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**Occupational health and safety management systems —  
Requirements with guidance for use** 职业健康安全管理体系—要求及使用指南

*Systèmes de management de la santé et de la sécurité au travail — Exigences avec directives d'utilisation*

ICS: 13.100

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123 **Foreword**前言

124 ISO (the International Organization for Standardization) is a worldwide federation of national standards  
 125 bodies (ISO member bodies). The work of preparing International Standards is normally carried out  
 126 through ISO technical committees. Each member body interested in a subject for which a technical  
 127 committee has been established has the right to be represented on that committee. International  
 128 organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO  
 129 collaborates closely with the International Electro technical Commission (IEC) on all matters of  
 130 electro technical standardization.

131 The procedures used to develop this document and those intended for its further maintenance are  
 132 described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the  
 133 different types of ISO documents should be noted. This document was drafted in accordance with the  
 134 editorial rules of the ISO/IEC Directives, Part 2 (see [www.iso.org/directiv](http://www.iso.org/directiv)).

135 Attention is drawn to the possibility that some of the elements of this document may be the subject of  
 136 patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any  
 137 patent rights identified during the development of the document will be in the Introduction and/or on  
 138 the ISO list of patent declarations received (see [www.iso.org/paten](http://www.iso.org/paten)).

139 Any trade name used in this document is information given for the convenience of users and does not  
 140 constitute an endorsement.

141 For an explanation on the meaning of ISO specific terms and expressions related to conformity  
 142 assessment, as well as information about ISO's adherence to the World Trade Organization (WTO)  
 143 principles in the Technical Barriers to Trade (TBT) see the following URL:  
 144 [www.iso.org/iso/foreword.htm](http://www.iso.org/iso/foreword.htm).

145 The committee responsible for this document is Project Committee ISO/PC 283, *Occupational health and*  
 146 *safety management systems*.

147  
 148 **NOTE TO THIS DRAFT** (which will not be included in the published International Standard):  
 149

150 This text has been prepared using the "high-level structure" (i.e. clause sequence, common text and  
 151 terminology) provided in Annex SL, Appendix 2 of the ISO/IEC Directives, Part 1, Consolidated ISO  
 152 Supplement, 2014. This is intended to enhance alignment among ISO's management systems standards,  
 153 and to facilitate their implementation for organizations that need to meet the requirements of two or  
 154 more such standards simultaneously.

155 The text of Annex SL is highlighted in the main body of the text (clauses 1 to 10) by the use of **blue** font.  
 156 This is only to facilitate analysis and will not be incorporated in the final version of ISO 45001.

157  
 158 This new harmonized approach allows for the addition of discipline-specific (in this case OH&S specific)  
 159 text which has been applied by including the following:

- 160  
 161  
 162 a) specific OH&S management system requirements considered essential to meet the scope of the  
 163 ISO 45001 standard;  
 164 b) requirements and notes to clarify and ensure consistent interpretation and implementation of  
 165 the common text in the context of an OH&S management system.  
 166

167 Where text from Annex SL has not been applied, this is indicated in **blue font with strikeout**.



168 **Introduction** 引言169 **0.1 Background** 背景

170 At the time of developing this International Standard, the International Labour Organization (ILO)  
 171 estimates that 2.3 million people die every year from work-related accidents and diseases. An  
 172 organization is responsible for the health and safety of its workers and that of other persons under its  
 173 control who are performing work on its behalf, including promoting and protecting their physical and  
 174 mental health. The adoption of an occupational health and safety (OH&S) management system is intended  
 175 to enable an organization to improve its OH&S performance in the enhancement of health and safety at  
 176 work and to manage its OH&S risks. 在起草本国际标准时，国际劳工组织（ILO）估计，每年有约230万人死  
 于与工作有关的事故及疾病。组织能为其员工或在组织控制下代表该组织执行工作的人员的健康和安全负责  
 ，包括促进和保护其身体的和心理健康，采用职业健康安全管理体系旨在能使组织在增强工作时的健康和安  
 全时，提升其职业健康安全管理体系绩效并管理其职业健康安全风险。

177 NOTE 1 The term "occupational safety and health" ("OSH") has the same meaning as "occupational health and  
 178 safety" ("OH&S"). 注1: 术语“职业安全健康”与“职业健康安全”具有相同的含义。

179 NOTE 2 The term "worker" (see 3.3) is defined to include top management (see 3.12), managerial and non-  
 180 managerial persons. 注2: 术语“员工”（见3.3）的定义既包括最高管理者（见3.12），管理人员和非管理  
 人员。

181 **0.2 Aim of an OH&S management system**

182 The purpose of an OH&S management system is to provide a framework for managing the prevention of  
 183 death, work-related injury and ill health. The intended outcome is to prevent death, work-related injury  
 184 and ill health to workers, to improve and provide a safe and healthy workplace for its workers and other  
 185 persons under its control. An organization's activities can pose a risk of death, work-related injury and ill  
 186 health, consequently it is critically important for the organization to eliminate or minimize OH&S risks  
 187 by taking effective preventive measures. When these measures are applied by the organization through  
 188 its OH&S management system (supported by the use of appropriate controls, methods and tools, at all  
 189 levels in the organization) they improve its OH&S performance. It can be more effective and efficient to  
 190 take early action to address potential opportunities for improvement of OH&S performance. 职业健康安全  
 管理体系的目的是为管理防止死亡、与工作有关的人身伤害以及健康损坏而提供一个框架。预期的结果是为  
 了防止人员死亡、与工作有关的伤害和健康损坏，并为为其工作的人员以及在其控制下的其他人员，改进和  
 提供一个安全和健康的工作环境。组织的活动可以产生死亡、与工作有关的伤害和健康损坏的风险，因此，  
 采取有效的预防措施来消除或尽可能减少职业健康安全风险，对于组织是至关重要的。当这些措施由组织通  
 过其职业健康安全管理体系来应用时（通过在组织内各个层次采用适当的控制手段、方法和工具予以支持）  
 ，这些组织提升其职业健康安全绩效。尽早采取措施以应对潜在的职业健康安全绩效改进机会，会是有效和  
 高效的。

191 An OH&S management system can enable an organization to improve its OH&S performance by: 职业健  
 康安全管理体系能使组织通过以下方面提升其职业健康安全绩效：

- 192 a) developing and implementing an OH&S policy and OH&S objectives; 制定和实施职业健康安全方针及职  
 业健康安全目标
- 193 b) ensuring top management demonstrate leadership and commitment with respect to the OH&S  
 194 management system; 确保最高管理者证实其与职业健康安全管理体系有关的领导作用和承诺
- 195 c) establishing systematic processes which consider its context (see A.4.1) and which take into account  
 196 its risks and its opportunities; 建立系统的过程，考虑其环境并考虑其风险和机遇
- 197 d) determining the hazards and OH&S risks associated with its activities; seeking to eliminate them, or  
 198 putting in controls to minimize their potential effects; 确定与其活动相关的危险源以及职业健康安全风  
 险；寻求消除或控制以尽可能减少其潜在影响
- 199 e) establishing operational controls to eliminate or minimize its OH&S risks; 建立运作控制以消除或尽可  
 能减少其职业健康安全风险
- 200 f) increasing awareness of its OH&S hazards and risks, and associated operational controls, through  
 201 information, communication and training; 通过信息沟通以及培训，增加其对职业健康安全危险源和  
 风险、相关的运作控制的意识。
- 202 g) evaluating its OH&S performance and seeking to improve it; 评价其职业健康安全绩效并寻求对其提升
- 203 h) establishing and developing the necessary competencies; 建立并开发必要的核心竞争力



- 204 i) developing and supporting an occupational health and safety culture in the organization; 开发并支持组织内的职业健康安全文化
- 205 j) ensuring that workers, and where they exist, workers' representatives, are informed, consulted and  
206 participate. 确保员工, 及其所在地的员工代表得到告知、协商和参与。
- 207 An OH&S management system can assist an organization to fulfil its applicable legal requirements. 职业健康安全管理体系可以帮助组织满足其适用的法定要求。
- 208 **0.3 Success factors** 成功的因素
- 209 The implementation of an OH&S management system is a strategic and operational decision for an  
210 organization. The success of the OH&S management system depends on leadership, commitment and  
211 participation from all levels and functions of the organization. The implementation and sustainability of  
212 an OH&S management system, its effectiveness and its ability to achieve its objectives are dependent on  
213 a number of key factors which can include: 实施职业健康安全管理体系是组织一项战略性和经营性的决策。  
职业健康安全管理体系的成功取决于领导作用、承诺和组织各个职能和层次的参与。职业健康安全管理体系的实施和可持续性、其有效性以及实现其目标的能力取决于许多关键因素, 可以包括:
- 214 a) top management leadership and commitment; 最高管理者领导作用和承诺
- 215 b) top management developing, leading and promoting a culture in the organization that supports the  
OH&S management system; 开发、领导并促进组织内能支持职业健康安全管理体系的文化的最高管理者
- 216 c) participation of workers, and where they exist, workers' representatives; 员工的参与以及其所在地的员工代表。
- 217 d) processes for communication and consultation; 沟通和协商过程
- 218 e) allocation of the necessary resources for its sustainability; 为保持其可持续性而对所需的必要资源的分配。
- 219 f) clear OH&S policies, which are compatible with the overall strategic objectives and direction of the  
220 organization; 明确的职业健康安全方针, 并与组织的整个战略目标和方向相一致。
- 221 g) the integration of the OH&S management system into the organization's business processes; 职业健康安全管理体系要融入组织业务过程。
- 222 h) the continual evaluation and monitoring of the OH&S management system to improve OH&S  
223 performance; 持续评价和监视职业健康安全管理体系, 以提升职业健康安全绩效。
- 224 i) OH&S objectives that align with the OH&S policies and reflect the organization's OH&S hazards and  
225 risks; 职业健康安全目标要与职业健康安全一致并能反映组织的职业健康危险源及风险。
- 226 j) awareness of its applicable legal requirements and other requirements; 其适用的法定要求及其他要求的意识
- 227 k) effective processes for identification of OH&S hazards, control of the OH&S risks and taking  
228 advantage of OH&S opportunities. 有效的职业健康安全风险源辨识, 职业健康安全风险控制及利用职业健康安全机遇的过程
- 229 This International Standard, like other International Standards, is not intended to increase or change an  
230 organization's legal requirements. 本国际标准, 正如其他国际标准一样, 不拟增加或改变组织的法定要求
- 233 Demonstration of successful implementation of this International Standard can be used by an  
234 organization to give assurance to workers and other interested parties that an effective OH&S  
235 management system is in place. Adoption of this International Standard, however, will not in itself  
236 guarantee optimal outcomes. 要证实已成功实施本国际标准, 可以由组织向员工和其他相关方提供保证: 有效的职业健康安全管理体系已经实施到位。但是采用本国际标准并不能完全保证能产生最佳结果
- 237 The level of detail, the complexity, the extent of documented information, and the resources needed to  
238 ensure the success of an organization's OH&S management system will depend on a number of factors,  
239 such as: 成文信息的详细程度, 复杂程度, 以及确保组织职业健康安全管理体系成功所需的资源, 将取决于多个因素, 例如:
- 240 — the organization's context (e.g. number of workers, size, geography, culture, social conditions,  
241 applicable legal requirements and other requirements); 组织的环境 (如人员数量, 规模, 地理位置, 文化, 社会条件, 适用的法定要求及其他要求)
- 242 — the scope of the organization's OH&S management system; 组织的职业健康安全管理体系的范围
- 243 — the nature of the organization's activities and the related OH&S risks. 组织的活动的性质及相关的职业



