

[organization logo]

[organization name]

Commented [45A1]: All fields in this document marked by square brackets [] must be filled in.

SCOPE OF THE OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

Code:

Version:

Date of version:

Created by:

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Signature:

Commented [45A2]: The document coding system should be in line with the organization's existing system for document coding; in case such a system is not in place, this line may be deleted.

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Change history

Date	Version	Created by	Description of change
	0.1	45001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this document is to clearly define the boundaries of the Occupational Health & Safety (OH&S) management system in [organization name].

This document is applied to all documentation and activities within the OH&S management system.

Users of this document are members of [organization name] management, members of the project team implementing the OH&S management system, and [employees' names].

Commented [45A4]: Provide names of all other employees who must have access to this document.

2. Reference documents

- ISO 45001 standard, clause 4.3
- [Project Plan document for ISO 45001 implementation]
- Procedure for Determining Context of the Organization and Interested Parties
- List of Interested Parties, Legal and Other Requirements

Commented [45A5]: Include this item if a Project Plan exists.

3. Definition of OH&S management system scope

The scope of the Occupational Health & Safety management system defines the physical and organizational boundaries within the OH&S management system. The organization includes members of the organization, assets and responsibilities of interested parties and the extent of control and influence that can exert over activities, products and services. The scope is a factual and representative statement of the organization's activities, assets and the OH&S management system boundaries and is available to interested parties. Taking into account the complexity of operations, the OH&S management system scope is defined as specified in the following text.

3.1. Processes and activities

[Specify the activities and processes which are included in the scope]

3.2. Products and services

[Specify the products and services which are included in the scope]

3.3. Organizational units and functions

[Specify the organizational units and functions which are included in the scope, and how they are separated from the organizational units and functions that are not included in the scope]

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3.4. Locations

[Specify the locations which are included in the scope, and how they are separated from the locations that are not included in the scope]

Commented [45A7]: E.g., walls, doors, separate building, etc.

3.5. Exclusions from the scope

Scope of the OH&S management system ver [version] from [date]

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[organization name]

The following is not included in the scope: [redacted]
which are to be specifically excluded from the scope.

Commented [45A8]: Scoping should not be used to exclude activities, processes, products, services, or facilities that have significant occupational health and safety hazards and risks, or to evade the organization's compliance obligations.

[job title]

[name]

[redacted]

[signature]

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