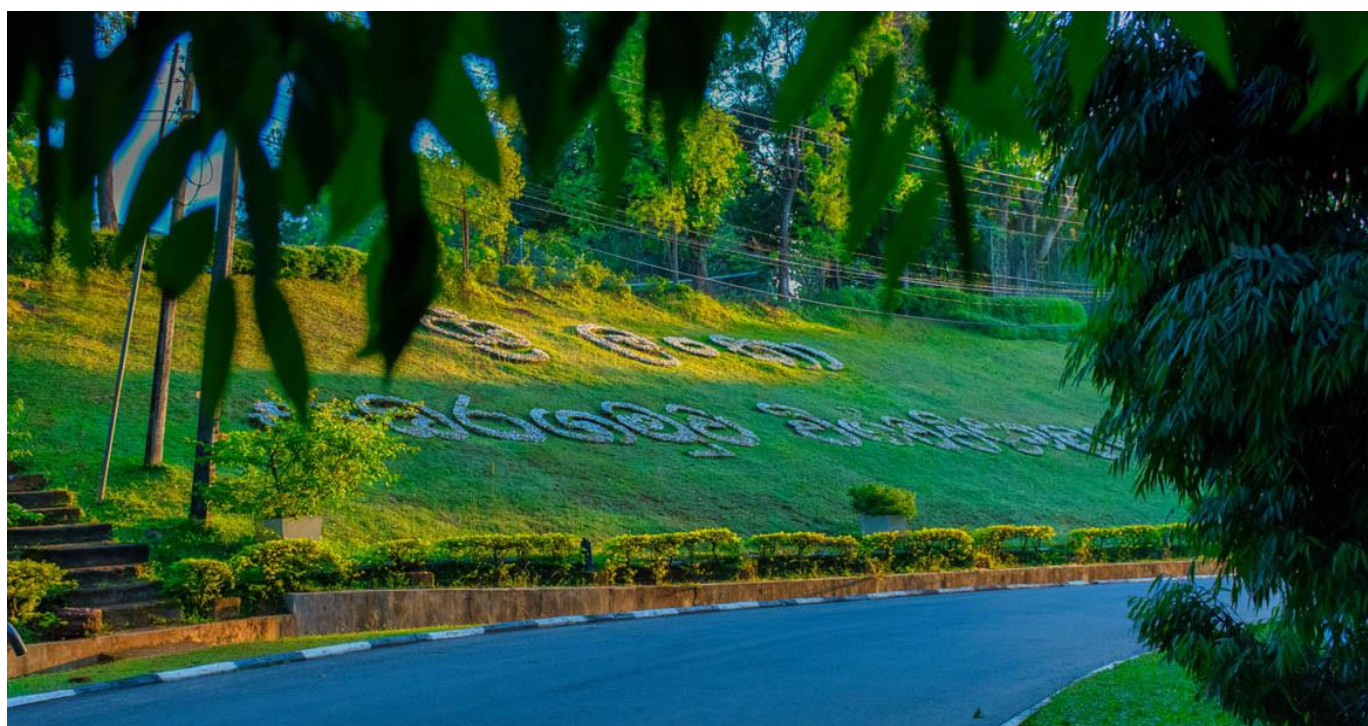


Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	1 of 51

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

ISO 45001:2018



Prepared & reviewed by	Management Representative / Committee appointed by the Council
Approved by	Council (292nd Council held in 23.01.2023)

This Health and Safety Management System Manual is issued and controlled by management representative (MR) / committee appointed by the Council. This is a control document. Only latest issue of the procedure is to be issued

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	2 of 51

TABLE OF CONTENTS

INTRODUCTION.....	5
Purpose of the Manual.....	6
Ownership	6
TERMS & DEFINITIONS	7
RECORDS OF REVISION	10
SECTION 1.....	11
4. CONTEXT OF THE ORGANIZATION	12
Organizational Profile.....	12
University Vision, Mission, Goals.....	13
Vision	13
Mission	13
Goals.....	13
4.1. Understanding the Organization and Its Context	14
4.2. Understanding the Needs and Expectations of Interested Parties	14
4.3. Determining the scope of the OH&S Management System.....	15
4.4. Health and Safety Management System and Its Process.....	16
SECTION 2.....	18
5. LEADERSHIP AND WORKER PARTICIPATION	19
5.1. Leadership & Commitment.....	19
5.2. OH&S Policy.....	20
5.3. Organizational Roles, Responsibilities and Authorities.....	23
5.4. Consultation and Participation of Workers	23
SECTION 3.....	25
6. PLANNING	26
6.1. Actions to Address Risks and Opportunities.....	26
6.1.1. General.....	26
6.1.2. Hazard identification and assessment of risks and opportunities	27
6.1.3. Determination of legal requirements and other requirements	29
6.1.4. Planning action	30
6.2. OH&S objectives and planning to achieve them	31
6.2.1. OH&S objectives	31
6.2.2. Planning to achieve OH&S objectives	31

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	3 of 51

SECTION 4.....	33
7. SUPPORT.....	34
7.1. Resources	34
7.2. Competence	34
7.3. Awareness	35
7.4. Communication	35
7.4.1. General.....	35
7.4.2. Internal communication	36
7.4.3. External communication.....	36
7.5. Documented information.....	37
7.5.1. General.....	37
7.5.2. Creating and updating.....	37
7.5.3. Control of documented information	37
SECTION 5.....	38
8. OPERATION.....	39
8.1. Operational planning and control.....	39
8.1.1. General.....	39
8.1.2. Eliminating hazards and reducing OH&S risks.....	39
8.1.3. Management of change.....	40
8.1.4. Procurement.....	40
8.2. Emergency Preparedness and Response	41
SECTION 6.....	42
9. PERFORMANCE EVALUATION.....	43
9.1. Monitoring, Measurement, Analysis and Performance Evaluation	43
9.1.1. General.....	43
9.1.2. Evaluation of Compliance	44
9.2. Internal audit	44
9.2.1. General.....	44
9.2.2. Internal Audit Programme	44
9.3. Management Review	45
SECTION 7.....	47
10. IMPROVEMENT.....	48
10.1. General.....	48
10.2. Incident, nonconformity and corrective action.....	48

