



Universität für Bodenkultur Wien

Manual ISO 45001:2018

Start of implementation 2019



Machine translated





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1. Philosophy of the University of Natural Resources and Life Sciences, Vienna

The University of Natural Resources and Life Sciences, Vienna, also known as BOKU, has been located at Türkenschanze since 1886 and was originally founded as a small agricultural college in 1872. Known as the "green university in the green," BOKU was early on referred to as "alma mater viridis," meaning "green nourishing mother."

The University of Natural Resources and Life Sciences, Vienna, is one of the leading sustainability universities in Europe, combining natural science, technology, and socio-economic topics. It is a prominent place where science and students engage with business and politics to promote sustainable development in society. It sees itself as an Innovation Leader in a Green Economy with the goal of integrating sustainability into all processes of society.

Our Mission:

- Preservation and development to protect the living and economic space and quality of life
- Management of natural resources and the environment
- Ensuring nutrition and health

Our Values:

- Excellence in research and teaching
- Transparency
- Cooperation
- Responsibility nationally and internationally

The 15 departments, workshops, and educational institutions are located at various sites in Vienna and its surroundings. The Rectorate is structured as follows: Rector Vice Rector for Teaching, Continuing Education, and Students Vice Rector for Finance and Infrastructure Vice Rector for Research and Innovation Vice Rector for Personnel, Organization, and Digitalization

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Picture 1: University of Natural Resources and Life Sciences Vienna (Exnerhaus)

2. SGA-Policy

The University of Natural Resources and Life Sciences, Vienna, is responsible for the safety and health of employees, students, and other individuals not affiliated with the university. The introduction of an occupational health and safety management system (OHSMS) according to ISO 45001:2018 is aimed at ensuring a safe and healthy working environment and establishing a basis for sustainable actions. The system supports compliance with internal and external requirements, enhances the efficiency of operations, and fosters interactions with stakeholders.

Our occupational health and safety policy includes:

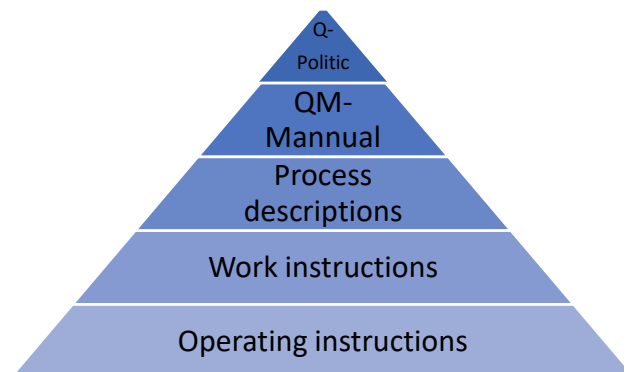
- Preventing health-related damage through preventive measures
- Avoidable accidents: eliminating sources of danger and minimizing risks
- Advocating for the best available, economically feasible, and secure technology
- Promoting and preserving the long-term performance of our employees
- Promoting safety-conscious behaviour among employees, students, visitors, and non-university personnel
- Advocating for caution, order, and cleanliness in the workplace
- Committing to compliance with legal requirements and our internal standards
- Engaging in an active dialogue with our stakeholders and committing to sustainability
- Striving for continuous improvement of the above points

3. Documentation

Documentation is predominantly paperless; therefore, OHS documents are not necessarily printed. The valid and current version is available in electronic form; printed documents are not subject to change control and are considered not up-to-date.

Various levels of documentation are regulated by processes and described by different types of documents.

OHS documents are accessible to the entire university, with clear access rights. The University of Natural Resources and Life Sciences, Vienna, commits to releasing certain documents regarding their adequacy before their issuance.



Picture 2: Documentation pyramid ISO 45001:2018

4. Legal Compliance

The responsible person in the Department of Employee Protection and Health Unit at the University of Natural Resources and Life Sciences, Vienna, collects the applicable legal regulations in the field of occupational health and safety and verifies their conformity with external support or in cooperation with the BOKU Legal Department and with the involvement of the respective organizational management regarding the applicability and compliance with relevant laws and regulations affecting BOKU's diverse fields of activities.

A document summarizing the laws and regulations applicable to the university has been created and is regularly monitored for compliance.

Additionally, the requirements of ISO 45001:2018 with its process-oriented and risk-based approach apply to selected organizational units.

5. Commitment of the Rectorate

The introduction of an occupational health and safety management system (OHSMS) according to ISO 45001:2018 influences and shapes the awareness of safe and sustainable actions among all employees.