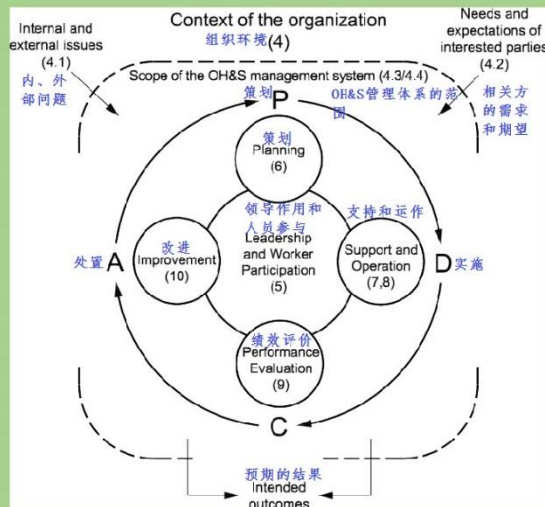
244 **0.4 Plan-Do-Check-Act cycle 策划-实施-检查-处置循环**

245 The basis of the OH&S management system approach applied in this International Standard is founded  
 246 on the concept of Plan-Do-Check-Act (PDCA), which requires leadership, commitment and participation  
 247 of workers, and where they exist, workers' representatives, from all levels and functions of the  
 248 organization. 本国际标准中应用的职业健康安全管理体系的方法，是建立在策划-实施-检查-处置 (PDCA)  
 概念的基础之上的，它需要领导作用、承诺以及组织所有职能和层次的人员和所在地的员工代表的参与

249 The PDCA model is an iterative process used by organizations to achieve continual improvement. It can  
 250 be applied to a management system and to each of its individual elements, as follows: PDCA模式是一个由  
 组织使用的为实现持续改进的重复过程。它可以用于一个管理体系以及其单个要素，列举如下：

- 251 • Plan 策划: establish objectives, programmes and processes necessary to deliver results in accordance  
 with the organization's OH&S policy.: 建立目标、方案和必要的过程，以达到与组织的职业健康安全方针  
 一致的结果
- 252 • Do 实施: implement the processes as planned. . 按照过程所策划的予以实施
- 253 • Check 检查: monitor and measure activities and processes with regard to the OH&S policy and  
 objectives, and report the results. . 监视和测量与职业健康安全方针及目标有关的活动和过程，并报告结果
- 254 • Act 处置: take actions to continually improve the OH&S performance to achieve the intended  
 outcomes. 采取措施持续改进职业健康安全绩效以实现预期的结果。

255 This International Standard incorporates the PDCA concept into a new framework, as shown in Figure 1.  
 本国际标准将PDCA概念融入新的框架，如图1所示：



NOTE The numbers given in brackets refer to the clause numbers in this International Standard  
 注：括弧中给出的数字表示本标准中的条款号

**Figure 1 – OH&S management system model for this International Standard.**  
 图 1-本国际标准的职业健康安全管理体系模式

261 **0.5 Contents of this International Standard** 本国际标准的内容

262 This International Standard has adopted the “high-level structure” (i.e. clause sequence, common text and  
 263 common terminology) developed by ISO to improve alignment among its International Standards for  
 264 management systems. 本国际标准已采用了由ISO组织起草的“高级结构”（即条款次序、通用文本和通用  
 术语）以增强其国际管理体系标准之间的协调性。

265 This International Standard does not include requirements specific to other management systems, such  
 266 as those for quality, environmental, security, or financial management, though its elements can be aligned  
 267 or integrated with those of other management systems. 本国际标准并未包括诸如质量、环境、安全或财务  
 管理等其他管理体系的特定要求，尽管其要素可以与其他管理体系的要素进行协调和整合。

268 Clauses 4 to 10 contain requirements that can be used to assess conformity. Annex A provides  
 269 informative explanations to assist in the interpretation of those requirements. 第四章到第7章包含了可用  
 于评价符合性的要求。附录A提供了资料性解释以帮助解释那些要求

270 In this International Standard, the following verbal forms are used: 本国际标准采用了以下助动词:

- 271 • “shall” indicates a requirement; “应”表示要求
- 272 • “should” indicates a recommendation; “应该”表示建议
- 273 • “may” indicates a permission; “可以”表示“许可”
- 274 • “can” indicates a possibility or a capability. “能”表示可能性或者能力

275 Information marked as “NOTE” is for guidance in understanding or clarifying the associated requirement.

276 “Notes to entry” used in Clause 3 provide additional information that supplements the terminological  
 277 data and can contain provisions relating to the use of a term. 标有“注”的信息是为了理解或解释相关要  
 求的指南，第三章使用的的条目“注”提供了能补充术语数据的附加信息，并包括了术语使用的

278 The terms and definitions in Clause 3 are arranged in conceptual order, with an alphabetical index  
 279 provided at the end of the document.

第3章中的术语和定义按照概念次序编排，并在文件末尾带有字母顺序的索引。



## 280 Occupational health and safety management systems — 281 Requirements with guidance for use 职业健康安全管理体系—要求及使用指南

### 282 1 Scope 范围

283 This International Standard specifies requirements for an occupational health and safety (OH&S)  
284 management system, with guidance for its use, to enable an organization to provide safe and healthy  
285 working conditions for the prevention of work-related injury and ill health and to proactively improve  
286 its OH&S performance. This includes the development and implementation of an OH&S policy and  
287 objectives which take into account applicable legal requirements and other requirements to which the  
288 organization subscribes. 本国际标准规定了职业健康安全管理体系的要求及使用指南，旨在使组织能够防止  
与工作有关的人身伤害和健康损坏而能够提供安全健康的工作环境，并能主动积极的提升其职业健康安全  
绩效。这包括了制定和实施职业健康安全方针和目标，并必须考虑适用的法定要求以及组织签署的其他要  
求。

289 This International Standard is applicable to any organization that wishes to: 本国际标准适用于任何有以下  
意愿的组织：

- 290 a) establish, implement and maintain an OH&S management system to improve occupational health and  
291 safety, eliminate or minimize OH&S risks (including system deficiencies), take advantage of OH&S  
292 opportunities, and address OH&S management system nonconformities associated with its activities;  
建立、实施并保持职业健康安全管理体系以改进职业健康安全，消除或者最大程度减少职业健康安全风  
险（包括体系缺陷），利用职业健康安全机遇，并应对与其活动相关的职业健康安全管理体系不符合
- 293 b) continually improve its OH&S performance and the achievement of its OH&S objectives; 持续提升其职  
业健康安全绩效并实现其职业健康安全目标
- 294 c) assure itself of conformity with its OH&S policy; 确保组织自身符合其职业健康安全方针
- 295 d) demonstrate conformity with the requirements of this International Standard. 证实与本国际标准的要求  
的符合性

296 This International Standard is intended to be applicable to any organization regardless of its size, type  
297 and activities and applies to the OH&S risks under the organization's control, taking into account factors  
298 such as the context in which the organization operates and the needs and expectations of its workers and  
299 other interested parties. 本国际标准适用于任何规模、不同类型和活动的组织，并可以应用于处于组织控制  
下的职业健康安全风险，同时必须考虑组织运作的环境、其员工和其他相关方的需求和期望等因素

300 This International Standard does not state specific criteria for OH&S performance, nor is it prescriptive  
301 about the design of an OH&S management system. 本国际标准既未规定具体的职业健康安全准则，也  
未规定职业健康安全管理体系的设计规范。

302 This International Standard enables an organization, through its OH&S management system, to integrate  
303 other aspects of health and safety, such as worker wellness/ wellbeing. 本国际标准使组织通过其职业健康  
安全管理体系，融入健康安全事务其它方面，如员工健康/幸福

304 This International Standard does not address issues such as product safety, property damage or  
305 environmental impacts, beyond the risks they provide to workers and other relevant interested parties  
本国际标准未解决诸如产品安全、财产损失或环境影响等超出他们提供给员工以及其他相关方风险之外的问题

306 This International Standard can be used in whole or in part to systematically improve OH&S management.  
307 However, claims of conformity to this International Standard are not acceptable unless all its  
308 requirements are incorporated into an organization's OH&S management system and fulfilled without  
309 exclusion. 本国际标准可以部分或者全部用于系统地改进职业健康安全管理，除非本标准的所有要求都已纳  
入组织的职业健康安全体系且得到全部满足，否则不能接受其声称符合本国际标准

310 NOTE For further guidance on the intent of the requirements in this International Standard, see Annex A.

注：欲获取有关本国际标准要求意图的进一步指南，可参见附录A



- 311 2 Normative references 规范性引用文件
- 312 There are no normative references. 无规范性引用文件
- 313 3 Terms and definitions 术语和定义
- 314 For the purposes of this document, the following terms and definitions apply. 下列术语和定义适用于本文件
- 315 3.1 Organization 组织
- 316 person or group of people that has its own functions with responsibilities, authorities and relationships  
317 to achieve its objectives (3.16) 为实现其目标 (3.16) 而具有职责、权限和关系等自身职能的个人或群体。
- 318 Note 1 to entry: The concept of organization includes, but is not limited to sole-trader, company, corporation,  
319 firm, enterprise, authority, partnership, charity or institution, or part or combination there of, whether  
incorporated or not, public or private.  
注1: 组织包括但不限于个体经营者、公司、集团公司、商行、企事业单位、政府机构、合股经营的公司、  
公益机构、社团、或上述单位中的一部分或其结合体, 无论其是否具有法人资格、国营或私营。
- 322 3.2
- 323 interested party 相关方
- 324 person or organization (3.1) that can affect, be affected by, or perceive itself to be affected by a decision  
325 or activity 能够影响决策或活动、受决策或活动影响, 或感觉自身受到决策或活动影响的个人或组织
- 326 Note 1 to entry: This International Standard sets out requirements (3.8) with respect to workers (3.3) who are also  
327 interested parties. 注1: 本国际标准提出了有关员工 (3.3) 的要求 (3.8), 他们也是相关方。
- 328 3.3
- 329 worker 员工
- 330 person performing work or work-related activities under the control of the organization (3.1) 处于组织控制  
制下完成工作或与工作有关活动的人
- 331 Note 1 to entry: Persons perform work or work-related activities under various arrangements, paid or unpaid, such  
332 as regularly or temporarily, intermittently or seasonally, casually or on a part-time basis. 注1: 人员完成工作  
或与工作有关的活动可以有多种安排, 有偿或者无偿的, 固定或者临时的, 间断性或者季节性的, 随意的或  
兼职的。
- 333 Note 2 to entry: Workers include top management (3.12), managerial and non-managerial persons.  
注2: 员工包括最高管理者 (3.12), 管理人员以及非管理人员
- 334 Note 3 to entry: The work or work-related activities performed under the control of the organization may be  
335 performed by workers employed by the organization, or other persons, including workers from external  
providers, contractors, individuals, and situations where the organization has some degree of control over the  
workers such as agency workers.  
注3: 处于组织控制下的工作或与工作有关的的活动实施, 可以由组织雇佣的员工完成或者其他人员, 包括  
外部供方的员工, 承包人, 个人, 某些地方政府会对用工有一定程度的控制如劳务派遣工。
- 338 3.4
- 339 participation 参与
- 340 involvement of workers (3.3) in decision-making process(es) in the OH&S management system (3.11)  
341 人员 (3.3) 参加职业健康安全管理体系 (3.11) 的决策过程
- 341 3.5
- 342 consultation 协商
- 343 process (3.25) by which the organization (3.1) seeks the views of the workers (3.3) before it makes a  
344 decision 组织 (3.1) 在作出决策前用来征求员工 (3.3) 意见的过程 (3.25)
- 345 3.6
- 346 workplace 工作场所
- 347 place under the control of the organization (3.1) where a person needs to be or to go by reason of work  
348 在组织控制下的因工作原因个人需要所在地的或所去的地方。
- 349 Note 1 to entry: The organization's responsibilities under the OH&S management system (3.11) for the workplace  
350 depends on the degree of control over the workplace. 注1: 职业健康安全管理体系下组织对工作场所的职责,  
取决于对工作场所的控制程度。



350 3.7

351 **Contractor** 承包人

352 external *organization* (3.1) providing services to the organization at a *workplace* (3.6) in accordance with  
353 agreed specifications, terms and **conditions** 按照约定的规范、条款和条件，在工作场所向组织提供服务的外部组织 (3.1)