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	4 of 51

10.3. Continual Improvement.....	49
APPENDIXES	50
DISTRIBUTION LIST	50
CHANGE HISTORY.....	50

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	5 of 51

INTRODUCTION

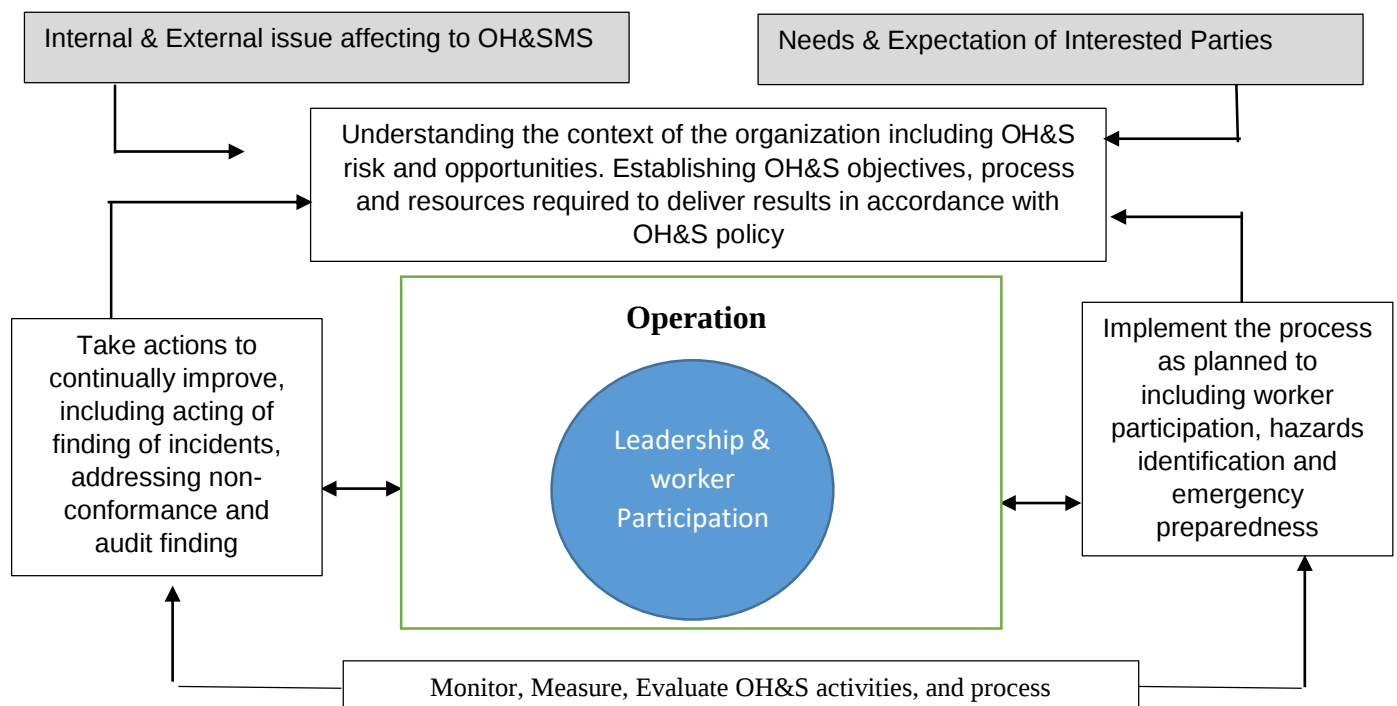
The Sabaragamuwa university of Sri Lanka establish, implement, and maintain the Health and Safety Management System which comply with ISO 45001:2018 Health and Safety Management System in order to achieve performance excellence from the aspect of health, safety and wellbeing. Objectives of the university health and safety management system are identified as follows:

- Continual improvement of occupational health and safety management system in the Sabaragamuwa University of Sri Lanka
- Fulfilling legal and other requirements relevant to OH&S performance
- Achieving OH&S objectives

Occupational health and safety management system documents of Sabaragamuwa University enable to reflect university intention to prevent incident into a systematic and ongoing set of process that supported using appropriate methods and tools, that can reinforce our commitment to proactively improving performance.

Plan, Do, Check, Act (PDCA) model is used to implement the process approach that deliver management system objectives, stakeholder requirements and worker safety. The figure bellow illustrates our methodology for development of health and safety management system in the Sabaragamuwa University of Sri Lanka.

Occupational Health and Safety System



Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	6 of 51

Purpose of the Manual

The purpose of the Occupational Health and Safety Management System Manual is to document the OH&S Management System used by the Sabaragamuwa University of Sri Lanka to assure its operations are carried out in order to meet the OH&S parameters.

The Occupational Health and Safety Management System Manual sets out the general policies, procedures and practices operating within the company to manage the requirements of ISO 45001:2018 based OH&S Management System.

This OH&S Management System is an integrated part of the daily work and is supported by awareness and training. The use of systems and procedures as well as all referenced documents in this OH&S System Manual are maintained as evidence of the strategic direction and continual improvement.

Controlled copies of this Occupational Health and Safety Management System Manual are circulated as per the Distribution List. Uncontrolled copies of this manual are available for distribution to relevant parties and legislative authorities and will be done so only on the approval of the Vice Chancellor. Inquiries in relation to OH&S Management System should be directed to the Management Representative.

Ownership

This document and the information controlled herein, is a property of Sabaragamuwa University in Sri Lanka. It must not be reproduced in whole or in part or otherwise used without the prior consent in writing from the Sabaragamuwa University in Sri Lanka.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	7 of 51

TERMS & DEFINITIONS

Terms	Definitions
Organization	Sabaragamuwa University of Sri Lanka
Hs	Health & Safety
HSMS	Health & Safety Management System
Management system	Set of interrelated or interacting elements of an <i>organization</i> (3.1) to establish <i>policies</i> (3.14) and <i>objectives</i> (3.15) and <i>processes</i> (3.25) to achieve those <i>objectives</i>
Organization	person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its <i>objectives</i> (3.2.5) (3.16) / company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration
Top management	Person or group of people who directs and controls an organization (3.1.4) at the highest level Note 1 to entry: Top management has the power to delegate authority and provide resources within the organization, provided ultimate responsibility for the <i>OH&S management system</i> (3.11) is retained. Note 2 to entry: If the scope of the <i>management system</i> (3.10) covers only part of an organization, then top management refers to those who direct and control that part of the organization.
Objectives	Result to be achieve
Policy	intentions and direction of an <i>organization</i> (3.1), as formally expressed by its <i>top management</i> (3.12)
Requirement	Need or expectation that is stated, generally implied or obligatory
Risk	Effect of uncertainty
Risk and opportunities	Potential adverse effects (threats) and potential beneficial effects (opportunities)
Competence	Ability to apply knowledge and skills to achieve intended results
Documented information	Information required to be controlled and maintained by an organization (3.1.4) and the medium on which it is contained
Process	Set of interrelated or interacting activities which transforms inputs into outputs
Audit	Systematic, independent and documented process (3.3.5) for obtaining audit evidence and evaluation it objectively to determine the extent to which the audit criteria are fulfilled
Conformity	Fulfillment of a requirement (3.2.8)
Nonconformity	Non-fulfillment of a requirement (3.2.8)

