

# ASSE Tech Brief



September 5, 2012

## **ANSI Z10-2012 Now Available**

The newly revised standard, “American National Standard for Occupational Health and Safety Management Systems” (ANSI Z10-2012), was approved by the American National Standards Institute on June 27, 2012.

The American Industrial Hygiene Association (AIHA), past secretariat of the Z10 Accredited Standards Committee (ASC Z10), has relinquished all of its secretariats to ASSE, making ASSE Z10 ASC secretariat and copyright holder of the 2012 and 2005 versions of the Z10 standard.

The Z10 standard provides an overall blueprint for widespread benefits in health and safety, as well as in productivity, financial, performance, quality and other organizational and business objectives. The standard’s seven sections include Management Leadership and Employee Participation, Planning, Implementation and Operation, Evaluation and Corrective Action, Management Review. Appendices address roles and responsibilities, policy statements, assessment and prioritization, audit information and much more.

The Z10 standard also provides critical management systems requirements and guidelines for improvement of occupational health and safety. Experts from labor, government, professional organizations and industry formulated this valuable standard after extensive examination of current national and international standards, guidelines and practices.

### **Z10-2012 Scope & Application**

The Z10 standard defines minimum requirements for an occupational safety and health management system. It applies to organizations of all sizes and types.

### **Z10-2012 Table of Contents**

- Foreword
- 1 Scope, Purpose and Application
  - 1.1 Scope
  - 1.2 Purpose
  - 1.3 Application
- 2 Definitions
- 3 Management Leadership and Employee Participation
  - 3.1 Management Leadership
    - 3.1.1 Occupational Health and Safety Management System
    - 3.1.2 Policy

- 3.1.3 Responsibility and Authority
- 3.2 Employee Participation
- 4 Planning
  - 4.1 Initial and Ongoing Reviews
  - 4.2 Assessment and Prioritization
  - 4.3 Objective
  - 4.4 Implementation Plans and Allocation of Resources
- 5 Implementation and Operation
  - 5.1 OHSMS Operational Elements
    - 5.1.1 Risk Assessment
    - 5.1.2 Hierarchy of Controls
    - 5.1.3 Design Review and Management of Change
    - 5.1.4 Procurement
    - 5.1.5 Contractors
    - 5.1.6 Emergency Preparedness
  - 5.2 Education, Training and Awareness
  - 5.3 Communication
  - 5.4 Document and Record Control Process
- 6 Evaluation and Corrective Action
  - 6.1 Monitoring and Measurement
  - 6.2 Incident Investigation
  - 6.3 Audits
  - 6.4 Corrective and Preventive Actions
  - 6.5 Feedback to the Planning Process
- 7 Management Review
  - 7.1 Management Review Process
  - 7.2 Management Review Outcomes and Follow-Up
- Appendices
  - Appendix A — Policy Statements (Section 3.1.2)
  - Appendix B — Roles and Responsibilities (Section 3.1.3)
  - Appendix C — Encouraging Employee Participation (Section 3.2)
  - Appendix D – Planning-Identification, Assessment and Prioritization
  - Appendix E — Objectives/Implementation Plans
  - Appendix F — Risk Assessment (Section 4.2)
  - Appendix G — Hierarchy of Control (Section 5.1.1)
  - Appendix H — Management of Change
  - Appendix I – Procurement
  - Appendix J – Contractor Safety and Health
  - Appendix K – Incident Investigation
  - Appendix L — Audit (Section 6.3)
  - Appendix M – Management Review Process
  - Appendix N — Management System Standard Comparison
  - Appendix O — Bibliography and References

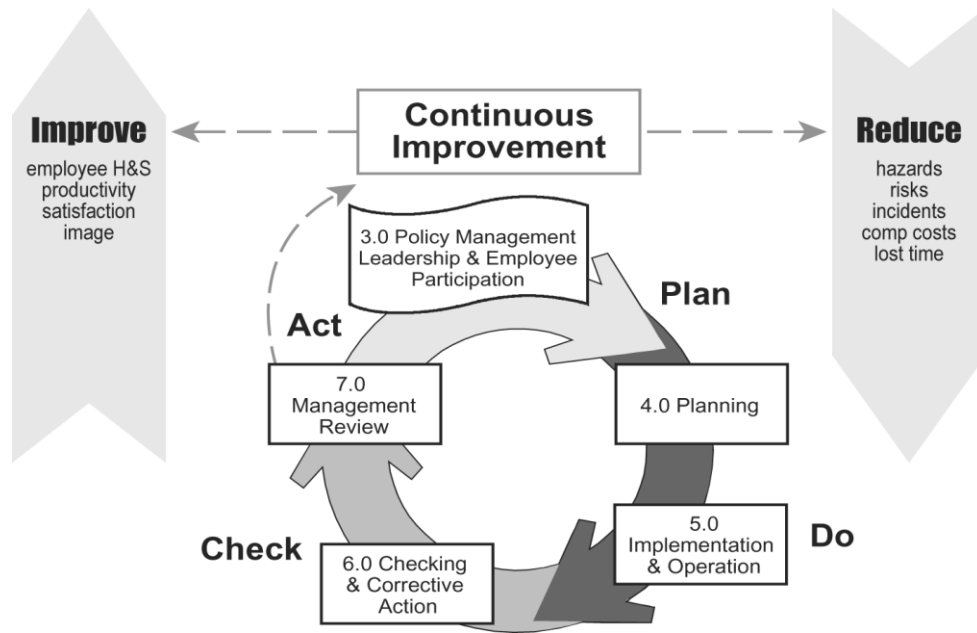
## **Z10-2012 Foreword**

Quality, environmental and occupational health and safety (OHS) management systems are used by many organizations in the U.S. and around the world. Quality and environmental systems are frequently in conformance to international voluntary consensus standards, or they share many basic concepts and principles with them. The development of international OHS standards and guidelines is a more recent phenomenon. Many organizations operate their own occupational health and safety management systems (OHSMS), while others use systems that conform to available guidelines. Until the development of this voluntary consensus standard, there was no U.S. OHSMS consensus standard.

