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IAF MD 22:2019 - Application of ISO/IEC 17021-1 for the Certification of Occupational Health and Safety Management Systems (OH&SMS)

Introduction



- This MD is mandatory for the consistent application of ISO/IEC 17021-1:2015 for the accreditation of Certification Bodies providing certification of Occupational Health and Safety Management Systems (OH&SMS).
- All clauses and Annexes of ISO/IEC 17021-1:2015 continue to apply and this document does not supersede any of the requirements of that standard.
- This document not only applies for certification to OHSAS 18001 but shall also be used for certification to other OH&SMS such ISO 45001 and other standards. National legislation will prevail in case of conflict with this document.

Terms & Definition



TERMS AND DEFINITIONS :

Some specific services offered or provided in the field of Occupational Health and Safety to clients certified or being certified for OH&SMS by the Certification Body are considered as OH&SMS consultancy. These include, but are not limited to:


- i) performing the role of Occupational Health and Safety coordinator,
- ii) safety reporting,
- iii) performing risk assessments,
- iv) communication with regulatory authorities on behalf of the client, and
- v) accident and incident investigation

Terms & Definition 

PRINCIPLES :

In addition to both managerial and non-managerial permanent and temporary workers, and their representatives, parties that have an interest in an OH&SMS certification include, but are not limited to:

- i) legal and regulatory authorities (local, regional, national or international)
- ii) parent organizations.
- iii) suppliers, contractors and subcontractors,
- iv) workers' organizations (trade unions) and employers' organizations.
- v) owners, shareholders, clients, visitors, relatives of workers, local community and neighbors of the organization and the general public.
- vi) customers, medical and other community services, media, academia, business associations and non-governmental organizations (NGOs).
- vii) occupational health and safety organizations and occupational safety and healthcare professionals (for example doctors and nurses).


Requirements 

RESOURCE REQUIREMENTS :
For Occupational Health and Safety management systems, the term "technical area" is related to commonalities of processes or services and their associated hazards which can expose workers to OH&S risks.


INFORMATION REQUIREMENTS :
The legally enforceable arrangements shall also require that the certified client informs the Certification Body, without delay, of the occurrence of a serious incident or breach of regulation necessitating the involvement of the competent regulatory authority.

PROCESS REQUIREMENTS :


- The information provided to the CB by the authorized representative of the applicant organization on its processes and activities shall also include
 - the identification of the key hazards and OH&S risks associated with processes,
 - the main hazardous materials used in the processes, and
 - any relevant legal obligations coming from the applicable OH&S legislation.
- The application shall contain details of personnel working on, as well as working away from the organization's premises.

Requirements 

- The audit time of OH&SMS audits shall be determined in accordance with Appendix B of this document.
- If the client provides services at another organization's premises, the CAB shall verify that the client's OH&SMS covers these offsite activities.
- In determining the time to be spent for audit, the CAB shall consider to audit periodically any organization site where these employees work.
- Whether all sites shall be audited will depend on various factors such as OH&S risks associated with the activities therein performed, contract agreements, being certified by another accredited CAB, internal audit system, statistics on accidents and near misses. The justification for such decision shall be recorded.


Requirements 

- In the case of OH&SMS operated over multiple sites it is necessary to establish if sampling is permitted or not based on the evaluation of the level of OH & S risks associated to the nature of activities and processes carried out in each site included in the scope of certification.
- The rationale of such decisions, the calculation of the audit time and the frequency of visiting each site shall be consistent with the requirements of clause B.10 in Appendix B, and shall be documented for each client.
- Where there are multiple sites not covering the same activities, processes and OH & S risks, sampling is not appropriate.
- Although a site performs similar processes or manufactures similar products to other sites, the CAB shall take account of the differences between the operations of each site(technology, equipment, quantities of hazardous materials used and stored, working environment, premises etc.).
- When sampling is permitted the CB shall ensure that the sample of sites to be audited is representative of processes, activities and OH&S risks that exist in the organization to be audited.
- Temporary sites covered by the organization's OH&SMS are subject to audit on a sample basis to provide evidence of the operation and effectiveness of the management system

Requirements 

Planning Activities :

- For the determination of the ability of the management system to ensure the client meets applicable statutory, regulatory and contractual requirements, the approach described in Appendix A shall be applied.
- The OH&SMS shall include activities, products and services within the organization's control or influence that can impact the organization's OH&SMS performance.
- Temporary sites, for example, construction sites, shall be covered by the OH&SMS of the organization that has control of these sites, irrespective of where they are located.

Requirements 

Conducting Audits

The audit team shall interview the following personnel:

- the management with legal responsibility for Occupational Health and Safety,
- employees' representative(s) with responsibility for Occupational Health and Safety,
- personnel responsible for monitoring employees' health, for example, doctors and nurses. Justifications in case of interviews conducted remotely shall be recorded,
- managers and permanent and temporary employees. Other personnel that should be considered for interview are:
 - managers and employees performing activities related to the prevention of Occupational Health and Safety risks, and
 - contractors' management and employees.

- The CB shall have procedures detailing the actions to be taken in the event that it discovers a non-compliance with relevant regulatory requirements.
- These procedures shall include a requirement that any such noncompliance's are immediately communicated to the organization being audited.

Requirements

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- The organization representative shall be requested to invite the management legally responsible for occupational health and safety, personnel responsible for monitoring employees' health and the employees' representative(s) with responsibility for occupational health and safety to attend the closing meeting. Justification in case of absence shall be recorded.

Maintaining Certification :

- Independently from the involvement of the competent regulatory authority, a special audit may be necessary in the event that the Certification Body becomes aware that there has been a serious incident related to occupational health and safety.
- Information on incidents such as a serious accident, or a serious breach of regulation necessitating the involvement of the competent regulatory authority, provided by the certified client or directly gathered by the audit team during the special audit, shall provide grounds for the Certification Body to decide on the actions to be taken, including a suspension or withdrawal of the certification, in cases where it can be demonstrated that the system seriously failed to meet the OH&S certification requirements. Such requirements shall be part of the contractual agreements between the CAB and the organization.

Thank you!

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