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	8 of 51

Correction action	Action to eliminate the cause of a nonconformity (3.4.3) and to prevent recurrence / Action to eliminate the cause of a detected nonconformity (3.34) or an incident (3.35) to prevent recurrence
Continual improvement	Recurring activity to enhance performance (3.4.10) / Recurring activity to enhance performance (3.27)
Effectiveness	Extent to which planned activities are realized and planned results achieved
Indicator	Measurable representation of the conditions or status of operations, management or conditions
Monitoring	Determining the status of a system, a process (3.3.5) or an activity
Measurement	Process (3.3.5) to determine a value
Performance	Measurable result
Hazard	Source, situation, with a potential to cause injury and ill health (3.18)
Worker	Person performing work or work-related activities under the control of the <i>organization</i> (3.1)
Participation	Involvement of <i>workers</i> (3.3) in decision-making process(es) in the <i>OH&S management system</i> (3.11)
Consultation	<i>Process</i> (3.25) by which the <i>organization</i> (3.1) seeks the views of the <i>workers</i> (3.3) before it makes a decision
Contractor	External <i>organization</i> (3.1) providing services to the organization at a <i>workplace</i> (3.6) in accordance with agreed specifications, terms and conditions
Requirement	Need or expectation that is stated, generally implied or obligatory / common practice for organization (3.1)
Legal and other requirements	(3.8) established by law that are applicable to the <i>organization</i> (3.1), legally– binding obligations of the <i>organization</i> and requirements to which the <i>organization</i> subscribes
OH&S and safety management system	<i>Management system</i> (3.10) or part of a <i>management system</i> used to achieve the <i>OH&S policy</i> (3.15)
Effectiveness	Extent to which planned activities are realized and planned results achieved
OH&S objectives	<i>Objective</i> (3.16) set by the <i>organization</i> (3.1) to achieve specific results consistent with the <i>OH&S policy</i> (3.15)
Injury and ill health	Adverse effect on the physical, mental or cognitive condition of a person Note 1 to entry: These conditions may include occupational disease, illness and death.
OH&S risk	Combination of the likelihood of occurrence of a work-related hazardous event or exposure(s) and the severity of <i>injury and ill health</i> (3.18) that can be caused by the event or exposures
OH&S opportunity	Circumstance or set of circumstances that can lead to improvement of <i>OH&S performance</i> (3.28)
Competence	Ability to apply knowledge and skills to achieve intended results
Documented Information	Information required to be controlled and maintained by an <i>organization</i> (3.1) and the medium on which it is contained

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	9 of 51

Process	Set of interrelated or interacting activities which transforms inputs into outputs
Procedure	Specified way to carry out an activity or a <i>process</i> (3.25)
Performance	Measurable result
OH&S Performance	<i>Performance</i> (3.25) related to the <i>effectiveness</i> (3.13) of the prevention of <i>injury and ill health</i> (3.18) to <i>workers</i> (3.3) and the provision of safe and healthy <i>workplace(s)</i> (3.6)
Outsource (Verb)	Make an arrangement where an external <i>organization</i> (3.1) performs part of an organization's function or <i>process</i> (3.25)
Incident	Occurrence(s) arising out of or in the course of work that could or does result in <i>injury and ill health</i> (3.18)

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	10 of 51

Date	Version	Created by	Description of change

RECORDS OF REVISION

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	11 of 51

SECTION 1

CONTEXT OF THE ORGANIZATION

Clause 4

ISO 45001

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	12 of 51

4. CONTEXT OF THE ORGANIZATION

Organizational Profile

The Sabaragamuwa University of Sri Lanka was established under the Universities Act Number 16 of 1978 on 7th November 1995 and ceremonially inaugurated on 2nd February 1996. Assigned to the university are the Faculties of Agricultural Sciences, Applied Sciences, Geomatics, Management Studies and Social Sciences & Languages set up at Belihuloya in Ratnapura district of Sabaragamuwa province. The Faculty of Graduate Studies, Faculty of Technology, Faculty of Medicine and Faculty of Computing have been established to strengthen the education provision.

Sabaragamuwa University of Sri Lanka, from its inception in 1996, has for more than two decades dedicated its mission towards nurturing scholars who could contribute to society, by broadening the knowledge paradigms and imparting it to the new generations of students. Universities have a vast challenge amidst rapidly changing society, and Sabaragamuwa University too, having felt this profound impact, has understood one certainty: that change is the norm and the knowledge will be a key resource and will be highly sought after within Sri Lanka and around the globe.

Taking up this challenge, we help to generate intellectual abilities of students and educate and trains them to work in fields where they will be valued both for their specialized knowledge, and for their ability to research, communicate and solve problems. Geared with its outstanding staff, students, facilities and relevant academic programmes, Sabaragamuwa University holds a firm place among the universities in Sri Lanka and is building its way towards ascertaining a stronghold among the world's leading universities.

Name of the Organization	: Sabaragamuwa University of Sri Lanka
Address	: Sabaragamuwa University of Sri Lanka, P.O. Box 02, Belihuloya, 70140, Sri Lanka
Telephone	: +94-45-2280014
Fax	: +94-45-2280087
E Mail address	: info@sab.ac.lk
Ultimate Organization	: Sabaragamuwa University of Sri Lanka
Established Year	: 1995
Vice Chancellor of the University	: Prof. R.M.U.S.K. Rathnayake
Faculties	: Faculty of Agricultural Sciences, Faculty of Applied Sciences, Faculty of Geomatics, Faculty of Management Studies, Faculty of Social Sciences & Languages, Faculty of Technology, Faculty of Medicine, Faculty of Graduate Studies and Faculty of Computing

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	13 of 51

Services

:

University Vision, Mission, Goals

Vision

To be an internationally acclaimed centre of excellence in higher learning producing dynamic leaders and nation builders to guide the destiny of Sri Lanka.

Mission

Our mission is to search for and disseminate knowledge, promote learning, research and training to produce men and women proficient in their respective disciplines possessing practical skills and positive attitudes enabling them to contribute towards the manpower requirements of the nation. The university will be a centre of excellence for research and development for Sri Lanka in general and the Sabaragamuwa Province in Sri Lanka.

Goals

1. To achieve excellence in quality of teaching and learning
2. Enhance the image of the university by enriching research culture
3. To Improve Physical, Infra, Super Structures and Human Capital
4. To enhance the social responsibility and harmony for sustainable development
5. To strengthen the governance and administrative systems for effective service delivery

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	14 of 51

4.1. Understanding the Organization and Its Context

Sabaragamuwa University of Sri Lanka determine external and internal issues that are relevant to its purpose and its strategic direction and that affect its ability to achieve the intended outcomes of its health and safety management system.

An understanding of the organizational context of an organization is used to establish, implement maintaining and continually improve its OH&S management system. Internal and external issues can be positive or negative and include conditions, characteristics, or changing circumstances that can affect the OH&S management System. External issues are identified through SWOT and PESTAL relevant to OSH management system and they are continuously being monitored and reviewed by the organization.

4.2. Understanding the Needs and Expectations of Interested Parties

Sabaragamuwa University of Sri Lanka identifies and maintains the needs and expectations of all stakeholders that could impact the health and safety management system.