354 Note 1 to entry: Services may include construction activities. 注1：服务可以包括建造活动

355 3.8

356 **Requirement** 要求

357 need or expectation that is stated, generally implied or obligatory 明示的、通常隐含的或必须履行的需求或期望

358 Note 1 to entry: “Generally implied” means that it is a custom or common practice for the *organization* (3.1) and  
359 *interested parties* (3.2) that the need or expectation under consideration is implied, that is consistent with the *OH&S*  
360 *policy* (3.15). 注1：“通常隐含的”是指对组织 (3.1.4) 而言是惯例或习惯做法，这与职业健康安全方针是一致的

361 Note 2 to entry: A specified requirement is one that is stated, for example in *documented information*.

3.9 **legal requirements and other requirements** 法定要求及其他要求

363 *requirements* (3.8) established by law that are applicable to the *organization* (3.1), legally-binding  
364 obligations of the *organization* and requirements to which the *organization* subscribes 适用于组织的法律所确立的要求、对组织有法定约束力的义务以及组织签署的要求。

365 Note 1 to entry: For the purposes of this International Standard, legal requirements and other requirements are  
366 those relevant to the *OH&S management system* (3.11). 注1：本国际标准中的法定要求和其他要求仅指与OH&S有关的法定要求和其他要求。

367 Note 2 to entry: Legally-binding obligations may include the provisions in collective agreements. 具有法定约束力的义务可以包括集体协议中的条款。

368 Note 3 Legal requirements and other requirements include those that identify the persons who are *workers'* (3.3)  
369 representatives in accordance with laws, regulations, collective agreements and practice. 法定要求和其他要求可以包括那些根据法律、法规、集体协议和惯例来识别谁是员工代表的法定要求和其他要求

3.10 **management system** 管理体系

372 set of interrelated or interacting elements of an *organization* (3.1) to establish *policies* (3.14) and  
373 *objectives* (3.15) and *processes* (3.25) to achieve those *objectives* 组织 (3.1) 用于制订方针 (3.14)、目标 (3.15) 以及实现这些目标的过程 (3.25) 所需的一系列相互关联或相互作用的要素。

374 Note 1 to entry: A management system can address a single discipline or several disciplines. 注1：一个管理体系可关注一个领域或多个领域

375 Note 2 to entry: The system elements include the *organization's* structure, roles and responsibilities, planning  
376 and operation, performance evaluation and improvement. 注2：体系要素包括组织的结构、角色和职责、策划和运行、绩效评价和改进。

377 Note 3 to entry: The scope of a management system may include the whole of the *organization*, specific and  
378 identified functions of the *organization*, specific and identified sections of the *organization*, or one or more functions across a group of *organizations*. 注3：管理体系的范围可能包括整个组织、其特定的职能、其特定的部门、或跨组织的一个或多个职能。

3.11 **occupational health and safety management system** 职业健康安全管理体系

382 **OH&S management system**

383 *management system* (3.10) or part of a *management system* used to achieve the *OH&S policy* (3.15). 用于实现职业健康安全方针 (3.15) 的管理体系 (3.10) 或者管理体系的一部分。

384 Note 1 to entry: The intended outcomes of the *OH&S management system* are to prevent *injury and ill health*  
385 (3.18) to *workers* (3.3) and to provide *safe and healthy workplace(s)* (3.4). 注1：职业健康安全管理体系的预期结果是为了防止对员工 (3.3) 的人身伤害和健康损害 (3.18)，并提供一个安全健康的工作场所 (3.4)。

386 Note 2 to entry: The terms “occupational health and safety” (OH&S) and “occupational safety and health” (OSH)  
387 have the same meaning.

388 注2：术语“职业健康安全”及“职业安全健康”具有相同的涵义。

- 389 **3.12**  
 390 **top management最高管理者**  
 391 person or group of people who directs and controls an *organization* (3.1) at the highest level在最高层指挥并控制组织 (3.1) 的一个人或一组人
- 392 **Note 1 to entry:** *Top management has the power to delegate authority and provide resources within the*  
 393 *organization* provided ultimate responsibility for the *OH&S management system* (3.11) is retained.  
 394 注1: 只要职业健康安全管理体系 (3.11) 的最终责任得到保留, 最高管理者就有权在组织内部授权并提供资源。
- 395 **Note 2 to entry:** *If the scope of the management system* (3.10) *covers only part of an organization, then top*  
 396 *management* refers to those who direct and control that part of the *organization*. 注2: 若管理体系 (3.10) 的  
 范围仅涵盖组织的一部分, 则最高管理者是指那些指挥并控制组织该部分的人员。
- 396 **3.13**  
 397 **effectiveness**  
 398 extent to which planned activities are realized and planned results achieved实现策划的活动并取得策划的  
 结果的程度。
- 399 **3.14**  
 400 **policy方针**  
 401 intentions and direction of an *organization* (3.1), as formally expressed by its *top management* (3.12)由最  
 高管理者正式发布的组织的宗旨和方向 (3.12)
- 402 **3.15**  
 403 **occupational health and safety policy职业健康安全方针**  
 404 **OH&S policy**  
 405 *policy* (3.14) to prevent work-related *injury and ill health* (3.18) to *worker(s)* (3.3) and to provide a safe  
 406 and healthy *workplace(s)* (3.6)防止对员工 (3.3) 产生与工作有关的人身伤害和健康损坏 (3.18) 并提供  
 安全和健康的工作场所的方针
- 407 **3.16**  
 408 **objective目标**  
 409 result to be achieved要实现的结果
- 410 **Note 1 to entry:** An objective can be strategic, tactical, or operational. 注1: 目标可以是战略性的、战术性的  
 或运行层面的。
- 411 **Note 2 to entry:** Objectives can relate to different disciplines (such as financial, health and safety, and  
 412 environmental goals) and can apply at different levels (such as strategic, organization-wide, project, product and  
 413 *process* (3.25)). 注2: 目标可能涉及不同的领域 (例如: 财务、健康安全以及环境的目标), 并能够应用于不同层次  
 (例如: 战略、组织范围、项目、产品、服务和过程 (3.25))。
- 414 **Note 3 to entry:** An objective can be expressed in other ways, e.g. as an intended outcome, a purpose, an  
 415 operational criterion, as an *OH&S objective* (3.17), or by the use of other words with similar meaning (e.g. aim,  
 goal, or target). 注3: 目标可以其他方式表达, 例如: 预期结果、目的、运作准则来作为职业健康安全目标 (3.17  
 ), 或使用其它意思相近的词语, 例如: 目的等表达。
- 417 **Note 4 to entry:** *In the context of XXX management systems, XXX objectives are set by the organization, consistent*  
 418 *with the XXX policy, to achieve specific results.*
- 419 **3.17**  
 420 **occupational health and safety objective职业健康安全目标**  
 421 **OH&S objective**  
 422 *objective* (3.16) set by the *organization* (3.1) to achieve specific results consistent with the *OH&S policy*  
 423 (3.15) 组织 (3.1) 依据其职业健康安全方针 (3.15) 制定的实现特定结果的目标 (3.16)。
- 424 **3.18**  
 425 **injury and ill health人身伤害和健康损害**  
 426 adverse effect on the physical, mental or cognitive condition of a person对人的身体、精神或认知状态产  
 生的不良影响
- 427 **Note 1 to entry:** These conditions may include occupational disease, illness and death. 注1: 这些状态可以包括  
 职业病、疾病以及死亡



- 428 **3.19**  
 429 **hazard**危险源  
 430 source or situation with a potential to cause *injury and ill health* (3.18) 可能导致人身伤害和健康损害 (3.18) 的根源或状况
- 431 **3.20**  
 432 **risk**风险  
 433 effect of uncertainty不确定性的影响  
 434 Note 1 to entry: An effect is a deviation from the expected — positive or negative. 注1: 影响指对预期的偏离——正面的或负面的。  
 435 Note 2 to entry: Uncertainty is the state, even partial, of deficiency of information related to, understanding or  
 436 knowledge of, an event, its consequence, or likelihood. 注2: 不确定性是对某一事件、其后果或其可能性缺乏(包括部分缺乏)信息、理解或知识的状态  
 437 Note 3 to entry: Risk is often characterized by reference to potential "events" (as defined in ISO Guide 73:2009,  
 438 3.5.1.3) and "consequences" (as defined in ISO Guide 73:2009, 3.6.1.3), or a combination of these. 注3: 风险通常被描述为潜在“事件”(见 ISO Guide 73:2009 中 3.5.1.3 中的定义与“后果”(见 ISO Guide 73:2009 中的 3.6.1.3), 或两者的结合。  
 439 Note 4 to entry: Risk is often expressed in terms of a combination of the consequences of an event (including  
 440 changes in circumstances) and the associated "likelihood" (as defined in ISO Guide 73:2009, 3.6.1.1) of occurrence.  
 注4: 风险通常以事件后果(包括环境的变化)与相关的事件发生的“可能性”(见 ISO Guide 73:2009 中的 3.6.1.1) 的组合来表示。
- 441 **3.21**  
 442 **occupational health and safety risk**职业健康安全风险  
 443 **OH&S risk**  
 444 combination of the likelihood of occurrence of a work-related hazardous event or exposure(s) and the  
 445 severity of *injury and ill health* (3.18) that can be caused by the event or exposures 与工作有关的危险事件或者暴露的可能性与因事件或暴露导致人身伤害和健康损害的严重性的组合。
- 446 **3.22**  
 447 **occupational health and safety opportunity**职业健康安全机会  
 448 **OH&S opportunity**  
 449 circumstance or set of circumstances that can lead to improvement of *OH&S performance* (3.28)  
 可以提升职业健康安全绩效(3.28)的环境或者一组环境条件
- 450 **3.23**  
 451 **competence**能力  
 452 ability to apply knowledge and skills to achieve intended results 使用知识和技能来实现预期结果的能力
- 453 **3.24**  
 454 **documented information**成文信息  
 455 information required to be controlled and maintained by an *organization* (3.1) and the medium on which  
 456 it is contained 组织需要控制和保持的信息及其信息承载媒体  
 457 Note 1 to entry: Documented information can be in any format and media and from any source. 注1: 文件化信息可以以任何形式和承载载体存在, 并可能来自任何来源。  
 458 Note 2 to entry: Documented information can refer to: 注2: 文件化信息可能涉及:  
 459 a) the *management system* (3.10), including related *processes* (3.25); 管理体系 (3.10), 包括有关的过程  
 460 b) information created in order for the organization to operate (documentation); 为组织运作(文件)而有序创建的信息;  
 461 c) evidence of results achieved (records). 实现结果的证据(记录)
- 462 **3.25**  
 463 **process**过程  
 464 set of interrelated or interacting activities which transforms inputs into outputs 将输入转化为输出的相互关联或相互作用的一组活动

