering, administrative, PPE.
Opportunity	A circumstance that can improve OH&S performance or the management system.

4.1 Likelihood scale

Level	Descriptor	Meaning
1	Rare	May occur only in exceptional circumstances; not known to have occurred here.
2	Unlikely	Could occur at some time but not expected.
3	Possible	Might occur occasionally under current conditions.
4	Likely	Will probably occur in most circumstances.
5	Almost certain	Expected to occur in most circumstances; occurs regularly.



[Company Name]

OH&S Management System · ISO 45001:2018

QP-04



FORM HIRA Worksheet

Associated procedure: QP-04
[Company Name]

QF-04-01

Rev [Revision]
Issue [Date]

1 ASSESSMENT DETAILS

ACTIVITY	SITE	ASSESSOR	DATE
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2 RATING SCALES (EMBEDDED)

L/S	1	2	3	4	5
Likelihood	Rare	Unlikely	Possible	Likely	Almost certain
Severity	Negligible	Minor	Moderate	Major	Catastrophic

Rating = L x S. Bands: 1-4 Low, 5-9 Medium, 10-15 High, 16-25 Extreme. No Extreme residual risk may proceed.

3 ASSESSMENT

Hazard	Who/how	L	S	Rate	Band	Controls (hierarchy)	ResL	ResS	ResRate	ResBand

ASSESSOR	APPROVED (HIGH RISK)
Name: [Name] Signature: [Signature] Date: [Date]	Name: [Name] Signature: [Signature] Date: [Date]



FORM HIRA Worksheet

Associated procedure: QP-04
[Company Name]

QF-04-01

Rev [Revision]
Issue [Date]

1 ASSESSMENT DETAILS

ACTIVITY	SITE	ASSESSOR	DATE
Precast floor installation	Project [Ref] L3	M. Farouk	05 Feb 2026

2 RATING SCALES (EMBEDDED)

L/S	1	2	3	4	5
Likelihood	Rare	Unlikely	Possible	Likely	Almost certain
Severity	Negligible	Minor	Moderate	Major	Catastrophic

Rating = L x S. Bands: 1-4 Low, 5-9 Medium, 10-15 High, 16-25 Extreme. No Extreme residual risk may proceed.

3 ASSESSMENT

Hazard	Who/how	L	S	Rate	Band	Controls (hierarchy)	ResL	ResS	ResRate	ResBand
Leading-edge fall	Operatives; fatal	4	5	20	Extreme	Edge protection, restraint, exclusion zone, banksman, permit	2	5	10	High
Suspended load	Struck-by; major	3	4	12	High	Lift plan, banksman, exclusion zone	2	4	8	Medium

ASSESSOR	APPROVED (HIGH RISK)
Name: M. Farouk Signature: M.Farouk Date: 05 Feb 2026	Name: J. Silva (Site Mgr) Signature: J.Silva Date: 05 Feb 2026



FORM

Confined Space Entry Permit

Associated procedure: QP-10
[Company Name]

QF-10-06

Rev [Revision]
Issue [Date]

1 IDENTIFICATION

PERMIT NO

SPACE

VALID UNTIL

2 ATMOSPHERE & CONTROLS

Check	Reading / status

ISSUED BY	ATTENDANT	CLOSED ON EXIT
Name: [Name] Signature: [Signature] Date: [Date]	Name: [Name] Signature: [Signature] Date: [Date]	Name: [Name] Signature: [Signature] Date: [Date]