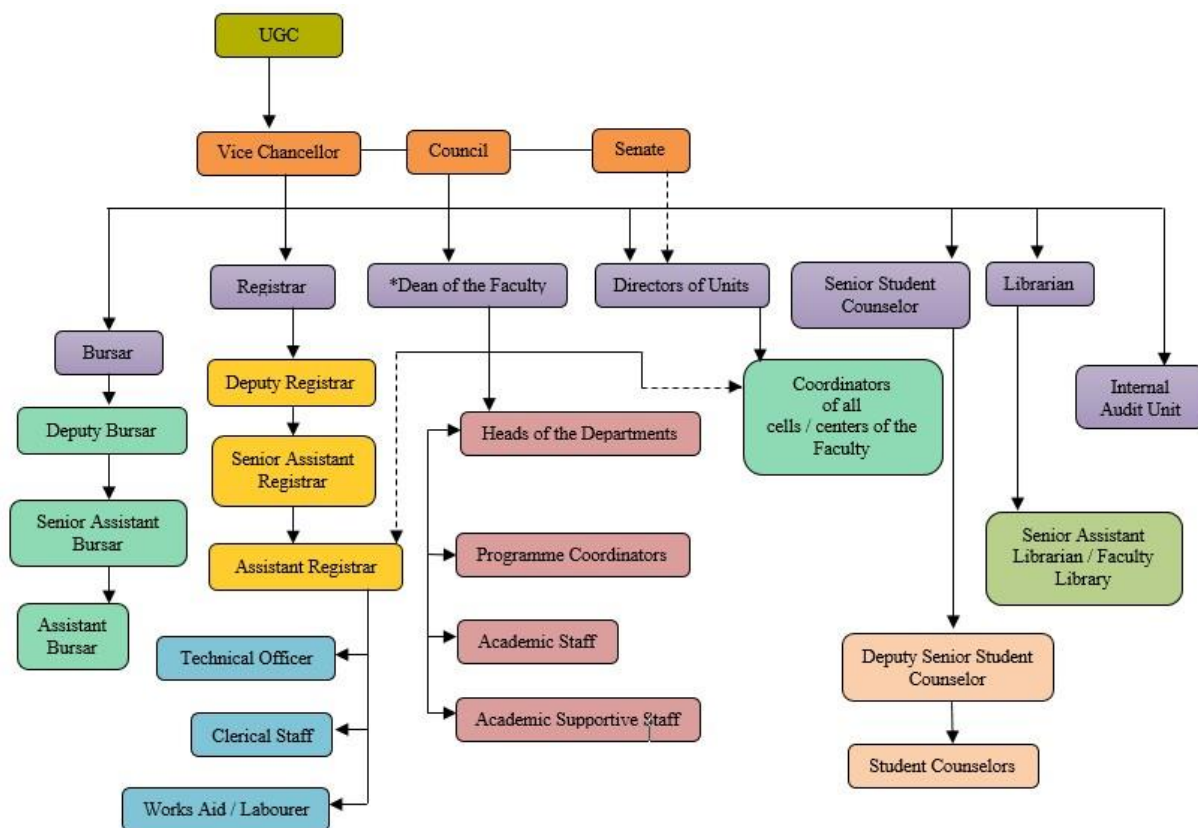
The organization has ongoing system to determine:

- a) the interested parties that are relevant to the OH&S management system;
- b) the relevant needs and expectations (i.e. requirements) of these interested parties; and
- c) which of these needs and expectations are, or could become, legal requirements and other requirements.

List of interested parties helps to define the needs and expectations of each of them, their compliance obligations and to refer to the procedure of the HSMS to ensure compliances. It is reviewed periodically in the management review meeting or after the significant change that could affect the HS management system. This is because, these needs and expectation could change over time due to uncertainty of the working environment.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	15 of 51

Organizational Structure



4.3. Determining the scope of the OH&S Management System

The organization determine the boundaries and applicability of the OH&S management system to establish its scope.

When determining this scope, the organization has considered:

- Consider the external and internal issues
- Requirements related to interest parties
- The product and services of the organization.
- The work-related activities performed.
- Compliance obligations.
- Its organizational units, functions and physical boundaries
- Its activities products and services.
- Its authority and ability to exercise control and influence

The organization has applied all the requirements of this HSMS where applicable within the determined scope and include activities, products & services within organization's control or influence that can impact the organization's OH&S performance.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	16 of 51

The scope associated with Sabaragamuwa University of Sri Lanka OH&S management system is academic and non-academic activities within the Sabaragamuwa University of Sri Lanka and student activities.

The scope of the organization's activities, product & services and its occupational health and safety management system have been determined and maintained as documented information. All activities & services are covered under occupational health and safety management system of Sabaragamuwa University of Sri Lanka. If there any justification for the requirements which is not applicable to the scope is mentioned. If there any exclusion of scope which shall not be affected to organization's ability or responsibility to ensure the conformity of its product and services. This is because, conformity of international standard requirement.

REFERENCE

Scope of OHS management system

4.4. Health and Safety Management System and Its Process

The organization has established, implemented, maintained and continually improve the health and safety management system, including all the processes needed interaction accordance with the requirement of this document (ISO 45001:2018) in order to achieve the intended outcomes, including enhancing health and safety performance.

The organization has determined the all processes needed for the HS management system and their application throughout the organization, and has:

- Defined the inputs required and the outputs expected from these processes.
- Defined the sequence and interaction of these processes.
- Defined and apply the criteria and methods (including monitoring, measurements and related performance indicators) needed to ensure the effective operation and control of these processes.
- Defined the resources needed for these processes and ensure their availability
- Assigned the responsibilities and authorities for these processes.
- Addressed the risk and opportunities.
- Evaluated these processes and implemented any changes needed to ensure that these processes achieve their intended results;
- Improved the processes and the HS management system. To extent necessary; the organization has:

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	17 of 51

1. Maintained documented information to support the operation of its processes.
2. Retained documented information to have confidence that the processes are being carried out as planned

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	18 of 51

SECTION 2

LEADERSHIP AND WORKER PARTICIPATION

Clause 5

ISO 45001

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	19 of 51

5. LEADERSHIP AND WORKER PARTICIPATION

5.1. Leadership & Commitment

The top management of Sabaragamuwa University of Sri Lanka including Vice Chancellor, Senate, Council, Deans of the Faculties, Head of the Departments. Vice Chancellor of the university is ultimately accountable for implementation of health and safety management system through direct involvement in the process of planning and implementation and/or through delegation of role and responsibilities within health and safety management system. Moreover, they are accountable for providing resources to ensure that the **OH&S Policy** and **OH&S Objectives** are compatible with the strategic direction and the context of the organization.

The top management ensures that OH&SMS requirements are integrated into Sabaragamuwa University of Sri Lanka' business processes, and that the OH&SMS is achieving the intended results. The top management communicates the importance of an effective OH&SMS, promotes continual improvement, and supports relevant management roles to demonstrate leadership to their areas of responsibility.