- 465 **3.26**  
 466 **procedure**程序  
 467 specified way to carry out an activity or a *process* (3.25) 为进行某项活动或过程(3.25)所规定的途径  
 468 Note 1 to entry: Procedures may be documented or not. 注 1: 程序可以形成文件, 也可以不形成文件  
 469 **3.27**  
 470 **performance**绩效  
 471 **measurable result**可测量的结果
- 472 Note 1 to entry: Performance can relate either to quantitative or qualitative findings. Results can be determined and evaluated by qualitative or quantitative methods. 注1: 绩效可能涉及定量的或定性的发现。结果可以通过定性或定量方法来确定和评价。
- 473 Note 2 to entry: Performance can relate to the management of activities, *processes* (3.25), products (including  
 474 services), systems or *organizations* (3.1). 绩效可能涉及活动、过程(3.25)、产品(包括服务)、体系或组织(3.1)的管理。
- 476 **3.28**  
 477 **occupational health and safety performance**职业健康安全绩效  
 478 **OH&S performance**  
 479 *performance* (3.25) related to the *effectiveness* (3.13) of the prevention of *injury and ill health*(3.18) to  
 480 *workers* (3.3) and the provision of safe and healthy *workplace(s)* (3.6) 有关防止员工人身伤害和健康损害  
 有效性 (3.13) 以及提供安全健康工作场所(3.6)的绩效 (3.25)
- 481 **3.29**  
 482 **outsource** (verb)外包(动词)  
 483 make an arrangement where an external *organization* (3.1) performs part of an organization's function  
 484 or *process* (3.25) 安排外部组织(3.1.4)执行组织的部分职能或过程(3.25)。
- 485 Note 1 to entry: An external *organization* is outside the scope of the *management system* (3.10), although the  
 486 outsourced function or *process* is within the scope. 注 1: 尽管外包的职能或过程在管理体系(3.10)范围之  
 内, 但是外部组织是处在覆盖范围之外。
- 487 **3.30**  
 488 **monitoring**监视  
 489 determining the status of a system, a *process* (3.25) or an activity 确定体系、过程或活动的状态  
 490 Note 1 to entry: To determine the status, there may be a need to check, supervise or critically observe. 确定状  
 态可能需要检查、监督或密切观察。
- 491 **3.31**  
 492 **measurement**测量  
 493 *process* (3.25) to determine a value 确定数值的过程
- 494 **3.32**  
 495 **audit**审核  
 496 systematic, independent and documented *process* (3.25) for obtaining audit evidence and evaluating it  
 497 objectively to determine the extent to which the audit criteria are fulfilled 为获得客观证据并对其进行客观  
 的评价, 以确定满足审核准则的程度所进行的系统的、独立的并形成文件的过程(3.25)
- 498 Note 1 to entry: An audit can be an internal audit (first party) or an external audit (second party or third party),  
 499 and it can be a combined audit (combining two or more disciplines).
- 500 Note 1 2-to entry: An internal audit is conducted by the organization (3.1) itself, or by an external party on its  
 501 behalf. 注1: 内部审核可由组织(3.1)自行实施或由外部其他方代表其实施
- 502 Note 2 to entry: An independent *process* includes provisions for ensuring objectivity and impartiality. 注2: 独  
 立过程包括确保客观性和公正性
- 503 Note 3 to entry: "Audit evidence" is "records, statements of fact and other information which are relevant to the  
 504 audit criteria and verifiable" and "audit criteria" are "set of *policies* (3.16), *procedures* (3.26) or *requirements* (3.8)  
 注3: 审核证据是与审核准则有关且可验证的记录、事实陈述以及其他信息, 审核准则是用作与审核证据进  
 行比较的一组方针(3.16)、程序(3.26)或要求(3.8), 见管理体系审核指南中的定义。



505 used as a reference against which audit evidence is compared”, as defined in ISO 19011, *Guidelines for auditing*  
506 *management systems*.

### 507 3.33

508 **conformity合格（符合）**

509 fulfilment of a *requirement* (3.8) 符合要求

### 510 3.34

511 **nonconformity不合格（不符合）**

512 non-fulfilment of a *requirement* (3.8) 未符合要求

513 Note 1 to entry: Nonconformity relates to *requirements* in this International Standard and additional *OH&S*  
514 *management system* (3.11) *requirements* that an *organization* (3.1) establishes for itself.

注1：不符合可以涉及本国际标准中的要求以及组织(3.1)自己确立的职业健康安全管理体系(3.11)附加要求

### 515 3.35

516 **incident事件**

517 occurrence(s) arising out of or in the course of work that could or does result in *injury and ill health* (3.18)

518 发生或可能发生因工作引起的或在工作过程中导致人身伤害和健康损害(3.18)的情况

519 Note 1 to entry: An incident where *injury and ill health* occurs is referred to by some as an “accident.”注1：发  
生人身伤害和健康损害的事件被这称之为“事故”

520 Note 2 to entry: An incident where no *injury and ill health* occurs but has the potential to do so may be referred  
521 to as a “near-miss”, “near-hit”, “close call”. 虽未发生人身伤害或健康损害，但存在发生人身伤害或健康损害潜  
在可能的事件，被称之为“near-miss”，“near-hit”，“close call”。

522 Note 3 to entry: Although there can be one or more *nonconformities* (3.34) related to an incident, an incident can  
523 also occur where there is no *nonconformity*. 尽管可能存在着与事件有关的一个或者多个不符合，但是，没有  
不符合发生的时候，事件也有可能发生。

### 524 3.36

524 **corrective action纠正措施**

525 action to eliminate the cause(s) of a *nonconformity* (3.34) or an *incident* (3.35) and to prevent recurrence  
为消除不符合(3.34)或事件(3.35)的原因并防止再发生的措施

### 526 3.37

527 **continual improvement持续改进**

528 recurring activity to enhance *performance* (3.27) 不断提升绩效(3.27)的活动

529 Note 1 to entry: Enhancing *performance* relates to the use of the *OH&S management system* (3.11) in order to  
530 achieve improvement in overall *OH&S performance* (3.26) consistent with the *OH&S policy* (3.15) and *OH&S*  
531 *objectives* (3.17). 增强与职业健康安全管理体系使用有关的绩效，是为了实现整个职业健康安全绩效提升与  
职业健康安全方针和职业健康安全目标(3.17)保持一致。

532 Note 2 to entry: Continual does not mean continuous so the activity does not need to take place in all areas  
533 simultaneously. “持续”并不意味着必须“连续”，因此，该活动不必在同时发生于所有领域。

## 534 4 Context of the organization组织环境

### 535 4.1 Understanding the organization and its context理解组织及其环境

537

536 The organization shall determine external and internal issues that are relevant to its purpose and that  
影响其实现职业健康安全管理体系预期结果的能力的外部问题。这些问题应包括受组织影响的或能  
够影响组织的环境状况。

### 538 4.2 Understanding the needs and expectations of workers and other interested parties理解员工及其他相关方的需求和期望

539 The organization shall determine: 组织应确定

540 a) the other interested parties, in addition to its workers, that are relevant to the *OH&S management*  
541 *system*; 除了其员工的其他的与职业健康安全管理体系有关的相关方

542 b) the relevant needs and expectations (i.e. requirements) of workers and these other interested



543 parties;员工及其他相关方相关的需求和期望(即要求)

544 c) which of these needs and expectations become applicable legal requirements and other  
545 requirements.这些需求和期望那些会成为法定要求或者其他要求

546 NOTE It is important to determine the different needs and expectations of managerial and non-managerial  
547 workers.确定管理人员以及非管理人员的不同需求和期望,非常重要。

#### 548 4.3 Determining the scope of the OH&S management system确定职业健康安全管理体系的范围

549 The organization shall determine the boundaries and applicability of the OH&S management system to  
550 establish its scope.组织应确定职业健康安全管理体系的边界和适用性,以确定其范围。

551 When determining this scope, the organization shall ~~consider~~;确定范围时,组织应:

552 a) consider the external and internal issues referred to in 4.1;考虑4.1所提及的内、外部问题

553 b) take into account the requirements referred to in 4.2;考虑4.2所提及的要求

554 c) take into account the work related activities performed.考虑与实施的与工作有关的活动

555 Once the scope is defined, the OH&S management system shall include activities, products and services  
556 within the organization's control or influence that can impact the organization's OH&S performance.范围  
一经确定,组织控制范围内的或可能影响组织职业健康安全绩效的活动、产品和服务均应纳入职业健康安全  
管理体系中。

557 The scope shall be available as documented information.应可获得范围的成文信息。

#### 558 4.4 OH&S management system职业健康安全管理体系

559 The organization shall establish, implement, maintain and continually improve an OH&S management  
560 system, including the processes needed and their interactions, in accordance with the requirements of  
561 this International Standard.组织应根据本标准的要求建立、实施、保持并持续改进职业健康安全管理体系  
,包括所需的过程及其相互作用。

### 562 5 Leadership and worker participation领导作用及员工参与

#### 563 5.1 Leadership and commitment领导作用及承诺

564 Top management shall demonstrate leadership and commitment with respect to the OH&S management  
565 system by:最高管理者应证实其在职业健康安全管理体系方面的领导作用和承诺,通过:

566 a) taking overall responsibility and accountability for the protection of workers' work-related health  
567 and safety;全面承担与员工工作有关的健康和风险的职责及责任

568 b) ensuring that the OH&S policy and related OH&S objectives are established and are compatible with  
569 the strategic direction of the organization;确保建立职业健康安全方针和相关的职业健康安全目标,  
并确保其与组织的战略方向及所处的环境相一致;

570 c) ensuring the integration of the OH&S management system processes and requirements into the  
571 organization's business processes;确保将职业健康安全管理体系过程和要求融入组织的业务过程

572 d) ensuring that the resources needed ~~for~~ to establish, implement, maintain and improve the OH&S  
573 management system are available;确保可获得职业健康安全管理体系建立、实施、保持和改进所需的  
资源;

574 e) ensuring active participation of workers, and where they exist, workers' representatives, using  
575 consultation and the identification and removal of obstacles or barriers to participation;

576 采用协商、识别并消除参与的阻力或障碍,确保员工以及所在地的员工代表的积极参与。

577 f) communicating the importance of effective OH&S management and of conforming to the OH&S  
578 management system requirements;就有效职业健康安全管理和符合职业健康安全管理体系要  
求的重要性进行沟通;

579 g) ensuring that the OH&S management system achieves its intended outcome(s);确保职业健康安全管  
理体系实现其预期结果



- 580 h) **directing and supporting persons to contribute to the effectiveness of the OH&S management system**  
指导并支持员工对职业健康安全管理体系的有效性做出贡献；
- 581 i) **ensuring and promoting continual improvement** of the OH&S management system to improve OH&S  
582 performance by systematically identifying and taking actions to address nonconformities,  
583 opportunities, and work related hazards and risks, including system deficiencies; 通过系统地辨识和  
采取措施以应对不符合发生的机会、与工作有关的危险源以及体系缺陷，确保并促进职业健康安全管理体系的持续改进
- 584 j) **supporting other relevant management roles to demonstrate their leadership as it applies to their**  
585 **areas of responsibility;** 支持其他相关管理人员在其职责范围内证实其领导作用。
- 586 k) **developing, leading and promoting a culture in the organization that supports the OH&S management**  
587 **system.** 在组织内开发、领导并促进能支持职业健康安全管理体系的文化
- 588 **NOTE** Reference to “business” in this International Standard can be interpreted broadly to mean those  
589 activities that are core to the purposes of the organization’s existence. 注：本国际标准引用的中的“业务”可以  
以广义的解释为“事关组织生存的核心活动”。

## 590 5.2 OH&S policy 职业健康安全方针

591 **Top management shall establish, implement and maintain an OH&S policy** in consultation with workers  
592 **at all levels of the organization (see 5.3 and 5.4) that:** 最高管理者应建立、实施并保持与组织内各个层次员  
工协商一致的职业健康安全管理体系方针

- 593 a) **includes a commitment to provide safe and healthy working conditions for the prevention of work-**  
594 **related injury and ill health and is appropriate to the purpose, the size and context of the organization**  
595 **and to the specific nature of its OH&S risks and OH&S opportunities;** 包括为防止与工作有关的人身伤  
害和健康损害而提供安全健康的工作条件，并与组织的宗旨、规模、环境以及职业健康安全风险和职业  
健康安全机遇相适应。
- 596 b) **provides a framework for setting the OH&S objectives;** 为制定职业健康安全目标提供框架
- 597 c) **includes a commitment to satisfy applicable legal requirements and other requirements;**  
包括满足适用法定要求以及其他要求的承诺
- 598 d) **includes a commitment to the control of OH&S risks using the hierarchy of controls (see 8.1.2);**  
包括采用控制层级来控制职业健康安全风险的承诺
- 599 e) **includes a commitment to continual improvement of the OH&S management system (see 10.2) to**  
600 **enhance the organization’s OH&S performance;** 包括持续改进职业健康安全管理体系以增强组织职业  
健康安全绩效的承诺。
- 601 f) **includes a commitment to participation, i.e. the involvement of workers’, and where they exist,**  
602 **workers’ representatives, in the decision-making processes in the OH&S management system .** 包括  
参与的承诺，即员工以及所在地的员工代表对职业健康安全管理体系过程的参与。

