

## **JISHA OSHMS Standards 2012 (Amendment 3)**

1. Occupational Safety and Health (OSH) policy
  - (1) There shall be an OSH policy announced by the employer.
  - (2) The OSH policy shall include, as a minimum, the following items:
    - (a) the employer's recognition regarding OSH;
    - (b) prevention of industrial accidents;
    - (c) implementation of OSH activities with cooperation of workers;
    - (d) compliance with the Industrial Safety and Health Law, any orders established under the Law, and all rules pertaining to OSH established in the workplace; and
    - (e) proper implementation of measures to be taken in accordance with Occupational Safety and Health Management System (OSHMS).
  - (3) The OSH policy shall be established by the following:
    - (a) clearly stating a commitment to promoting workers' health; and
    - (b) taking into consideration the results of OSH activities in the workplace.
  - (4) The OSH policy shall be reviewed in accordance with changes of OSH activities or results of OSHMS audits.
  - (5) The OSH policy shall be informed to, and understood by all workers, related contractors, and other persons concerned.
  
2. Incorporation of workers' opinions in OSH measures
  - (1) Procedures shall be established for ensuring that workers opinions are incorporated in conducting the following measures by using opportunities such as the safety and health committee:
    - (a) setting OSH objectives;
    - (b) formulating OSH plans;
    - (c) implementing OSH plans; and
    - (d) evaluating the implementation of OSH plans and improving where necessary.
  - (2) When setting OSH objectives and formulating OSH plans of relevant units, (department, workplace, etc.), procedures shall be established for ensuring that workers opinions are incorporated in conducting the following measures:
    - (a) setting OSH objectives of relevant units;
    - (b) formulating OSH plans of relevant units;
    - (c) implementing OSH plans of relevant units; and
    - (d) evaluating the implementation of OSH plans of relevant units and improving

where necessary.

- (3) Workers' opinions shall be incorporated in the procedures described above in accordance with the procedures in Article 2.(1).
  - (4) Workers' opinions shall be incorporated in the procedures described above in accordance with the procedures in Article 2.(2).
3. Establishment of OSHMS implementation structure
- (1) The following shall be established regarding the organizational structure and its roles to implement OSHMS in the workplace.
    - (a) roles of such managers including general safety and health manager as required by the Industrial Safety and Health Law
    - (b) roles of the employer, managers, supervisors, etc. and safety and health officers
    - (c) establishment and operation of the safety and health committee
    - (d) organization chart for safety and health management
  - (2) Roles of the employer, managers, and supervisors in the implementation of OSH measures shall be understood by themselves.
  - (3) The following provisions shall be conducted regarding managers engaged in the system management at each organizational level:
    - (a) managers engaged in the system management at each organizational level shall be appointed.
    - (b) roles, responsibilities, and authorities shall be allocated to:
      - the representative of managers in charge of OSHMS (e.g. the general manager of the organization); and other managers engaged in the system management at each organizational level.
    - (c) roles of managers engaged in the system management at each organizational level shall be understood by themselves.
    - (d) roles, responsibilities, and authorities of managers engaged in the system management at each organizational level shall be informed to all workers, related contractors, and other persons concerned.
  - (4) Adequate personnel and budget shall be allocated for OSHMS.
  - (5) Education and training for OSHMS shall be conducted for workers.
  - (6) The education and training for OSHMS in Article 3.(5) shall include, as a minimum, the significance of OSHMS, matters that must be observed and to which attention must be given in operating OSHMS, and roles of managers engaged in the system management at each organizational level.

- (7) The safety and health committee shall be used practically to implement measures to be taken in accordance with OSHMS.

#### 4. Documentation

- (1) OSHMS documentation shall be established and include the following items:
  - (a) the OSH policy;
  - (b) roles, responsibilities, and authorities of managers engaged in the system management at each organizational level;
  - (c) OSH objectives;
  - (d) OSH plans;
  - (e) the following OSHMS procedures:
    - (i) procedures for incorporating workers' opinions in setting OSH objectives, and in formulating, implementing, evaluating and improving OSH plans. Such procedures may include, for example, the use of the safety and health committee, etc.;
    - (ii) When setting OSH objectives and formulating OSH plans of relevant units, procedures for incorporating workers' opinions in setting OSH objectives, and in formulating, implementing, evaluating and improving OSH plans;
    - (iii) procedures to maintain documents;
    - (iv) procedures to determine measures to be implemented in accordance with the Industrial Safety and Health Law, any orders established under the Law, and workplace safety and health rules;
    - (v) procedures to investigate risks and/or hazards associated with machinery, equipment, chemical substances, or working behavior;
    - (vi) procedures to determine necessary measures to reduce or eliminate hazards or worker's health impairments based on the results of the risk assessment;
    - (vii) procedures to properly and continuously implement OSH plans;
    - (viii) procedures to fully inform all workers, related contractors and other persons concerned of measures necessary to properly and continuously implement OSH plans;
    - (ix) procedures to inform necessary information for the handling of machinery, equipment, or chemical substances to workers;
    - (x) procedures for conducting routine monitoring and taking corrective actions with respect to the implementation of OSH plans;