Top management has demonstrated leadership and commitment with respect to the OH&S Management systems by;

- taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities;
- ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the organization;
- ensuring the integration of the OH&S management system requirements into the organization's business processes;
- ensuring that the resources needed to establish, implement, maintain and improve the OH&S management system are available;
- communicating the importance of effective OH&S management and of conforming to the OH&S management system requirements;
- ensuring that the OH&S management system achieves its intended outcome(s);
- directing and supporting persons to contribute to the effectiveness of the OH&S management system;
- ensuring and promoting continual improvement;

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	20 of 51

- i) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- j) developing, leading and promoting a culture in the organization that supports the intended outcomes of the OH&S management system;
- k) protecting workers from reprisals when reporting incidents, hazards, risks and opportunities;
- l) ensuring the organization establishes and implements a process(es) for consultation and participation of workers (see 5.4);
- m) supporting the establishment and functioning of health and safety committees, [see 5.4 e) 1)].

REFERENCES

Management Review Meeting

Context Analysis

Roles and Responsibilities

OH&S Objectives

Management Action Plan

5.2. OH&S Policy

Top management of Sabaragamuwa University of Sri Lanka has established, implemented, and maintained an OH&S policy within the define scope of OH&SMS. Top management are in consultation with workers at all level of organization. This policy:

- a) includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health and is appropriate to the purpose, size and context of the organization and to the specific nature of its OH&S risks and OH&S opportunities;
- b) provides a framework for setting the OH&S objectives;
- c) includes a commitment to fulfil legal requirements and other requirements;
- d) includes a commitment to eliminate hazards and reduce OH&S risks
- e) includes a commitment to continual improvement of the OH&S management system;
- f) includes a commitment to consultation and participation of workers, and, where they exist, workers' representatives. in the decision-making processes in the OH&S management system

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	21 of 51

The OH&S policy has:

- a) Available and maintain as documented information;
- b) Communicated to workers understood and applied within the organization;
- c) Available to relevant interested parties, as appropriate;

The policy is signed by Vice-chancellor of the university. It is made available to all staff on the faculty intranet and posting at strategic location throughout the faculty premises. Policy awareness has been included to induction training and other orientation programme. Policy can be access by any stakeholder via faculty website. Policy will be reviewed once in every three years and any changes of policy is communicated to interested parties. The OS&H policy is documented in health and safety management system.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	22 of 51



Sabaragamuwa
University of Sri Lanka

Sabaragamuwa University of Sri Lanka build quality tertiary education to produce dynamic leaders & nation builders, while ensuring the **mental** and **physical well-being** of the people who are involving with the activities of the university

This policy consists of four pillars that make long-term strategic thinking and precious objectives to achieve mental and physical well-being of workers, student and visitors of the Sabaragamuwa University of Sri Lanka.

Risk Management

- We identify and assess hazards and risks to eliminate or reduce them to an acceptable level that ensure the hazardous free working environment within the defined scope.

Compliance Obligation

- We comply with the Occupational Health and Safety Legislation applicable to our operation and other requirements that are applicable to operations of Sabaragamuwa University of Sri Lanka.

Stakeholder Engagement

- We corporate with academic and non-academic staff, students, contractors, visitors and other stakeholders to build incident free learning center.

Continual Improvement

- We implement and maintain effective OH&S Management System that enable the faculty to ensure the continual improvement towards achieving the intended OH&S objectives.

Vice-chancellor, Sabaragamuwa University of Sri Lanka, December 2022

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	23 of 51

5.3. Organizational Roles, Responsibilities and Authorities

Top management ensures that the responsibilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organization and maintained as documented information. Workers at each level of the organization assume responsibility for those aspects of the OH&S management system over which they have control.

Top management assign the responsibility and authority for:

- a) ensuring that the OH&S management system conforms to the requirements of this document;
- b) reporting on the performance of the OH&S management system and on opportunities for improvement to top management.

These responsibilities and authorities are combined with other functions or responsibilities

REFERENCES

Organization Chart

5.4. Consultation and Participation of Workers

The organization establish, implement, and maintain a process(s) for consultation and Participation in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system by workers at all applicable levels and functions, and, where they exist, workers' representatives.

The organization has:

- a) Provided mechanisms, time, training and resources necessary for participation;
- b) Provided timely access to clear, understandable and relevant information about the OH&S management system;
- c) determine and remove obstacles or barriers to participation and minimize those that cannot be removed;
- d) Organization gives additional emphasis to the consultation of non-managerial workers in the following:
 - 1) determining the needs and expectations of interested parties
 - 2) establishing the OH&S policy

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	24 of 51

- 3) assigning organizational roles, responsibilities and authorities, as applicable
- 4) determining how to fulfil legal requirements and other requirements
- 5) establishing OH&S objectives and planning to achieve them
- 6) determining applicable controls for outsourcing, procurement and contractors
- 7) determining what needs to be monitored, measured and evaluated
- 8) planning, establishing, implementing and maintaining an audit programme(s)
- 9) ensuring continual improvement.

e) Organization gives additional emphasis to the participation of non-managerial workers in the following:

- 1) determining the mechanisms for their consultation and participation;
- 2) identifying hazards and assessing risks and opportunities;
- 3) determining actions to eliminate hazards and reduce OH&S risks;
- 4) determining competence requirements, training needs, training and evaluating training;
- 5) determining what needs to be communicated and how this will be done;
- 6) determining control measures and their effective implementation and use;
- 7) investigating incidents and nonconformities and determining corrective actions.

Reference

Organization role and responsibilities and authorization procedure

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	25 of 51

SECTION 3

PLANINIG

Clause 6

ISO 45001

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	26 of 51

6. PLANNING

6.1. Actions to Address Risks and Opportunities

6.1.1. General

The organization has implemented and maintained the process(s) needed to consider the issues referred to the organization context, the requirements of interested parties, the scope of its OH&S management system and determine the risks and opportunities, that need to be addressed to:

- give assurance that the OH&S management system can achieve its intended outcome(s);
- prevent, or reduce, undesired effects;
- achieve continual improvement.

The organization has considered the effective participation of workers in the planning process and, where appropriate, the involvement of other interested parties. When organization determined the risks and opportunities that need to be addressed; the organization has considered;

- OH&S Hazards and their associated Risks and Opportunities;
- Applicable legal requirements and other requirements;
- Risks and opportunities related to the operation of the OH&S management system that can affect the achievement of the intended outcomes.

The organization has determined and assessed the risks and identifies the opportunities that are relevant to the intended outcome of the OH&S management system associated with changes in the organization, its processes, or the OH&S management system. In the case of planned changes, permanent or temporary, this assessment shall be undertaken before the change is implemented.

The organization has maintained documented information on:

- risks and opportunities;
- the process(es) and actions needed to determine and address its risks and opportunities to the extent necessary to have confidence that they are carried out as planned.