603 **The OH&S policy shall:** 职业健康安全方针应：

- 604 — **be available as documented information;** 可获得成文信息
- 605 — **be communicated to workers within the organization;** 组织内的员工得到沟通
- 606 — **be available to interested parties, as appropriate;** 适用时，可为相关方所获取
- 607 — **be reviewed periodically to ensure that it remains relevant and appropriate.** 定期得到评审，以确保其  
保持持续相关和适宜

## 608 5.3 Organizational roles, responsibilities, accountabilities and authorities 组织角色、职责、责任和权限

609 **Top management shall ensure that the responsibilities, accountabilities and authorities for relevant roles**  
610 **within the OH&S management system are assigned and communicated at all levels within the**  
611 **organization and maintained as documented information. Workers at each level of the organization shall**  
611 **assume responsibility for those aspects of OH&S management system over which they have control.**  
最高管理者应确保在组织内部各个层次分配并沟通相关角色的职责、责任和权限，并保持成文信息。组织内各个层



次的员工应为他们控制的职业健康安全管理体系的那些层面负责

612 **Top management shall assign the responsibility and authority for:** 最高管理者应对下列事项分配职责和权限:

- 613 a) **ensuring that the OH&S management system conforms to the requirements of this**  
614 **International Standard;** 确保职业健康安全管理体系符合本国际标准的要求;
- 615 b) **reporting on the performance of the OH&S management system to top management.**

616 向最高管理者报告职业健康安全管理体系的绩效。

#### 617 **5.4 Participation and consultation**参与和协商

618 The organization shall establish, implement and maintain process(es) for participation (including  
619 consultation) in the development, planning, implementation, evaluation and actions for improvement of  
619 the OH&S management system by workers at all applicable levels and functions, and where they exist,  
620 workers' representatives. 应建立、实施和保持一个或者多个参与过程(包括协商),由所有适当职能和  
620 层次的员工及所在地的员工代表开发、策划、实施、评价和处置组织的职业健康安全管理体系。

621 The organization shall: 组织应:

622 a) provide mechanisms, time, training and resources necessary for participation; 提供参与所必要的机制  
622 、时间、培训和资源

623 b) provide timely access to clear, understandable and relevant information about the OH&S  
624 management system; 及时提供访问明确的、易于理解的有关职业健康安全管理体系的相关信息

625 c) identify and remove obstacles or barriers to participation and minimize those that cannot be  
626 removed; 识别并消除参与的障碍并将这些不能消除的障碍降至最小。

627 NOTE 1 Obstacles and barriers can include failure to respond to worker inputs or suggestions, language or  
628 literacy barriers, reprisals or threats of reprisals and policies or practices that discourage or penalize worker  
629 participation. 注:障碍可能包括未能响应员工的输入或者建议、语言或文盲障碍、报复或报复威胁以  
629 及抑制或处罚员工参与的方针或惯例

630  
631 d) give additional emphasis to the participation of non-managerial workers in the following: 予以特别关注  
631 非管理员工参与以下:

632 1) determining the mechanisms for their participation and consultation; 确定其参与和协商的机制

633 2) hazard identification and assessment of risk (see 6.1, 6.1.1, and 6.1.2); 危险源辨识和风险评价(见  
633 6.1, 6.1.1及6.1.2)

634 3) actions to control hazards and risks (see 6.1.4); 控制危险源及风险的措施(见6.1.4)

635 4) identification of needs of competence, training and evaluation of training (see 7.2); 能力、培训以及  
635 培训评价的需求的识别。

636 5) determining the information that needs to be communicated and how this should be done (see  
637 7.4); 确定需要沟通的信息以及这些如何进行(见7.4)

638 6) determining control measures and their effective use (see 8.1, 8.2, and 8.6); 确定控制措施及其有效  
638 使用

639 7) investigating incidents and nonconformities and determining corrective actions (see 10.1); 调查事  
639 故和不合格以及确定纠正措施

640 e) give additional emphasis to the inclusion of non-managerial workers in consultation related to the  
641 following: 特别予以强调包括非管理员工有关以下方面的协商:

642 1) determining the needs and expectations of interested parties (see 4.2); 确定相关方的需求和期望(见  
642 4.2)

643 2) establishing the policy (see 5.2); 建立方针(见5.2)

644 3) assigning organizational roles, responsibilities, accountabilities and authorities as applicable (see  
645 5.3); 适当地分配组织角色、职责、责任和权限(见5.3)



- 646 4) determining how to apply legal requirements and other requirements (see 6.1.3);  
 确定如何应用这些合规要求和其他要求 (见6.1.3)
- 647 5) establishing OH&S objectives (see 6.2.1);建立职业健康安全管理体系目标 (见6.1.2)
- 648 6) determining applicable controls for outsourcing, procurement and contractors (see 8.3, 8.4, and  
 649 8.5);确定对外包、采购和分包商适用的控制。
- 650 7) determining what needs to be monitored, measured and evaluated (see 9.1.1);确定需要监视、  
 测量和评价的内容
- 651 8) planning, establishing, implementing and maintaining an audit programme(s) (see 9.2.2);策划  
 、建立、实施并保持审核方案 (见9.2.2)
- 652 9) establishing a continual improvement process (see 10.2.2).建立一个持续改进过程

653 NOTE 2 Participation can include, as applicable, engaging health and safety committees and workers'  
 654 representatives.注: 适用时, 参与可以包括参加职业健康安全委员会以及员工代表

656 NOTE 3 The ILO's ILS recommend the provision of personal protective equipment(PPE) at no cost to workers, in  
 657 order to remove an important barrier to participation in the OH&S management system. 注3: 国际劳工组织的  
 国际劳工标准建议;为消除员工参与职业健康安全管理体系的重要障碍, 个人防护装备应免费提供给员工

## 658 6 Planning 策划

### 659 6.1 Actions to address risks and opportunities 应对风险和机遇的措施

#### 660 6.1.1 General 总则

When planning for the OH&S management system, the organization shall consider the issues referred to

662 in 4.1 (context), the requirements referred to in 4.2 (interested parties) and 4.3 (the scope of its OH&S  
 663 management system) and determine the risks and opportunities that need to be addressed to:

在策划职业健康安全管理体系时, 组织应考虑4.1 (环境) 提及的问题、4.2 (相关方) 和4.3 (其职业健康安全管理体系的范围) 提及的要求, 并确定需要应对的风险和机遇

664 a) give assurance that the OH&S management system can achieve its intended outcome(s);确保职业健  
 康安全管理体系可以实现其预期的结果

665 b) prevent, or reduce, undesired effects;预防和减少不利的影

666 c) achieve continual improvement.实现持续改进

667 The organization shall consider the effective participation of workers (see 5.4) in the planning process  
 668 and, where appropriate, the involvement of other interested parties.组织应考虑员工有效参与策划过程,  
 适当时, 可包括其他相关方。

669 When determining the risks and opportunities that need to be addressed, the organization shall take into  
 670 account:当确定需要应对的风险和机遇时, 组织应考虑:

671 a) OH&S hazards and their associated OH&S risks (see 6.1.2.3) and OH&S opportunities (see 6.1.2.4);  
 职业健康安全危险源及其相关的职业健康安全风险 (见6.1.2.3) 以及职业健康安全机会 (见6.1.2.4)

672 b) applicable legal requirements and other requirements (see 6.1.3);适用的法定要求及其他要求

673 c) risks (see 6.1.2.3) and opportunities (see 6.1.2.4) related to the operation of the OH&S management  
 674 system that can affect the achievement of the intended outcomes.与职业健康安全管理体系运行有关  
 的风险 (见6.1.2.3) 和机会 (见6.1.2.4) 可能影响预期结果的实现。

675 The organization shall assess the risks and identify the opportunities that are relevant to the intended  
 676 outcome of the OH&S management system associated with changes in the organization, its processes, or  
 677 the OH&S management system. In the case of planned changes, permanent or temporary, this assessment  
 678 shall be undertaken before the change is implemented (see 8.2).组织应评价风险并识别组织中与管理系  
 统变更或职业健康安全管理体系变更相关的预期结果有关的机会。一旦产生计划内的变更, 不论是永久的还是临  
 时的, 在变更实施前应进行这个评价。

679 The organization shall maintain documented information of its:组织应保持其成文信息:



- 680 — OH&S risks and OH&S opportunities that need to be addressed;需要应对的职业健康安全风险和职业健康  
康机会
- 681 — processes needed to address risks and opportunities (see 6.1.1 to 6.1.4) to the extent necessary to  
682 have confidence they are carried out as planned., 应对风险和机会 (见6.1.1-6.1.4) 所需的过程, 其  
程度足以以确信其已按照策划予以了实施。
- 683 **6.1.2 Hazard identification and assessment of OH&S risks**危险源辨识及职业健康安全风险评估价
- 684 **6.1.2.1 Hazard identification**危险源辨识
- 685 The organization shall establish, implement and maintain a process for the on-going proactive  
686 identification of hazards arising. The process shall take into account but not be limited to:组织应建立、实  
施和保持一个过程, 以持续预先辨识会发生的危险源
- 687 a) routine and non-routine activities and situations, including consideration of:常规和非常规活动或情况  
, 包括考虑以下:
- 688 1) infrastructure, equipment, materials, substances and the physical conditions of the workplace;基  
础设施、设备、材料、物质以及工作场所的物理条件
- 689 2) hazards that arise as a result of product design including during research, development, testing,  
690 production, assembly, construction, service delivery, maintenance or disposal;由于产品设计所产  
生的危险源, 包括研究、开发、测试产品、装配、建造、服务交付、维护或者废弃期间
- 691 3) human factors;人的因素
- 692 4) how the work is actually done;工作实际如何实施
- 693 b) emergency situations;紧急情况
- 694 c) people, including consideration of:人员, 包括考虑:
- 695 1) those with access to the workplace and their activities, including workers, contractors, visitors  
696 and other persons;那些可以进入工作场所并接近其活动的人员, 包括员工、承包人、访客以及其他  
人员。
- 697 2) those in the vicinity of the workplace who can be affected by the activities of the organization;那些  
在工作场所附近, 受组织的活动影响的人员。
- 698 3) workers at a location not under the direct control of the organization;处在组织非直接控制的地方的  
员工。
- 699 d) other issues, including consideration of:其他问题, 包括考虑:
- 700 1) the design of work areas, processes, installations, machinery/equipment, operating procedures  
701 and work organization, including their adaptation to human capabilities;工作区域、过程、安装、  
机器/设备、运作程序以及工作组织, 包括他们对人的适应能力
- 702 2) situations occurring in the vicinity of the workplace caused by work-related activities under the  
703 control of the organization;由组织控制下的与工作有关的活动引发的发生在工作场所附近的情况
- 704 3) situations not controlled by the organization and occurring in the vicinity of the workplace that  
705 can cause work-related injury and ill health to persons in the workplace;不受组织控制且发生在工作  
场所附近, 可能导致工作场所内与工作有关的人身伤害和健康损坏的情况
- 706 e) actual or proposed changes in the organization, its operations, processes, activities and OH&S  
707 management system (see 8.2);组织内实际的或建议的更改, 其运行、过程、活动及职业健康安全管理  
体系 (见8.2)
- 708 f) changes in knowledge of, and information about, hazards;与危险源有关的知识信息的变化
- 709 g) past incidents, internal or external to the organization, including emergencies, and their causes;组织内  
外部过去发生的事件, 包括紧急情况以及其原因
- 710 h) how work is organized and social factors, including workload, workhours, leadership and the culture  
711 in the organization.  
712 工作如何组织以及社会因素, 包括工作量、工作时间、领导作用以及组织内的文化