There is widespread agreement that the use of management systems can improve organizational performance, including performance in the occupational health and safety arena. The Occupational Safety and Health Administration's Voluntary Protection Program relies on management system principles and has reported success in improving occupational health and safety performance among participating companies. In addition, the American Chemistry Council reports success in improving environmental performance of participating organizations. The major professional health and safety organizations are also on record in support of management systems as effective tools for improving health and safety performance, as well as for contributing to the overall success of the business. Finally, the fact that many organizations in the U.S. and abroad are implementing management systems in occupational health and safety is evidence that these systems add value to their businesses.

In 1999, the American National Standards Institute (ANSI) officially approved the ANSI Accredited Standards Committee Z10, with the American Industrial Hygiene Association as its Secretariat, to begin work on a U.S. standard. A committee was formed with broadly representative members from industry, labor, government, professional organizations and general interest participants. The committee examined current national and international standards, guidelines and practices in the occupational, environmental and quality systems arenas. Based on extensive deliberations, they adapted the principles most relevant from these approaches into a standard that is compatible with the principal international standards as well as with management system approaches currently in use in the U.S. The process of developing and issuing a national consensus standard is expected to encourage the use of management system principles and guidelines for occupational health and safety among American organizations. It may also yield widespread benefits in health and safety, as well as in productivity, financial performance, quality and other business goals.

**Figure 1.** OHSMS Cycle.



**Table 1. Summary of Key Z10 Provisions & Changes for 2012.**

| Key provisions  | Key 2012 requirement changes  | Enhanced guidance  |
|---|---|--|
| <b>SECTION: MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION</b>  |   |  |
| Responsibilities of top management<br>OHS policy<br>Employee responsibility and participation   | Policy availability (external)<br>Alignment with performance, financial and recognition systems                                       | Leadership communication<br>Integration with business systems<br>Reliance on system performance<br>Employee participation (enhanced appendix)  |
| <b>SECTION: PLANNING</b>  |   |  |
| Initial and ongoing reviews<br>Assessment and prioritization of OHSMS issues<br>Development of objectives and implementation plans  | Clarification of initial and ongoing reviews<br>Risk assessment and mechanisms for employee involvement<br>Periodic review and update | System versus operational planning<br>Conducting an initial review<br>Risk assessment methodologies (new appendix)<br>Use of quantitative and qualitative objectives   |
| <b>SECTION: IMPLEMENTATION AND OPERATION</b>  |   |  |
| Implementation of operational elements<br>Use of the hierarchy of controls<br>Inclusion of processes for: <ul style="list-style-type: none"> <li>• design review</li> <li>• management of change</li> <li>• procurement of supplies and services</li> <li>• contractors</li> <li>• emergency response</li> </ul> Provision for education, training, awareness and competence<br>Communication about the OHSMS<br>Documentation and control of records | Risk assessment process<br>Consultation with contractors<br>Timely training and competent trainers<br>Employee participation          | Inclusion of hazard topics within operational elements<br>Risk assessment (new appendix)<br>Employee participation in management of change<br>Design review and management of change<br>Contractors and procurement checklists (new appendix)<br>Competence assessment |
| <b>SECTION: EVALUATION AND CORRECTIVE ACTION</b>  |   |  |
| Process to <ul style="list-style-type: none"> <li>• monitor, evaluate and communicate hazards, risks and controls</li> <li>• investigate and analyze work-related incidents</li> <li>• conduct, document and communicate OHSMS audits</li> <li>• provide prompt corrective action for serious injury and illness conditions</li> <li>• corrective/preventive actions and closure</li> </ul>   | Assessment of legal and other requirements<br>Audits by competent persons with independence   | Using incident investigations to understand root-cause failures<br>Explanation of audit and independence (enhanced appendix)<br>Assessing residual risks in corrective/preventive actions  |
| <b>SECTION: MANAGEMENT REVIEW</b>   |   |  |
| Annual management review for suitability, adequacy, and OHSMS effectiveness<br>Determination of future OHSMS direction  | None  | None   |

## **Links**

- [ANSI Essential Requirements](#)
- [ASSE Info on Standards Development Process](#)
- [Official Memorandum of Understanding Between OSHA & ANSI](#)
- [Office of Management & Budget Circular OMB-A119](#)
- [Position Statement on Consensus Standards](#)
- [Safeguarding: Are ANSI Standards Really Voluntary?](#)
- [What's the Difference Between an OSHA Rule and an ANSI Standard?](#)
- [ANAB Accreditation for Occupational Health and Safety Management Systems](#)

## **Z10 Historical Materials**

- [Article on Z10 Standard \(Spanish\)](#)
- [ANSI/AIHA Z10-2005: The New Benchmark for Safety Management Systems](#)
- [Legal Perspective: ANSI/AIHA Z10-2005 Standard, Occupational Health & Safety Management Systems](#)
- [Special Issue of The Compass](#)
- [The Paradigm Shift in Standards Thinking: Management Systems vs. Specification](#)
- [Z10 PowerPoint Presentation](#)

## **Government Recognition**

- [Federal Register Vol. 75, No. 174](#)
- [NASA Occupational Health Evaluation Tool Requirements: Industrial Hygiene](#)
- [UT Workers' Compensation Fund: Best Practices in Safety](#)