- (xi) procedures to investigate causes, to identify problems, and to take corrective actions in the case that industrial accidents or incidents occur;
  - (xii) procedures to implement OSHMS audits; and
- (f) Measures to prevent the occurrence industrial accidents in case of emergency.
- (2) The procedures shall be established for maintaining documents in Article 4.(1).
  - (3) The procedures in Article 4.(2) shall include provisions for storage, revision, and disposition of the documents in Article 4.(1).
  - (4) The documents in Article 4.(1) shall be maintained in accordance with the procedures in Article 4.(2).
  - (5) The updated documents shall be accessible by appropriate or affected members of the organization when required.

## 5. Records

- (1) Necessary information with regard to the implementation of measures to be taken in accordance with OSHMS shall be recorded and retained.
- (2) The records in Article 5.(1) shall include the following items:
  - (a) implementation of OSH plans;
  - (b) evaluation of the implementation of OSH plans and corrective actions based on such evaluation;
  - (c) results of the risk assessment;
  - (d) implementation of OSH education and training;
  - (e) occurrence of industrial accidents or any incidents; and
  - (f) results of OSHMS audits.
- (3) The responsibility for the retention of records shall be allocated.
- (4) Retention time of the records shall be specified.
- (5) The records shall be accessible by appropriate or affected members of the organization when required.

## 6. Risk assessment and control measures

(Compliance with the Industrial Safety and Health Law, etc.)

- (1) Procedures shall be established for the determination of measures to be implemented in accordance with the Industrial Safety and Health Law, any orders established under the Law, and workplace safety and health rules.
- (2) The measures to be taken shall be determined in accordance with the procedures in Article 6.(1).
- (3) The measures determined in accordance with Article 6.(2) shall be immediately implemented or included into OSH plans.

(Risk assessment and control measures)

- (4) Procedures shall be established for danger or harm arising from machinery, equipment, chemical substances, or working behavior.
- (5) The procedures referred to in Article 6.(4) shall include:
  - (a) timing of implementation;
  - (b) predetermined classification of danger or harm (hazard)
  - (c) identification of danger or harm (hazard); and
  - (d) estimation of risks
- (6) The risk assessment shall be conducted in accordance with the procedures in Article 6.(4).
- (7) The risk assessment in Article 6.(6) shall be implemented:
  - (a) with the participation of workers engaged in the work; and
  - (b) being advised by professionals with their expertise, if necessary.
- (8) The procedures shall be established for the determination of measures to reduce or eliminate hazards or workers' health impairments based on the results of the risk assessment conducted in accordance with Article 6.(6).
- (9) The procedures referred to in Article 6.(8) shall include:
  - (a) methods to determine the priorities of risks to be addressed; and
  - (b) setting priority order of the measures for risk reduction.
  - (c) measures to residual risks
- (10) The measures to be taken shall be determined in accordance with the procedures in Article 6.(8).
- (11) The determination of measures in Article 6.(10) shall be implemented:
  - (a) with the participation of the manager(s) or the supervisor(s) in the workplace; and
  - (b) being advised by professionals with their expertise, if necessary.
- (12) The measures determined in accordance with Article 6.(10) shall be immediately

implemented or included into OSH plans.

- (13) Residual risks of machinery, equipment, chemical substances, or working behavior and measures for dealing with them shall be informed to all relevant parties.

#### 7. Establishment of OSH objectives

- (1) OSH objectives shall be set out.
- (2) OSH objectives shall:
- (a) be consistent with the OSH policy;
  - (b) indicate the goal to be achieved within a fixed period;
  - (c) be quantified as much as possible to facilitate evaluation;
  - (d) be established by taking into account the risk assessment results;
  - (e) be established by taking into account the extent of the achievement of OSH objectives in the past;
  - (f) be established by taking into account the occurrence of industrial accidents; and
  - (g) aim at better OSH performance.
- (3) OSH objectives shall be approved.
- (4) OSH objectives of each relevant unit of the organization shall be established.
- (5) OSH objectives of each relevant unit in Article 7.(4) shall be established in conformity with OSH objectives in Article 7.(1) and based on actual situations of the relevant unit.
- (6) When setting OSH objectives of relevant units, the OSH objectives shall be approved.
- (7) OSH objectives shall be informed to all workers, related contractors, and other persons concerned.
- (8) When setting OSH objectives of relevant units, the OSH objectives shall be informed to all persons concerned.