- 713 **6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system** 职业健康安全风  
险以及其他职业健康安全管理体系风险的评价
- 714 The organization shall establish, implement and maintain a processes to: 组织应建立、实施并保持一个过程  
，以：
- 715 a) assess OH&S risks from the identified hazards taking into account applicable legal requirements and  
716 other requirements and the effectiveness of existing controls; 评价已辨识的危险源的职业健康安全风  
险，并必须考虑适用的法定要求及其他要求以及当前控制的有效性。
- 717 b) identify and assess the risks related to the establishment, implementation, operation and  
717 maintenance of the OH&S management system that can occur from the issues identified in 4.1 and the  
718 needs and expectations identified in 4.2. 识别并评价与职业健康安全管理体系的建立、实施、运作和保  
持有关的、4.1已识别的问题以及4.2已识别的需求和期望所产生的风险。
- 719 The organization's methodology(ies) and criteria for assessment of OH&S risks shall be defined with  
720 respect to scope, nature and timing, to ensure it is proactive rather than reactive and used in a systematic  
721 way. These methodologies and criteria shall be maintained and retained as documented information.  
组织评价职业健康安全风险的方法和准则应根据范围、性质和进度来确定，以确保是主动性的而不是反应性的，  
并以系统的方式使用。这些方法和准则应以成文信息的形式予以保持和保留。
- 722 **6.1.2.3 Identification of OH&S opportunities and other opportunities** 职业健康安全机会以及其他机会  
的识别
- 723 The organization shall establish, implement and maintain processes to identify:  
组织应建立、实施并保持程序以识别：
- 724 a) opportunities to enhance OH&S performance taking into account: 增强职业健康安全绩效的机会，并  
考虑：
- 725 1) planned changes to the organization, its processes or its activities; 组织及其过程和活动的计划内变  
更
- 726 2) opportunities to eliminate or reduce OH&S risks; 消除或者减少职业健康安全风险的机会
- 727 3) opportunities to adapt work, work organization and work environment to workers; 使工作、工作  
组织以及工作环境适应员工的机会
- 728 b) opportunities for improving the OH&S management system. 改进职业健康安全管理体系的机会
- 729 **6.1.3 Determination of applicable legal requirements and other requirements** 适用法定要求及其他要求  
的确定
- 730 The organization shall establish, implement and maintain a process to: 组织应建立、实施并保持过程，以
- 731 a) determine and have access to up-to-date legal requirements and other requirements to which the  
732 organization subscribes that are applicable to its hazards and OH&S risks; 确定并获取适用于其危险源  
以及职业健康安全风险的最新法定要求以及组织签署的其它要求
- 733 b) determine how these legal requirements and other requirements apply to the organization and what  
734 needs to be communicated (see 7.4); 确定这些法定要求和其他要求如何应用于组织以及需要沟通的内  
容。（见7.4）
- 735 c) take these legal requirements and other requirements into account when establishing, implementing,  
736 maintaining and continually improving its OH&S management system. 在建立、实施、保持以及持续  
改进职业健康安全管理体系时，考虑这些法定要求和其他要求。
- 737 The organization shall maintain and retain documented information on its applicable legal requirements  
738 and other requirements and shall ensure that it is updated to reflect any changes. 组织应保持和保留适用  
法定要求及其他要求有关的成文信息并确保得到更新以反映任何的变化。
- 739 NOTE Legal requirements and other requirements can result in risks and opportunities to the organization.  
注：法定要求及其他要求可能会对组织产生风险或者机会



- 740 **6.1.4 Planning to take action** 采取措施的策划
- 741 The organization shall plan: 组织应策划:
- 742 a) actions to: 措施
- 743 1) address these risks and opportunities (see 6.1.2.3 and 6.1.2.4); 应对这些风险和机遇 (见 6.1.2.3 和 6.1.2.4)
- 744 2) address applicable legal requirements and other requirements (see 6.1.3); 应对适用的法定要求及其他要求 (见 6.1.3)
- 745 3) prepare for, and respond to, emergency situations (see 8.6); 准备和响应紧急情况
- 746 b) how to 如何
- 747 1) integrate and implement the actions into its OH&S management system processes or other  
748 business processes; 在其职业健康安全管理体系过程 (见 6.2, 7, 8 和 9.1) 中或其他业务过程中融入并实施这些措施
- 749 2) evaluate the effectiveness of these actions. 评价这些措施的有效性
- 750 The organization shall take into account the hierarchy of controls (see 8.1.2) and outputs from the OH&S  
751 management system (see 10.2.2) when planning to take action. 在策划采取的措施时, 组织应考虑控制的层级 (见 8.1.2) 以及职业健康安全管理体系的输出 (见 10.2.2)
- 752 When planning its actions the organization shall consider best practices, technological options, financial,  
753 operational and business requirements and constraints. 策划其措施时, 组织应考虑最佳实践, 技术方案, 财务、运行以及业务要求, 约束条件
- 754 **6.2 OH&S objectives and planning to achieve them** 职业健康安全目标及其实现的策划
- 755 **6.2.1 OH&S objectives** 职业健康安全目标
- 756 The organization shall establish OH&S objectives at relevant functions and levels to maintain and  
757 improve the OH&S management system and to achieve continual improvement in OH&S performance  
758 (see Clause 10). 组织应针对其相关职能和层次建立职业健康安全目标, 以保持和改进职业健康安全管理体系, 实现职业健康安全绩效的持续改进 (见第 10 章)
- 759 The OH&S objectives shall: 职业健康目标应:
- 760 a) be consistent with the OH&S policy; 与职业健康安全方针保持一致
- 762 b) measurable (if practicable); [drafting note: moved to bullet e)]
- 763 b) take into account applicable legal requirements and other requirements; 必须考虑适用的法定要求及其他要求
- 764 c) take into account the results of the assessment of OH&S risks and OH&S opportunities and other  
765 risks and opportunities; 必须考虑对职业健康安全风险、职业健康安全机会以及风险和机遇的评价结果
- 766 d) take into account the outputs of consultation with workers, and where they exist, workers'  
767 representatives; 必须考虑与员工以及所在地的员工代表协商后的输出,
- 768 e) be measurable (if practicable) or capable of evaluation; 可测量或能够评价
- 769 f) be monitored; 得到监视
- g) be clearly communicated (see 7.4); 予以清楚的沟通 (见 7.4)
- h) be updated as appropriate. 适当时予以更新。
- 772 ~~The organization shall retain documented information on the XXX objectives~~ [drafting note: moved to last  
773 paragraph of clause 6.2.2, see line 788]
- 774 **6.2.2 Planning to achieve OH&S objectives** 职业健康安全目标实现的策划
- When planning how to achieve its OH&S objectives, the organization shall determine: 策划如何实现其职业健康安全目标时, 组织应确定:
- 776 a) what will be done; 要做什么

- 777 b) what resources will be required;需要什么资源
- 778 c) who will be responsible;由谁负责
- 779 d) when it will be completed;何时完成
- 780 e) how it will be measured through indicators (if practicable) and monitored, including frequency;适用时,如何通过指标进行测量、监视,包括频次。
- f) how the results will be evaluated;如何评价结果
- 782 g) how the actions to achieve OH&S objectives will be integrated into the organization's business processes.实现职业健康安全目标的措施如何融入组织的业务过程
- 783
- 784 The organization shall maintain and retain documented information on the OH&S objectives and plans to achieve them. 组织应保持并保留有关职业健康安全目标的成文信息并策划其实现
- 785
- 786 **7 Support支持**
- 787 **7.1 Resources资源**
- 788 The organization shall determine and provide the resources needed for the establishment, implementation, maintenance and continual improvement of the OH&S management system. 组织应确定并提供建立、实施、保持和持续改进环境管理体系所需的资源。
- 790 **7.2 Competence能力**
- 791 The organization shall:组织应
- 792 a) determine the necessary competence of person(s) doing work under its control-workers that affects or can affect its OH&S performance;确定影响或者可能影响其职业健康安全绩效的员工的所需的能力
- 793
- 794 b) ensure that these workers persons are competent on the basis of appropriate education, induction, training, or experience;基于适当的教育培训、引导、培训或经验,确保人员是能够胜任的
- 795
- 796 c) where applicable, take actions to acquire the necessary competence, and evaluate the effectiveness of the actions taken;适当时,采取措施以获得所必需的能力,并评价所采取措施的有效性
- d) retain appropriate documented information as evidence of competence. 保留适当的文件化信息作为能力的证据。
- 799 NOTE Applicable actions can include, for example: the provision of training to, the mentoring of, or the re-assignment of currently employed persons; or the hiring or contracting of competent persons.注:适当措施可能包括,例如:向现有员工提供培训和指导,或重新委派其职务;或聘用、雇佣胜任的人员。
- 801 **7.3 Awareness意识**
- 802 Workers Persons doing work under the organization's control shall be made aware of:员工应意识到:
- 803 a) the OH&S policy;职业健康安全方针
- 804 b) their contribution to the effectiveness of the OH&S management system, including the benefits of improved OH&S performance;他们对职业健康安全管理体系有效性的贡献,包括对提高职业健康安全绩效的益处;
- 806 c) the implications of not conforming with the OH&S management system requirements, including the consequences, actual or potential, of their work activities;不符合职业健康安全管理体系要求的后果,包括他们工作活动实际的或者潜在的重要性
- 808 d) information and outcome of the investigation of relevant incidents;相关事件调查的信息及结果
- 809 e) OH&S hazards and risks that are relevant for them.与他们有关的职业健康安全危险源和风险
- 810 NOTE The ILO's ILS recommend that where workers identify circumstances of danger or a hazardous environment which can cause injury and ill health, they should be able to remove themselves and inform the organization of the circumstances, without risk of penalization.注:国际劳工组织的国际劳工标准建议员工辨识可能导致人身伤害或者健康损坏的危险场所或者危险环境,他们应该可以自行离开并将该环境通知组织,而无被处罚的风险。
- 811
- 812



813 **7.4 Information and communication**信息和沟通

814 The organization shall determine the need for internal and external information and communications  
815 relevant to the OH&S management system including: 组织应确定所需的与职业健康安全管理体系有关的内部与  
外部信息和交流, 包括:

816 a) on what it will inform about and communicate;告知和沟通的内容

817 b) when to inform and communicate;何时告知和沟通

818 c) who to inform and with whom to communicate;谁来告知和与谁沟通

819 1) internally among the various levels and functions of the organization;组织内部各个职能和层次间

820 2) with contractors and visitors to the workplace;与到工作场所的承包人和访客

821 3) with other external or interested parties;与其他外部相关方

822 d) how to inform and communicate;如何告知和交流

823 e) how it will receive, maintain documented information on, and respond to relevant communications.  
将如何接收、保持成文信息以及对相关交流进行响应。

824 The organization shall define the objectives to be achieved by informing and communicating, and shall  
825 evaluate whether those objectives have been met.组织应通过告知和沟通确定要实现的目标, 并应评价那  
些目标是否已经实现。

826 The organization shall take into account diversity aspects (for example language, culture, literacy,  
827 disability), where they exist, when considering its information and communication needs.当考虑其信息和  
沟通需求时, 组织应必须考虑多样性方面(如语言、文化、教育)

828 The organization shall ensure that, when appropriate, the views of relevant external interested parties  
829 about matters pertinent to the OH&S management system are considered.