REFERENCES

Context Analysis

Management Review Meeting

Incident Investigation Procedure

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	27 of 51

6.1.2. Hazard identification and assessment of risks and opportunities

6.1.2.1. Hazard identification

The organization has established, implemented, and maintained a process the on-going proactive identification of hazards arising. The process has considered, but not be limited to:

- a) how work is organized, social factors (including workload, work hours, victimization, harassment and bullying), leadership and the culture in the organization;
- b) routine and non-routine activities and situations, including hazards arising from:
 - 1) infrastructure, equipment, materials, substances and the physical conditions of the workplace;
 - 2) product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance and disposal;
 - 3) human factors;
 - 4) how the work is performed;
- c) past relevant incidents, internal or external to the organization, including emergencies, and their causes;
- d) potential emergency situations;
- e) people, including consideration of:
 - 1) those with access to the workplace and their activities, including workers, contractors, visitors and other persons;
 - 2) those in the vicinity of the workplace who can be affected by the activities of the organization;
 - 3) workers at a location not under the direct control of the organization;
- f) other issues, including consideration of:
 - 1) the design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to the needs and capabilities of the workers involved;
 - 2) situations occurring in the vicinity of the workplace caused by work-related activities under the control of the organization;
 - 3) situations not controlled by the organization and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace;

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	28 of 51

g) actual or proposed changes in organization, operations, processes, activities and the OH&S management system;

h) changes in knowledge of, and information about, hazards.

References

Risk Assessment Procedure

Management Action plan

6.1.2.2. Assessment of OH&S risks and other risks to the OH&S management system

The organization has established, implement and maintained processes to:

- assess OH&S risks from the identified hazards, while considering applicable legal requirements and other requirements and the effectiveness of existing controls;
- determine and assess the other risks related to the establishment, implementation, operation and maintenance of the OH&S management system that can occur from the issues identified in the organization context and the needs and expectations of the interest parties.

The organization's methodology (ies) and criteria for assessment of OH&S risks is defined with respect to scope, nature and timing, to ensure it is proactive rather than reactive and used in a systematic way. Documented information shall be maintained and retained on the methodology(ies) and criteria.

Reference

Risk Assessment Procedure

6.1.2.3. Identification of OH&S opportunities and other opportunities

The organization has established, implemented and maintained processes to assess:

- Opportunities to enhance OH&S performance considering planned changes to the organization and its processes or its activities;
- Opportunities to eliminate or reduce OH&S risks;
- Opportunities to adapt work, work organization and work environment to workers;
- Opportunities for improving the OH&S management system.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	29 of 51

6.1.3. Determination of legal requirements and other requirements

Legal requirements and other requirements can result in risks and opportunities that need to be addressed. Identifying and having access to legal and other requirements and understanding how they apply to the organization is the first stage in ensuring fulfilment of legal requirements and other requirements.

The mandatory legal requirements are recognized as per the standard and there could be included.

- Requirements from the governmental entities or other relevant authorities.
- International, national, and local laws and regulation.
- Requirements specified in permits, licenses, or other forms of authorization.
- Orders, rules, or guidance from regulatory agencies.
- Judgments of court or administrative tribunals.

In addition to the above, legal requirements and other requirements fulfills the requirements of other interested parties of OH&S management system such as,

- Agreements with community groups or non-governmental organizations.
- Agreements with public authorities or customers.
- Organizational requirements.
- Voluntary principles or codes of practice.
- Voluntary labeling or OH&S commitments
- Requirements arising under contractual arrangements
- Organizational or industry standards

The organization has established, implemented, and maintained processes to:

- determine and have access to up-to-date legal requirements and other requirements that are applicable to its hazards, OH&S risks and OH&S management system.
- determine how these legal requirements and other requirements apply to the organization and what needs to be communicated.
- take these legal requirements and other requirements into account when establishing, implementing, maintaining, and continually improving its OH&S management system.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	30 of 51

The organization has maintained and retained documented information on its legal requirements and other requirements and shall ensure that it is updated to reflect any changes.

Relevant information on legal and other requirements are communicated to persons working under the control of the organization, whose responsibilities relate to, or whose actions can affect, fulfilment of legal and other requirements and other relevant interested parties.

Reference

Compliance Obligation Procedure

6.1.4. Planning action

The organization has plan:

- a) To take actions to address its
 - risks and opportunities
 - legal requirements and other requirements
 - emergency situations to prepare and respond
- b) how to:
 - 1) integrate and implement the actions into its OH&S management system processes or other business process
 - 2) evaluate the effectiveness of these actions.

The organization has considered the hierarchy of controls and outputs from the OH&S management system when planning to take action. The organization has considered its best practices, technological options and its financial, operational and business requirements.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	31 of 51

6.2. OH&S objectives and planning to achieve them

6.2.1. OH&S objectives

The organization has established OH&S objectives at relevant functions and levels in order to maintain and continually improve the OH&S management system and OH&S performance.

The OH&S objectives have:

- a) been consistent with the OH&S policy;
- b) been measurable (if practicable) or capable of performance evaluation;
- c) take into account:
 - 1) applicable legal and other requirements;
 - 2) the results of the assessment of risks and opportunities;
 - 3) the results of consultation with workers and, where they exist, workers' representatives;
- d) been monitored;
- e) been clearly communicated;
- f) been updated as appropriate.

The organization has maintained documented information on the OH&S objectives

Reference

OS&H objective Planning and achieving

6.2.2. Planning to achieve OH&S objectives

While planning how to achieve its QHSE objectives, the organization has considered;

- a) what will be done;
- b) what resources will be required;
- c) who will be responsible;
- d) when it will be completed;
- e) how the results will be evaluated, including indicators for monitoring;
- f) how the actions to achieve OH&S objectives will be integrated into the organization's business processes

The organization has maintained and retains documented information on OH&S objectives and planning to achieve them.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	32 of 51

Reference

Management Action Plan

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	33 of 51

SECTION 4

SUPPORT

Clause 7

ISO 45001

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	34 of 51

7. SUPPORT

7.1. Resources

The organization determine and provide the resources needed for the establishment, implementation, maintenance, and continual improvement of the OH&S management system.

When determining the resources needed, the organization consider

- Infrastructure.
- Externally provided resources.
- Information systems.
- Competence.
- Technology.
- Required facilities for consultation and participation.
- Financial, human, and other resources specific to its activities, products, and services.

7.2. Competence

Knowledge, understanding, skills, or abilities enable an individual to gain the necessary competence with regard to OH&S performance.

The organization has:

- determine the necessary competence of workers that affects or can affect its OH&S performance;
- ensure that workers are competent (including the ability to identify hazards) on the basis of appropriate education, training or experience.
- where applicable, take actions to acquire and maintain the necessary competence, and evaluate the effectiveness of the actions taken;

Organization retains appropriate documented information as evidence of competence.

