[Organization logo]

[Organization name]

**PROJECT PROPOSAL FOR ISO 45001 IMPLEMENTATION**

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| Created By: |  |
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# Reasoning

Primary reasons for ISO 45001 implementation are to:

* Improve public/community relations, image and credibility by attaining certification with ISO 45001
* Reduce incidents leading to liability, leading to reducing insurance premiums
* Improve decisions by basing them on data from the Occupational Health & Safety Management System (OH&SMS)
* Improve consultation and participation of employees

Secondary reasons to implement ISO 45001 are to:

* Create a culture of continual improvement of the processes
* Improve employee engagement toward process improvement

# Purpose

The purpose of the project is to:

* Gain ISO 45001 certification
* Increase compliance with Occupational Health & Safety (OH&S) legal and other requirements
* Ensure control of process hazards that cause risks of OH&S incidents
* Increase community relations, image and market share of [organization name]
* Better management of processes, activities, and functions
* Reduce costs through reduction of accidents and insurance premiums resulting from enhancements identified through continual improvements attained through the ISO 45001 OH&SMS

# Project duration and structure

The implementation project is divided into different phases:

1. Initiation, planning, and assessment – project is set and assessment of existing processes is carried out. Gap analysis is performed.
2. Implementation – implementation of OH&SMS, i.e. requirements defined in ISO 45001.
3. Consolidation – internal audit and management review of the results and comparison to the requirements. Review and corrective action for any problems, and setup of ongoing improvement activities.

Project is led by [job title]. Main milestones of the implementation project are:

|  |  |
| --- | --- |
| **Milestone** | **Due date** |
| Initiation |  |
| Planning |  |
| Assessment |  |
| Implementation |  |
| Internal Audit |  |
| Management Review |  |
| Corrective Actions  |  |
| Certification |  |
| Continual Improvement Setup |  |

Detailed content of the milestones and respective responsibilities are described in the Project Plan document.

# Resources

Resources required to implement the project include human, financial, and technical resources.

Financial resources include:

* Amount: [define amount of money needed to finish the project]
	+ Cost types: [split costs according to the cost type and include all resources listed here, e.g. human resources – internal and external, technical and other]

Human resources include:

* Internal resources – [list internal resources, e.g. group name, project name, etc.]
* External resources – [list all external resources, e.g. consulting company, etc.]

Technical resources include:

* Tool – tool name: [enter tool name]
* Equipment – [list equipment needed]

Other resources include:

* Documentation – [list all documentation that is required, e.g. ISO 45001 Toolkit, ISO 45001:2018 standard]

# Deliverables

This section lists deliverables of the project and benefits achieved with their implementation.

## Deliverables for OH&SMS leadership & support requirements

The following processes need to be defined, documented, and possibly changed from the current:

* Commitment of leadership
* Roles, authorities, and responsibilities of the OH&SMS
* Documentation and record management (ISO 45001 mandatory documented information)
* Resources management
* Establishment and improvement of the OH&SMS

## Deliverables for OH&SMS planning & operation requirements

The following processes need to be defined, documented, and possibly changed from the current:

* OH&S Policy and OH&S Objectives (ISO 45001 mandatory documented information)
* Identification of OH&S hazards & risks
* Determination and review of OH&S legal requirements and compliance
* OH&S management operational controls
* Control of monitoring and measurement equipment processes

## Deliverables for evaluation of performance and improvement

The following processes need to be defined, documented, and possibly changed from the current:

* Internal audit (ISO 45001 mandatory documented information)
* Monitoring and measurement of OH&S operational controls
* Control of environmental nonconformity (ISO 45001 mandatory documented information)
* Corrective actions (ISO 45001 mandatory documented information)