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Secretariat of ISO/PC 283

Date: 7 April 2014

To the Members of
ISO/PC 283
Occupational health and safety management systems – Requirements

Communiqué on the 2nd meeting of ISO/PC 283
Occupational Health and Safety Management Systems,
Casablanca, Morocco, 31 March – 4 April 2014

ISO/Project Committee no. 283 held its 2nd meeting at the Golden Tulip Farah Hotel in Casablanca, Morocco. The meeting was opened by Dr Abderrahim Taibi, Chief Executive of the Moroccan Institute for Standardization, IMANOR. This was followed by a short welcome from Prof. Abdeljalil El Kholti, from the Moroccan *National Institute of Working Life Conditions and Work*, INCVT, representing the key sponsor for the meeting.



At its first meeting in October 2013, the PC had reviewed its scope and had proposed that it should be extended to cover the development of “guidelines for use”, in addition to OH&S management system “requirements”. The proposal was submitted to the ISO/Technical Management Board (ISO/TMB) and had been agreed by its resolution 4/2014.

The PC had also established WG1 to develop ISO 45001 “Occupational health and safety management systems – Requirements with guidelines for use”, and the WG had released a Working Draft to its members in December, following editing of the outputs from the October meeting.

The Working Draft (WD) generated nearly 1300 comments, running to some 230 pages of text. The processing of the comments and revision of the WD into a Committee Draft, were set as the main objectives for the 2nd meeting.



Delegates to the 2nd meeting

During the opening plenary session of the 2nd meeting, it was noted that the membership of the PC has grown to 45 P-members, 15 O-members and 12 liaisons (during the week of the meeting Australia also joined as a P-member). Similarly membership of WG1 had now reached 83 (including alternate experts). Of the 85 delegates attending the 2nd meeting, 33 would be attending for the first time, which required tolerance from the existing members, while the new participants were brought up to date with the work.

The Secretariat advised that it had noted that the issue of whether to use the label “Occupational Health and Safety (OH&S)” or “Occupational Safety and Health (OSH)” had not been resolved at the first meeting, and that it had been raised as an issue in the comments to the WD. Consequently, it has started a ballot on this issue, in order to give all the members of the PC the opportunity to participate in making this decision. The ballot will close in early May, in time for the outputs from the meeting to be edited to take account of the result.

The Secretariat also advised of some of the impending changes to the ISO/IEC Directives, Part1, Consolidated with the ISO Supplement, which are due to be issued on 1st May 2014 (having already been approved by the ISO/TMB). These include the default time period for a Committee Draft being reduced to 2 months, and the Final Draft International Standard stage being optional if the Draft International Standard (DIS) is approved. In addition, for committees where their work is delayed, a single extension of 9 months only will now be available.

The Secretariat reported that it had received a number of recommendations to start the development of OH&S MS auditing competency requirements, as a new Part to ISO/IEC 17021, to be in alignment with a number of other ISO management systems disciplines. The Secretariat explained its view that this should be delayed until after the next meeting, and this was agreed.

The WG1 report to the opening plenary meeting showed a breakdown of the comments received on the WD. This indicated that about a quarter of the comments were on matters relating to “risk” (both the definition of “risk” itself, and the way in which risk is addressed in clause 6.1 of the Annex SL High Level Structure). The report also showed the WG’s plan of work for the week, and that it intended to continue using task groups to address different sections of the standard.

The PC held an “Open Forum” session after the opening plenary meeting to consider a number of topics, and in order to allow all participants to contribute to the discussions.

The Open Forum topics included: the Scope and purpose of the standard; the legal applicability of standards; the PC’s approach to developing the “guidelines for use”; the issues surrounding “risk”; the issues surrounding a number of key terms, such as “worker” and “workplace” ; presentations on the need for guidance on “performance indicators” by both the Netherlands and France, and a verbal report on the same topic by Sweden.

Following the Open Forum, WG1 held its own opening plenary before sub-dividing into 5 Task Groups, to start the review of comments. The TGs worked through the next two days on their sections, before the WG reconvened in plenary session on the Wednesday afternoon, to receive progress reports from the TGs. In addition, the plenary session received a presentation on proposed text for revising the scope of the standard, which led to a number of suggestions for improvement. The TGs then reverted to their activities, before a final WG plenary session on the Friday afternoon.

During this Friday WG plenary, it was noted that only one out of the five TGs had been able to complete its task, and that while two of the others would do so imminently, that the other two TGs would need to continue working after the meeting to do so.

A number of proposals were put forward as to the best way of progressing the work. These included not moving forward to the Committee Draft stage, and instead moving to a second Working Draft; additionally suggestions were made that it was preferable to have a good quality draft than meeting an artificial time deadline, and that the 9 month extension to the project should be applied for.

The discussions on these matter overran the allocated time for the meeting by a significant margin (more than one and a half hours). In the end it was agreed that the TGs would complete their tasks, including the development of the guidelines for their sections, by 1st July. The texts will then be edited into a complete draft by the Convener, assisted by the TG Leaders. The edited draft will be circulated to WG1's members for a short "Yes/No" ballot on its suitability to go forward as a Committee Draft (CD). If the ballot achieves a "Yes" result, the CD will be circulated to the member bodies by 1st August. If a "No" is the result, a further meeting of WG1 will be called in the minimum time allowed for a WG meeting (six weeks), in order to complete the preparation of the CD.

It was noted that even if the ballot achieves a "Yes" result, it will be necessary to delay the next meeting of the PC until the end of November at the earliest. This will make less time available for the preparation of the DIS stage draft, and subsequently put pressure on the WG and the PC to meet the required 18 month deadline (under the 3 year agreed ISO development timeframe) for the delivery of the DIS in April 2015.

At the following PC 283 closing plenary meeting, it was agreed that when a CD is presented it will be circulated for ballot (as well as for commenting on). In addition, the Design Specification will need to be updated to take account of key changes in the CD, and the result of the OHS versus OSH ballot.

The Secretariat advised that it does not yet have any firm offers for future meetings, although tentative discussions are taking place with prospective hosts. Other offers would be welcome.

In summary, the PC and its WG1 have had some extremely difficult issues to try to resolve at this point in the development of the standard, which has led to a slight delay. It is hoped that by working through these key issues now, it may be able to accelerate its progress in the future.

This would not have been achieved without the excellent facilities provided and the wonderful hospitality it received. The PC is grateful to the Moroccan Institute for Standardization (IMANOR) and especially to the National Institute for Working Life Conditions and Work (INCVT) for having hosted the meeting, and to Prof El Kholti and his daughter Rim El Kholti for their excellent support.



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**Prof Abdeljalil El Kholti and
his daughter Rim El Kholti**



The Golden Tulip Farah Hotel

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