Reference

Competency & Training Procedure

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	35 of 51

7.3. Awareness

The management has a key responsibility for building awareness in an organization in relation to the OH&S management system and OH&S performance, in order to enhance knowledge and promote behaviour that supports the organization's OH&S policy commitments

The organization has ensured that persons doing work under the organization's control are aware of:

- the OH&S policy and OH&S objectives;
- their contribution to the effectiveness of the OH&S management system, including the benefits of improved OH&S performance;
- the implications and potential consequences of not conforming to the OH&S management system requirements;
- incidents and the outcomes of investigations that are relevant to them;
- hazards, OH&S risks and actions determined that are relevant to them;
- the ability to remove themselves from work situations that they consider present an imminent and danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so.

Reference

Competency & Training Procedure

7.4. Communication

7.4.1. General

The organization has established, implemented and maintained the processes needed for the internal and external communications relevant to the OH&S management system, including determining:

- on what it will communicate;
- when to communicate;
- with whom to communicate:
 - internally among the various levels and functions of the organization;
 - among contractors and visitors to the workplace;
 - among other interested parties;
- how to communicate.

When establishing OH&S communication process(es), the organization has:

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	36 of 51

- taken into account its legal requirements and other requirements;
- ensure that OH&S information to be communicated is consistent with information generated within the OH&S management system and is reliable.

The organization response to relevant communications on its OH&S management system.

The organization has taken into account diversity aspects (e.g., gender, language, culture, literacy, disability) when considering its communication needs.

Documented information is retained as evidence of internal and external communications as appropriately

7.4.2. Internal communication

The organization:

- a) internally communicate information relevant to the OH&S management system among the various levels and functions of the organization, including changes to the OH&S management system, as appropriate;
- b) ensured its communication processes enables workers to contribute to continual improvement.

7.4.3. External communication

The organization externally communicate information relevant to the OH&S management system, as established by the organization's communication processes and taking into account its legal requirements and other requirements.

Reference

Communication and Consultation

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	37 of 51

7.5. Documented information

7.5.1. General

The organization's OH&S management system has included:

- documented information required by ISO 45001:2018;
- documented information determined by the organization as being necessary for the effectiveness of the OH&S management system.

7.5.2. Creating and updating

When creating and updating documented information, the organization has ensured appropriate:

- identification and description (e.g. a title, date, author or reference number);
- format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- review and approval for suitability and adequacy.

7.5.3. Control of documented information

Documented information required by the OH&S management system and by this document are controlled to ensure:

- it is available and suitable for use, where and when it is needed;
- it is adequately protected (e.g. from loss of confidentiality, improper use or loss of integrity).

For the control of documented information, the organization shall address the following activities, as applicable:

- distribution, access, retrieval and use;
- storage and preservation, including preservation of legibility;
- control of changes (e.g. version control);
- retention and disposition.

Documented information of external origin determined by the organization to be necessary for the planning and operation of the QHSE Management System has been identified as appropriate and controlled. Documented information retained as evidence of conformity shall be protected from unintended alterations.

Reference

Procedure for Control of Documents

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	38 of 51

SECTION 5

OPERATION

Clause 8

ISO 45001

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	39 of 51

8. OPERATION

8.1. Operational planning and control

8.1.1. General

The Sabaragamuwa University of Sri Lanka has planned, implemented and controlled the processes needed to meet the requirements of the OH&S management system, and to implement the actions needed by:

- a) establishing criteria for the processes;
- b) implementing control of the processes (elimination, substitution, engineering, administrative) in accordance with the criteria.
- c) maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned;
- d) adapting work to workers.

The organization coordinate the relevant parts of the OH&S management system with the other organizations.

8.1.2. Eliminating hazards and reducing OH&S risks

The Sabaragamuwa University of Sri Lanka has established, implemented and maintained a process(es) for the elimination of hazards and reduction of OH&S risks using the following hierarchy of controls:

- a) eliminate the hazard;
- b) substitute with less hazardous processes, operations, materials or equipment;
- c) use engineering controls and reorganization of work;
- d) use administrative controls, including training;
- e) use adequate personal protective equipment

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	40 of 51

8.1.3. Management of change

The Sabaragamuwa University of Sri Lanka has established a process for the implementation and control of planned temporary and permanent changes that impact OH&S performance, including:

a) New products, services and processes, or changes to existing products, services and processes, including:

- workplace locations and surroundings;
- work organization;
- working conditions;
- equipment;
- work force;

b) Changes to legal requirements and other requirements.

c) Changes in knowledge or information about hazards and OH&S risks.

d) Developments in knowledge and technology.

The Sabaragamuwa University of Sri Lanka reviews the consequences of unintended changes, taking action to mitigate any adverse effects, as necessary.

8.1.4. Procurement

8.1.4.1.General

The Sabaragamuwa University of Sri Lanka has established, implemented, and maintained process(es) to control the procurement of products and services in order to ensure their conformity to its OH&S management system.

8.1.4.2.Contractors

The Sabaragamuwa University of Sri Lanka coordinate its procurement processes with its contractors, in order to identify hazards and to assess and control the OH&S risks arising from:

- a) the contractors' activities and operations that impact the organization;
- b) the organization's activities and operations that impact the contractors' workers;
- c) the contractors' activities and operations that impact other interested parties in the workplace

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	41 of 51

The organization ensure that the requirements of its OH&S management system are met by contractors and their workers. The organization's procurement process has defined and applied occupational health and safety criteria for the selection of contractors.

References

Contractor Management Procedure

8.1.4.3.Outsourcing

The Sabaragamuwa University of Sri Lanka ensure that outsourced functions and processes are controlled. The organization ensure that its outsourcing arrangements are consistent with legal requirements and other requirements and with achieving the intended outcomes of the OH&S management system. The type and degree of control to be applied to these functions and processes shall be defined within the OH&S management system.

8.2. Emergency Preparedness and Response

The Sabaragamuwa University of Sri Lanka has established, implemented and maintained processes needed to prepare for and respond to potential emergency situations, as identified in hazards identification process, including:

- a) establishing a planned response to emergency situations, including the provision of first aid;
- b) providing training for the planned response;
- c) periodically testing and exercising the planned response capability;
- d) evaluating performance and, as necessary, revising the planned response, including after testing and, in particular, after the occurrence of emergency situations;
- e) communicating and providing relevant information to all workers on their duties and responsibilities;
- f) communicating relevant information to contractors, visitors, emergency response services, government authorities and, as appropriate, the local community;
- g) taking into account the needs and capabilities of all relevant interested parties and ensuring their involvement, as appropriate, in the development of the planned response.

The organization has maintained and retained documented information on the process(es) and on the plans for responding to potential emergency situations.

Reference

Emergency Management

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	42 of 51

SECTION 6

PERFORMANCE EVALUATION

Clause 9

ISO 45001

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	43 of 51

9. PERFORMANCE EVALUATION

9.1. Monitoring, Measurement, Analysis and Performance Evaluation

9.1.1. General

The Sabaragamuwa University of Sri Lanka has established, implemented and maintained processes for monitoring, measurement, analysis and performance evaluation.