830 **7.5 Documented information**成文信息

831 **7.5.1 General**总则

832 The organization's OH&S management system shall include:组织的职业健康安全管理体系应包括:

833 a) documented information required by this International Standard;本国际标准所要求的成文信息

834 b) documented information determined by the organization as being necessary for the effectiveness of  
835 the OH&S management system. 组织确定的实现职业健康安全管理体系有效性所必需的成文信息。

836 NOTE The extent of documented information for an OH&S management system can differ from one  
organization to another due to:注: 不同组织的职业健康安全管理体系成文信息的复杂程度可能不同, 取决于:

837 — the size of organization and its type of activities, processes, products and services; 组织的规模及其活动、  
过程、产品和服务的类型

838 — the complexity of processes and their interactions; 过程的复杂性及其相互作用

839 — the competence of persons.人员的能力

840 **7.5.2 Creating and updating**创建和更新

841 When creating and updating documented information the organization shall ensure appropriate:当创建  
和更新成文信息时, 组织应确保适当的:

842 a) identification and description (e.g. a title, date, author, or reference number);识别和描述(如标题、日  
期、作者或编号)

843 b) format (e.g. language, software version, graphics) and media (e.g. paper, electronic); 形式(例如:  
语言文字、软件版本、图表)与载体(例如:纸质、电子的);

844 c) review and approval for suitability and adequacy. 评审和批准, 以确保适宜性和充分性

845 **7.5.3 Control of documented Information**成文信息的控制

846 Documented information required by the OH&S management system and by this International Standard  
847 shall be controlled to ensure:职业健康安全管理体系以及本国际标准所要求的成文信息应予以控制, 以确

848 保:

849 a) it is available and suitable for use, where and when it is needed; 在需要的时间和场所均可获得并适用  
850 b) it is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity). 受到充分  
的保护 (例如: 防止失密、不当使用或完整性受损)

851 For the control of documented information, the organization shall address the following activities, as  
852 applicable: 为了控制成文信息, 适用时, 组织应采取以下措施:

853 — distribution, access, retrieval and use; 分发、访问、检索和使用

854 — storage and preservation, including preservation of legibility; 存储和保护, 包括保持易读性

855 — control of changes (e.g. version control); 变更的控制 (例如: 版本控制)

856 — retention and disposition; 保留和处置

857 — access by workers, and where they exist, workers' representatives, to relevant documented  
858 information. 员工, 所在地的员工代表可以访问到相关成文信息

859 Documented information of external origin determined by the organization to be necessary for the  
860 planning and operation of the OH&S management system shall be identified as appropriate, and  
861 controlled. 组织应识别所确定的对职业健康安全管理体系策划和运行所需的来自外部的成文信息, 适当时应  
对其予以控制。

862 NOTE Access can imply a decision regarding the permission to view the documented information only, or the  
863 permission and authority to view and change the documented information. 注: “访问”可能指只允许查阅文  
件化信息的决定, 或可能指允许并授权查阅和更改文件化信息的决定。

864

## 865 8 Operation 运作

### 866 8.1 Operational planning and control 运作策划和控制

#### 867 8.1.1 General 总则

868 The organization shall plan, implement and control the processes needed to meet requirements of the  
869 OH&S management system, and to implement the actions determined in ~~6.1~~ Clause 6, by: 组织应策划、实  
施和控制满足职业健康安全管理体系要求所需的过程, 并实施第6章中确定的措施。

870 a) establishing criteria for the processes; 建立过程的准则

871 b) implementing control of the processes in accordance with the criteria; 按照准则实施过程的控制



- 872 c) keeping documented information to the extent necessary to have confidence that the processes have  
873 been carried out as planned;保持必要程度的成文信息, 为过程已按照策划得到实施提供信任。
- 874 d) determining situations where the absence of documented information could lead to deviations from  
875 the OH&S policy and the OH&S objectives;确定那些没有成文信息处, 有可能导致偏离职业健康安全方  
针和职业健康安全目标的情况。

876 e) adapting work to workers.使工作适应员工

877 On multi-employer workplaces, the organization shall implement a process for coordinating the relevant  
878 parts of the OH&S management system with other organizations.在多雇主的工作场所, 组织应实施一个  
过程, 用以协调与其他组织的职业健康安全管理体系的相关部分。

### 879 8.1.2 Hierarchy of controls控制层级

880 The organization shall establish a process and determine controls for achieving reduction in OH&S risks  
881 using the following hierarchy:采用以下层级, 组织应建立一个过程并确定为实现职业健康安全风险降低的  
控制

882 a) eliminate the hazard;消除危险源

883 b) substitute with less hazardous materials, processes, operations or equipment;采用危险性更小的材料  
、过程、操作或设备替代

884 c) use engineering controls;使用工程控制

885 d) use administrative controls;使用管理控制

886 e) provide and ensure use of adequate personal protective equipment.提供并确保充分使用个人防护设备

### 887 8.2 Management of change更改管理

888 The organization shall establish a process for the implementation and control of planned changes that  
889 impact OH&S performance such as:组织应建立一个过程, 用以实施和控制影响职业健康安全绩效的计划内  
更改, 例如:

890 a) new products, processes or services;新的产品、过程或服务

891 b) changes to work processes, procedures, equipment, or organizational structure;工作过程、程序、设备  
或组织结构的更改

892 c) changes to applicable legal requirements and other requirements;适用法定要求及其它要求的更改

893 d) changes in knowledge or information about hazards and related OH&S risks;有关危险源及其职业健康  
安全的知识或信息的更改

894 e) developments in knowledge and technology. 知识与技术的发展

895 The organization shall control temporary and permanent changes to promote OH&S opportunities and  
896 to ensure they don't have an adverse impact on OH&S performance.组织应控制临时和永久更改, 以促成职  
业健康安全机遇, 并确保它们不会对职业健康安全绩效产生不利影响

897 The organization shall ~~and~~ review the consequences of unintended changes, taking action to mitigate  
898 any adverse effects, as necessary, including addressing potential opportunities (see Clause 6).组织应评审  
计划外更改的后果, 必要时包括应对潜在的机遇(见第6章)

### 899 8.3 Outsourcing外包

900 The organization shall ensure that outsourced processes affecting its OH&S management system are  
901 controlled. The type and degree of control to be applied to these processes shall be defined within the  
902 OH&S management system.组织应确保影响其职业健康安全管理体系的外包过程得到控制, 对这些过程  
进行控制的类型和程度应在职业健康安全管理体系内得到确定。

903 NOTE The type and degree of control of an outsourced process are part of the OH&S management system,  
904 wherever the process is carried out at the workplace.注: 对外包过程控制的类型和程度是职业健康安全管理体系  
的一部分, 无论该过程在何处的场所实施。



905 **8.4 Procurement** 采购

906 The organization shall establish controls to ensure that the procurement of goods (for example products,  
907 hazardous materials or substances, raw materials, equipment) and services conform to its OH&S  
908 management system requirements. 组织应建立控制以确保货物（如产品、危险性材料或者物质、原材料  
、设备）和服务的采购符合其职业健康安全管理体系要求。

909 **8.5 Contractors** 承包人

910 The organization shall establish processes to identify and communicate the hazards and to evaluate and  
911 control the OH&S risks, arising from the: 组织应建立过程，以辨识并沟通危险源，评价和控制由以下所产  
生的职业健康安全风险：

- 912 a) contractors' activities and operations to the organization's workers; 承包人的活动以及运营对组织员工
- 913 b) organization's activities and operations to the contractors' workers; 组织的活动和运作对对承包人的员  
工
- 914 c) contractors' activities and operations to other interested parties in the workplace ; 承包人的活动和运作  
对工作场所其他相关方
- 915 d) contractors' activities and operations to contractors' workers. 承包人的活动和运作对承包人的的员工

916 The organization shall establish and maintain processes to ensure that the requirements of the  
917 organization's OH&S management system are met by contractors and their workers. These processes  
918 shall include the OH&S criteria for selection of contractors. 组织应建立并保持多个过程，用于确保承包人及  
其员工可以满足组织的职业健康安全管理体系，这些过程应包括选择承包人的职业健康安全准则。

919 **8.6 Emergency preparedness and response** 应急准备和响应

920 The organization shall identify potential emergency situations; assess OH&S risks associated with these  
921 emergency situations (see 6.1.2) and maintain a process to prevent or minimize OH&S risks from  
922 potential emergencies, including: 组织应识别潜在紧急情况，评价与紧急情况有关的职业健康安全风险（  
见 6.1.2），并保持一个过程以预防或者减少潜在突发事件的职业健康安全风险，包括：

- 923 a) the establishment of a planned response to emergency situations and including first aid; 针对紧急情  
况建立有计划的响应，包括急救
- 924 b) the periodic testing and exercise of emergency response capability; 定期测试和演练应急响应能力
- 925 c) the evaluation and, as necessary, revision of emergency preparedness processes and procedures  
926 including after testing and in particular after the occurrence of emergency situations; 必要时，评价并  
修改应急准备过程和程序，包括测试后和尤其应急情况发生后。
- 927 d) the communication and provision of relevant information to all workers and at all levels of the  
928 organization on their duties and responsibilities; 将相关信息传达并提供给所有员工以及组织承担职责  
和责任的各个层次
- 929 e) the provision of training for emergency prevention, first aid, preparedness and response; 提供应急防  
范、急救、准备和响应方面的培训
- 930 f) the communication of relevant information to contractors, visitors, emergency response services,  
931 government authorities, and, as appropriate, the local community. 相关信息传达给承包人、访客、应  
急响应服务（方）、政府机关，适当时包括本地社区。

932 In all stages of the process the organization shall take into account the needs and capabilities of all  
933 relevant interested parties and ensure their involvement. 在该过程的所有阶段，组织应必须考虑所有相关  
方的需要和能力

934 The organization shall maintain and retain documented information on the process and on the plans for  
935 responding to potential emergency situations. 组织应保持和保留有关该过程的成文信息，以及有关潜在应  
急情况响应计划的成文信息



936 **9 Performance evaluation** 绩效评价

937 **9.1 Monitoring, measurement, analysis and evaluation** 监视、测量、分析和评价

938 **9.1.1 General** 总则

939 The organization shall establish, implement and maintain a process for monitoring, measurement and  
940 evaluation. 组织应建立、实施并保持一个监视、测量和评价的过程。

941  
942 The organization shall determine: 组织应确定

944 a) what needs to be monitored and measured, including: 需要监视和测量的内容, 包括:

945 1) applicable legal requirements and other requirements; 适用的法定要求及其他要求

946 2) its activities and operations related to identified hazards and OH&S risks; risks, and OH&S  
947 opportunities; 与已辨识的危险源和职业健康安全风险有关的组织的活动和运作、风险以及职业健  
康安全机遇

948 3) operational controls; 运作控制

949 4) the organization's OH&S objectives; 组织的职业健康安全目标

950 b) the criteria against which the organization will evaluate its OH&S performance; 组织评价其职业健康  
安全绩效所依据的准则

951 c) the methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid  
952 results; 适用时, 监视、测量、分析和评价的方法, 以确保有效的结果

953 d) when the monitoring and measuring shall be performed; 何时应实施监视和测量

954 e) when the results from monitoring and measurement shall be analyzed, and evaluated and  
955 communicated. 何时应分析和沟通监视和测量的结果

956 The organization shall ensure, as applicable, that monitoring and measurement equipment is calibrated  
957 or verified and is used and maintained as appropriate. 适用时, 组织应确保监视和测量设备得到校准或验  
证和适当地使用和维护。

958 NOTE There can be legal requirements or other requirements (e.g. national or international standards)  
959 concerning the calibration or verification of monitoring and measuring equipment. 注: 关于监视和测量设备的  
校准或验证, 有法定要求或其他要求 (如国家或国际标准)

960 ~~The organization shall retain appropriate documented information as evidence of the results. [drafting  
961 note: moved to being the last paragraph in this clause]~~ 注: 移至本条款最后一段

962 The organization shall evaluate the OH&S performance, and determine the effectiveness of the OH&S  
963 management system. 组织应评价职业健康安全绩效, 并确定职业健康安全管理体系的有效性

964 The organization shall retain appropriate documented information as evidence of the monitoring,  
965 measurement, analysis and evaluation results. 组织应保留适当的成文信息, 作为监视、测量、分析和评价  
的证据。

966 **9.1.2 Evaluation of compliance with legal requirements and other requirements** 与法定要求及其他要求的  
合规性评价