## 8. Formulation of the OSH plan

- (1) OSH plans shall be formulated.
- (2) OSH plans shall aim to achieve OSH objectives.
- (3) OSH plans shall be formulated based on:
  - (a) the risk assessment results;
  - (b) the implementation of OSH plans in the past;
  - (c) the extent of the achievement of OSH objectives;
  - (d) results of routine monitoring and achievement of corrective actions;
  - (e) the investigation results of causes of industrial accidents and incidents; and
  - (f) results of OSHMS audits.
- (4) OSH plans shall include:
  - (a) measures to be taken based on results of the risk assessment, and the timing of the implementation of such measures;
  - (b) measures to be taken in accordance with the Industrial Safety and Health Law, any orders established under the Law, and workplace safety and health rules, and the timing of the implementation of such measures;
  - (c) daily OSH activities such as hazard prediction activities, 4S activities, incident / near-miss accident reporting and investigating activities, proposal activities for OSH-related improvement, and health promotion;
  - (d) units of the organization and/or persons responsible for the implementation of measures to be taken;
  - (e) budgetary measures;
  - (f) programs and schedule of OSH education and training;
  - (g) measures to be taken for related contractors and the timing of the implementation of such measures; and
  - (h) matters concerning the period of OSH plans.
- (5) OSH plans shall be approved.
- (6) OSH plans shall require a review of OSH plans if necessary when changes occur during the period of OSH plans, such as the introduction of new machinery, equipment, or chemical substances.
- (7) With respect to the OSH education and training in Article 8.(4).(f), the education and training curriculum shall be provided in OSH plans.
- (8) The OSH plans of each relevant unit of the organization shall be formulated in addition to that of the organization as a whole specified in Article 8.(1).
- (9) The OSH plans of each relevant unit in Article 8.(8) shall be formulated in conformity with OSH plans in Article 8.(1) and based on actual situations of the

relevant unit.

- (10) When formulating OSH plans of relevant units, the OSH plans shall be approved.
- (11) OSH plans shall be informed to all workers, related contractors, and other persons concerned.
- (12) When formulating OSH plans of relevant units, the OSH plans shall be informed to all persons concerned.

## 9. Implementation of OSH plans, etc.

### (Implementation of OSH plans)

- (1) Procedures shall be established properly and continuously implement OSH plans.
- (2) The procedures in Article 9.(1) shall include the following items:
  - (a) methods to determine details in conducting activities based on OSH plans;  
and
  - (b) methods of cost allocation
- (3) OSH plans shall be implemented in accordance with the procedures in Article 9.(1).
- (4) OSH plans shall be reviewed in accordance with Article 8.(6).
- (5) Adjustment shall be made as needed in the implementation of OSH plans if situations change.
- (6) Procedures shall be established to fully inform all workers, related contractors and other persons concerned of measures necessary to implement OSH plans properly and continuously.
- (7) Necessary information shall be informed to all workers, related contractors, and other persons concerned in accordance with the procedures in Article 9.(6).

### (Obtaining documents on handling of machinery, equipment, or chemical substances)

- (8) Documents on the handling of machinery, equipment, or chemical substances shall be obtained at time of transfer or supply.
- (9) Procedures shall be established for ensuring that necessary information of the documents in Article 9.(8) is informed to all workers.
- (10) The necessary information shall be informed to all workers in accordance with the procedures in Article 9.(9).



(Delivery of documents on handling of machinery, equipment, or chemical substances)

- (11) Documents on handling of machinery, equipment, or chemical substances shall be delivered at time of transfer or supply.

(OSH education and training)

- (12) Education and training shall be conducted for newly employed workers, workers engaged in risky and/or hazardous operations, and managers and supervisors.

(Preparation of operation procedure documents)

- (13) Operation procedure documents shall be prepared and they shall include OSH matters.
- (14) Operation procedure documents shall prescribe on personal protective equipment used during operations if necessary.

(Ensuring safety and health of related contractors and their workers)

- (15) Information about risks / hazards shall be informed to related contractors.
- (16) Support on OSH education and training carried out by related contractors shall be provided.
- (17) The OSH education and training in Article 9.(16) shall include programs concerning OSHMS.
- (18) Performance of related contractors' OSH activities shall be reported on a regular basis.