The organization has determined:

- a) what needs to be monitored and measured, including:
 - 1) the extent to which legal requirements and other requirements are fulfilled;
 - 2) its activities and operations related to identified hazards, risks and opportunities;
 - 3) progress towards achievement of the organization's OH&S objectives;
 - 4) effectiveness of operational and other controls;
- b) the methods for monitoring, measurement, analysis and performance evaluation, as applicable, to ensure valid results;
- c) the criteria against which the organization will evaluate its OH&S performance;
- d) when the monitoring and measuring shall be performed;
- e) when the results from monitoring and measurement shall be analyzed, evaluated and communicated.

The organization evaluate the OH&S performance and determine the effectiveness of the OH&S management system.

The Sabaragamuwa University of Sri Lanka has retained appropriate documented information:

- as evidence of the results of monitoring, measurement, analysis and performance evaluation;
- on the maintenance, calibration or verification of measuring equipment.

Reference

Test Reports

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	44 of 51

9.1.2. Evaluation of Compliance

The Sabaragamuwa University of Sri Lanka has established, implemented and maintained processes for evaluating compliance with legal requirements and other requirements by monitoring, measuring, analyzing and reviewing its performance against its legal requirements and other requirements.

The organization has:

- determine the frequency and method that compliances will be evaluated;
- evaluate compliance and take action if needed;
- maintain knowledge and understanding of its compliance status with legal requirements and other requirements;
- retain documented information of the compliance evaluation result(s)

Reference

Compliance Evaluation

9.2. Internal audit

9.2.1. General

The Sabaragamuwa University of Sri Lanka conduct internal audits at planned intervals to provide information on whether the OH&S management system:

- conforms to:
 - the organization's own requirements for its OH&S management system, including the OH&S policy and OH&S objectives;
 - the requirements of this document;
- is effectively implemented and maintained.

9.2.2. Internal Audit Programme

The Sabaragamuwa University of Sri Lanka has:

- planned, established, implemented and maintained an internal audit program(s) including the frequency, methods, responsibilities, consultation, planning requirements and reporting of its internal audit, which has taken into consideration the importance of the processes concerned and the results of previous audits;
- define the audit criteria and scope for each audit;
- select auditors and conduct audits to ensure objectivity and the impartiality of the audit process;
- ensure that the results of the audits are reported to relevant managers; ensure that relevant audit results are reported to workers, and, where they exist, workers' representatives, and other relevant interested parties;

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	45 of 51

- e) take action to address nonconformities and continually improve its OH&S performance
- f) retain documented information as evidence of the implementation of the audit programme and the audit results.

Reference

Internal Audit

Non-conformance and corrective actions

9.3. Management Review

Top management has reviewed the organization's OH&S management system, at planned intervals (Bi Annually), to ensure its continuing suitability, adequacy and effectiveness.

The management review shall include consideration of:

- a) the status of actions from previous management reviews;
- b) changes in external and internal issues that are relevant to the OH&S management system, including:
 - 1) the needs and expectations of interested parties;
 - 2) legal requirements and other requirements;
 - 3) risks and opportunities;
- c) the extent to which the OH&S policy and the OH&S objectives have been met;
- d) information on the OH&S performance, including trends in:
 - 1) incidents, nonconformities, corrective actions and continual improvement;
 - 2) monitoring and measurement results;
 - 3) results of evaluation of compliance with legal requirements and other requirements;
 - 4) audit results;
 - 5) consultation and participation of workers;
 - 6) risks and opportunities;
- e) adequacy of resources for maintaining an effective OH&S management system;
- f) relevant communication(s) with interested parties;
- g) opportunities for continual improvement.

The outputs of the management review has included decisions related to :

- the continuing suitability, adequacy and effectiveness of the OH&S management system in achieving its intended outcomes;
- continual improvement opportunities;
- any need for changes to the OH&S management system;

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	46 of 51

- resources needed;
- actions, if needed;
- opportunities to improve integration of the OH&S management system with other business processes;
- any implications for the strategic direction of the organization.

Top management will communicate the relevant outputs of management reviews to workers, and, where they exist, workers' representatives. The organization has retained documented information as evidence of the results of management reviews.

Reference

Management Review

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	47 of 51

SECTION 7

IMPROVEMENT

Clause 10

ISO 45001

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	48 of 51

10.IMPROVEMENT

10.1. General

The Sabaragamuwa University of Sri Lanka has determined opportunities for improvement and implement necessary actions to achieve the intended outcomes of its OH&S management system.

10.2. Incident, nonconformity and corrective action

The organization has established, implemented and maintained processes, including reporting, investigating and taking action, to determine and manage incidents and nonconformities.

When an incident or a nonconformity occurs, the organization shall:

a) react in a timely manner to the incident or nonconformity and, as applicable:

- 1) take action to control and correct it;
- 2) deal with the consequences;

b) evaluate, with the participation of workers and the involvement of other relevant interested parties, the need for corrective action to eliminate the root cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by:

- 1) investigating the incident or reviewing the nonconformity;
- 2) determining the cause(s) of the incident or nonconformity;
- 3) determining if similar incidents have occurred, if nonconformities exist, or if they could potentially occur;

c) review existing assessments of OH&S risks and other risks, as appropriate;

d) determine and implement any action needed, including corrective action, in accordance with the hierarchy of controls and the management of change;

e) assess OH&S risks that relate to new or changed hazards, prior to taking action;

f) review the effectiveness of any action taken, including corrective action;

g) make changes to the OH&S management system, if necessary.

Corrective actions shall be appropriate to the effects or potential effects of the incidents or nonconformities encountered.

The organization has retained documented information as evidence of:

— the nature of the incidents or nonconformities and any subsequent actions taken;

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	49 of 51

— the results of any action and corrective action, including their effectiveness.

The organization has communicated this documented information to relevant workers, and, where they exist, workers' representatives, and other relevant interested parties.

References

Non-Conformity procedure

10.3. Continual Improvement

The organization has continually improved the suitability, adequacy and effectiveness of the OH&S management system, by:

- a) enhancing OH&S performance;
- b) promoting a culture that supports an OH&S management system;
- c) promoting the participation of workers in implementing actions for the continual improvement of the OH&S management system;
- d) communicating the relevant results of continual improvement to workers, and, where they exist, workers' representatives;
- e) maintaining and retaining documented information as evidence of continual improvement.

Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	50 of 51

APPENDIXES

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Document Number	Policy / SUSL / Gov & Mgmt / 21	Occupational Health and Safety Management System Manual	 Sabaragamuwa University of Sri Lanka	
Revision No	00	ISO 45001:2018 OH&S MANAGEMENT SYSTEM		
Date of Issued	23.01.2023	SABARAGAMUWA UNIVERSITY OF SRI LANKA	Page No	51 of 51

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