967 The organization shall plan, establish, implement and maintain a process for evaluating compliance with  
968 applicable legal requirements and other requirements (see 6.1.3). 组织应策划、建立、实施并保持一个过  
程, 用以评价与适用法定要求和其他要求的合规性。

969 The organization shall: 组织应

- 970 a) determine the frequency and method(s) by which compliance will be evaluated;确定合规性评价的频次  
和方法
- 971 b) evaluate compliance;评价合规性
- 972 c) take action if needed in accordance with 10.1;必要时,按照10.1采取措施
- 973 d) maintain knowledge and understanding of its status of compliance with legal requirements and other  
974 requirements;保持知识以及对其法定要求及其他要求合规性状态的理解
- 975 e) retain documented information of the compliance evaluation result(s).保留合规性评价结果的成文信息
- 976 **9.2 Internal audit**内部审核
- 977 **9.2.1 Internal audit objectives**内部审核目标
- 978 The organization shall conduct internal audits at planned intervals to provide information on whether  
979 the OH&S management system;组织应按照策划的时间间隔实施内部审核,以提供职业健康安全管理体系  
是否符合以下方面的信息:
- 980 a) conforms to;符合
- 981 1) the organization's own requirements for its OH&S management system, including the OH&S  
982 policy and OH&S objectives;组织职业健康安全管理体系自己规定的要求,包括职业健康安全方针  
和职业健康安全目标
- 983 2) the requirements of this International Standard;本国际标准的要求
- 984 b) is effectively implemented and maintained.得到有效地实施和保持
- 985 **9.2.2 Internal audit process**内部审核过程
- 986 The organization shall;组织应
- 987 a) plan, establish, implement and maintain an audit programme(s) including the frequency, methods,  
988 responsibilities, consultation, planning requirements and reporting, which shall take into  
consideration the importance of the processes concerned and the results of previous audits, as well as;策划、建  
立、实施和保持一个或多个审核方案,包括频次、方法、职责、协商、策划要求和报告,并应必须考虑相关过程  
的重要性以及以往审核的结果,以及:
- 991 1) significant changes impacting the organization;影响组织的重大更改
- 992 2) performance evaluation and improvement results (see Clauses 9 and 10);绩效评价和改进结果(见  
第9和第10章)
- 993 3) significant OH&S risks, risks and OH&S opportunities;重大职业健康安全风险、风险和职业健康安  
全机会
- 994 b) define the audit criteria and scope for each audit;确定每次审核的审核准则和范围
- 995 c) select competent auditors and conduct audits to ensure objectivity and the impartiality of the audit  
996 process;选择能胜任的审核员并实施审核,确保审核过程的客观性和公正性。
- 997 d) ensure that the results of the audits are reported to relevant management;确保能向相关管理者报告  
审核的结果
- 998 e) ensure that relevant audit findings are reported to relevant workers, and where they exist, workers'  
999 representatives, and relevant interested parties;确保相关审核发现能报告给相关员工以及所在的员工  
代表和相关方。
- 1000 f) take appropriate action to address nonconformities (see 10.1) and continually improve its OH&S  
1001 performance (see 10.2);采取适当的措施以应对不合格(见10.1)并持续改进其职业健康安全绩效



1002 g) retain documented information as evidence of the implementation of the audit programme and the  
1003 audit results.保留成文信息,作为审核方案实施以及审核结果的证据。

1004 NOTE For more information on auditing, refer to ISO 19011 Guidelines for auditing management systems.欲  
获取跟多有关审核的信息,可以参考ISO19011《管理体系审核指南》

### 1005 9.3 Management review管理评审

1006 Top management shall review the organization's OH&S management system at planned intervals to  
1007 ensure its continuing suitability, adequacy and effectiveness.最高管理者应按照策划的时间间隔评审组  
织的职业健康安全管理体系,以确保其持续适宜性、充分性和有效性

1008 The management review shall include consideration of:

管理评审应包括对以下事项的考虑:

- 1009 a) the status of actions from previous management reviews;以往管理评审所采取措施的状况
- 1010 b) changes in external and internal issues that are relevant to the OH&S management system  
including:与职业健康安全管理体系有关的内外部问题的变化,包括:
- 1011 1) applicable legal requirements and other requirements;适用的法定要求及其他要求
- 1012 2) the organization's OH&S risks, risks and OH&S opportunities;组织的职业健康安全风险、风险和  
职业健康安全机遇
- 1013 c) the extent to which the OH&S policy and the OH&S objectives have been met;职业健康安全方针和职  
业健康安全目标的实现程度
- 1014 d) information on the OH&S performance, including trends in:职业健康安全绩效有关的信息,包括以下  
各项的趋势:
- 1015 1) incidents, nonconformities, corrective actions and continual improvement;事件、不合格、纠正  
措施以及持续改进
- 1016 2) worker participation and the outputs of consultation;员工参与及协商的输出
- 1017 3) monitoring and measurement results;监视和测量结果
- 1018 4) audit results;审核结果
- 1019 5) results of evaluation of compliance;合规性评价结果
- 1020 6) OH&S risks, risks and OH&S opportunities;职业健康安全风险、风险以及职业健康安全机遇
- 1021 e) relevant communication(s) with interested parties;与相关方的相关沟通
- 1022 f) opportunities for continual improvement;持续改进的机会
- 1023 g) adequacy of resources for maintaining an effective OH&S management system.保持有效的职业健康  
安全管理体系所需资源的充分性

The outputs of the management review shall include decisions related to:管理评审输出应包括与以下各  
项有关的决策:

- conclusions on the continuing suitability, adequacy and effectiveness of the OH&S management  
system;对职业健康安全管理体系持续适宜性、充分性和有效性的结论
- 1028 — continual improvement opportunities and;持续改进机会
- 1029 — any need for changes to the OH&S management system, including resources needed;对职业健康安全  
管理体系作出更改的任何需求,包括所需的资源。
- 1030 — actions needed, when objectives have not been met.当目标未实现时需要采取的措施

- 1031 The organization shall communicate the relevant outputs of the management review to its relevant  
1032 workers, and where they exist, workers' representatives (see 7.4).  
组织应将管理评审的输出传达给相关员工以及所在地的员工代表 (见7.4)
- 1033 The organization shall retain documented information as evidence of the results of management  
reviews.  
组织应保留成文信息, 作为管理评审的结果的证据。
- 1034 **10 Improvement**改进
- 1035 **10.1 Incident, nonconformity and corrective action**事件、不合格及纠正措施
- 1036 The organization shall plan, establish, implement and maintain a process to manage incidents and  
1037 nonconformities including reporting, investigating and taking action. 组织应策划、建立、实施并保持  
保持一个过程, 以管理事件及不合格, 包括报告、调查及采取措施。
- 1038 When an incident or a nonconformity occurs, the organization shall: 当事件或不合格发生时, 组织应
- 1039 a) react in a timely manner to the incident or nonconformity, and, as applicable: 对事件或不合格作出响  
应, 适用时:
- 1040 1) take direct action to control and correct it; 采取直接措施控制并纠正事件或不合格
- 1041 2) deal with the consequences; 处置后果
- 1042 b) evaluate, with the participation of workers (see 5.4) and the involvement of other relevant interested  
1043 parties, the need for corrective action to eliminate the root cause(s) of the incident or nonconformity,  
1044 in order that it does not recur or occur elsewhere, by: 在员工参加以及其他相关方的参与下, 评价采  
取消除事件或者不符合原因的纠正措施的需求。
- 1045 1) reviewing the incident or nonconformity; 评审事件或不符合
- 1046 2) determining causes of the incident or nonconformity; 确定事件或者不符合的原因
- 1047 3) determining if similar incidents, nonconformities, exist, or could potentially occur; 确定是否存在  
或潜在发生类似事件、不符合
- 1048 c) review the assessment of OH&S risks and risks, as appropriate (see 6.1); 适当时, 对职业健康安全风  
险和危险的评价进行评审。(见6.1)
- 1049 d) determine and implement any action needed, including corrective action, in accordance with the  
1050 hierarchy of controls (see 8.1.2) and the management of change (see 8.2); 按照控制的层级结构 (见  
8.1.2) 以及更改管理, 确定并实施任何所需的措施, 包括纠正措施
- 1051 e) review the effectiveness of any corrective action taken; 评审所采取任何措施的有效性
- 1052 f) make changes to the OH&S management system, if necessary; 必要时, 对职业健康安全管理体系做出  
更改
- 1053 Corrective actions shall be appropriate to the effects or potential effects of the incidents or  
1054 nonconformities encountered. 纠正措施应与发生的事件或不合格的影响或潜在影响相适应
- 1055 The organization shall retain documented information as evidence of: 组织应保留成文信息, 作为以下  
方面的证据:
- 1056 — the nature of the incidents or nonconformities and any subsequent actions taken; 事件或不符合的性  
质以及随后采取的任何措施
- 1057 — the results of any corrective action, including the effectiveness of the actions taken. 任何纠正措施的  
结果, 包括所采取措施的有效性
- The organization shall communicate this documented information to relevant workers, and where they  
exist, workers' representatives, and relevant interested parties.  
组织应将这些成文信息传达给相关员工、所在地的员工代表以及相关方
- 1060 NOTE The reporting and investigation of incidents without delay can assist in the removal of hazards and in  
1061 minimizing associated OH&S risks. 注: 及时对事件进行调查和报告可以有助于消除危险源以及最大程度减少  
相关职业健康安全风险



## 10.2 C      ontinual improvement持续改进

### 1063      10.2.1 Continual improvement objectives持续改进目标

1064      The organization shall continually improve the suitability, adequacy and effectiveness of the OH&S  
1065      management system to: 组织应持续改进职业健康安全管理体系的适宜性、充分性和有效性

1066      a) prevent occurrence of incidents and nonconformities; 预防事件及不合格的再发生

1068      b) promote a positive occupational health and safety culture; 促进积极的职业健康安全文化

1069      c) enhance OH&S performance. 增强职业健康安全绩效

1070      The organization shall ensure the participation of workers, as appropriate, in the implementation of its  
1071      continual improvement objectives. 适当时，组织应确保员工参与到实施其目标的持续改进中来。

### 1072      10.2.2 Continual improvement process持续改进过程

1073      The organization shall plan, establish, implement and maintain a continual improvement process(es),  
1074      which takes into account the outputs of the activities described in this International Standard. 组织应  
    策划、建立、实施和保持一个或多个持续改进过程，并必须考虑本国际标准中所描述活动的输出。

1075      The organization shall communicate the results of continual improvement to its relevant workers, and  
1076      where they exist, workers' representatives. 组织应将持续改进的结果传达到相关员工及所在地的员工代  
    表

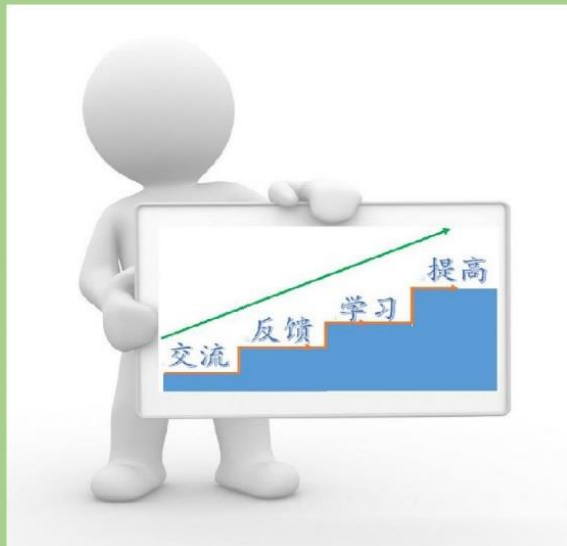
1077      The organization shall retain documented information as evidence of the results of continual  
1078      improvement. 组织应保留作为持续改进结果的证据的成文信息。

1079  
1080  
1081  
1082

**Annex A**附录A  
(informative)

**Guidance on the use of this International Standard**  
本国际标准使用指南

(to be continued) 未完待续



For reference only 仅供参考

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