(Daily OSH activities)

- (19) The following daily OSH activities shall be implemented:

- (a) hazard prediction activities;
- (b) 4S activities (Seiri, Seiton, Seiketsu, and Seisou that mean arrangement, orderliness, cleanliness, and cleaning respectively);
- (c) near-miss accident reporting and investigating activities;
- (d) proposal activities for OSH-related improvement;
- (e) meeting in startup time of works etc; and
- (f) OSH patrol

- (20) Daily OSH activities shall be implemented as follows:

- (a) Related parties of the relevant units of the organization shall participate in the daily OSH activities.
- (b) The members of the workplace and their relevant units shall understand and evaluate the status of daily OSH activities.

## 10. Responses to emergency

- (1) Potential for emergency situations shall be assessed in advance.
- (2) Measures shall be established to prevent the occurrence of an industrial accident if an emergency situation takes place.
- (3) The measures in Article 10.(2) shall include:
  - (a) measures to minimize damage and prevent its spread;
    - (i) firefighting and evacuation procedures;
    - (ii) procedures to rescue victims;
    - (iii) provision of facilities for fire fighting, evacuation, and rescuing;
    - (iv) setting of emergency contact addresses; and
    - (v) measures to prevent secondary accidents;
  - (b) setting of roles of each relevant unit of the organization and the chain of command in the event of an emergency;
  - (c) evacuation drills conducted on a regular basis.
- (4) Emergency situations shall be appropriately managed in accordance with the measures in Article 10.(2).
- (5) The measures in Article 10.(2) shall be informed to relevant workers.

## 11. Routine monitoring, corrective actions, etc.

- (1) Procedures to conduct routine monitoring and to take corrective actions shall be established with respect to the implementation of OSH plans.
- (2) The procedures in Article 11.(1) shall include:
  - (a) management of progress in the implementation of OSH plans, management procedures, and the person in charge;
  - (b) monitoring of the extent to which OSH objectives are achieved, monitoring procedures, and the person in charge;
  - (c) investigation of causes of problems and corrective actions, and the person in charge; and
  - (d) confirmation of the achievement of corrective actions and its procedures, and the person in charge.
- (3) Routine monitoring of the implementation of OSH plans and corrective actions shall be conducted in accordance with the procedures in Article 11.(1).
- (4) The next OSH plan shall be established reflecting results of routine monitoring and achievement of corrective actions about the previous OSH plan.

## 12. Investigation of causes of industrial accidents

- (1) Procedures to investigate causes, to identify problems and to take corrective actions if industrial accidents or incidents occur.
- (2) The procedures in Article 12.(1) shall include:
  - (a) method of investigating causes, and the person in charge; and
  - (b) method of confirming corrective actions and its achievements, and the person in charge.
  - (c) method of confirming effectiveness of corrective actions and the person in charge.
- (3) When industrial accidents or incidents occur, the investigation of causes, identification of problems and corrective actions shall be carried out in accordance with the procedures in Article 12.(1),
- (4) In investigating causes of industrial accidents, not only direct factors but also background factors behind such accidents shall be identified.
- (5) The next OSH plan shall be established reflecting the results of the investigation of causes of industrial accidents or incidents, the identification of problems, and the achievement of corrective actions.

## 13. OSHMS audits

- (1) Procedures shall be established for conducting OSHMS audits.
- (2) The procedures in Article 13.(1) shall include:
  - (a) development of a periodic OSHMS audit programme (including the contents of OSHMS audit);
  - (b) conduct of periodic OSHMS audits, at least once in the period of OSH plans.
- (3) OSHMS audits shall be conducted in accordance with the procedures in Article 13.(1).
- (4) OSHMS audits shall include the following items:
  - (a) monitoring of the extent to which OSH objectives are achieved; and
  - (b) monitoring of problems and issues.
- (5) OSHMS audits shall be carried out by investigating documents and records, interviewing managers engaged in the system management at each organizational level, and inspecting relevant workplaces.
- (6) OSHMS auditor(s) shall be appointed from the persons having competence and being in a position to conduct audits impartially and objectively.
- (7) Corrective actions shall be taken for the implementation of measures to be taken in accordance with OSHMS when an audit report indicates that such corrective

actions are found necessary as a result of OSHMS audit.

14. Management review of OSHMS

Overall reviews of OSHMS shall be carried out by the employer, on a regular basis, taking the results of audits into account, for ensuring its validity and effectiveness.

15. Effectiveness resulting from the implementation and operation of OSHMS

Progress shall be recognized in OSH performance towards the realization of the OSH policy and the achievement of OSH objectives as a result of the implementation and operation of OSHMS.