All employees have the right and duty to draw attention to situations that deviate from the standards specified in the occupational health and safety management system.

The overall responsibility for the system lies with the university management. The Rectorate and the organizational leadership ensure that all legal and internal requirements, as well as the requirements of ISO 45001:2018, are diligently met by all employees at the University of Natural Resources and Life Sciences, Vienna.

Supervisory and organizationally designated personnel commit to responsibility in their areas of work and receive regular information in this regard.

The OHS policy, as presented in this OHS manual, serves as the basis for the management system. The realization of the OHS manual underscores the organizational and supervisory responsibility and the awareness of the university management. The contents of this manual are binding for all employees and students of the University of Natural Resources and Life Sciences, Vienna, as well as for all external individuals

6. Organizational Structure of the University of Natural Resources and Life Sciences, Vienna

The Department Employee Protection and Health Unit at the University of Natural Resources and Life Sciences, Vienna, is responsible for the establishment and content of the occupational health and safety management system.

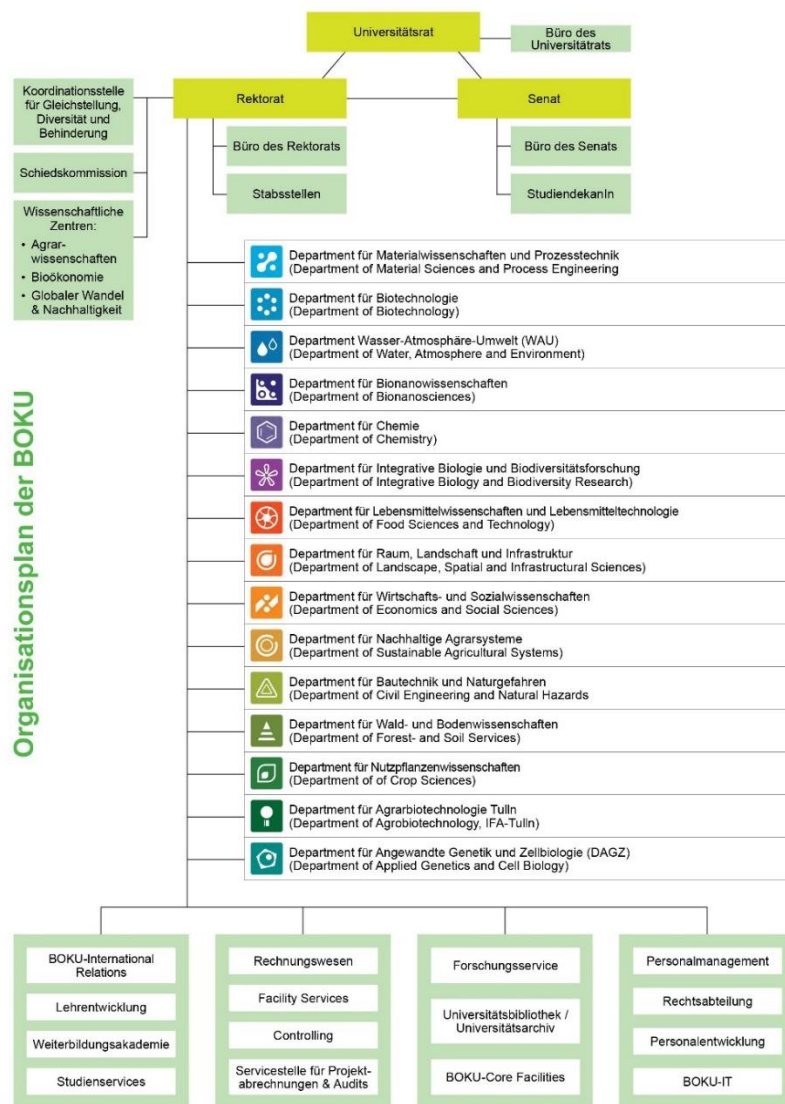


Figure 3: Organizational Chart of BOKU

7. Scope of application

The ISO 45001:2018 management system standard applies to the entire University of Natural Resources and Life Sciences, Vienna.

Interested parties include employees, students, suppliers, authorities, legislation, landlords, and the immediate environment. Their requirements are regularly assessed and monitored through evaluations, risk analysis, root cause analysis, staff meetings, internal audits, standards, and laws.

8. Prozesslandscape

8.1. Process Map of the University of Natural Resources and Life Sciences

The software tool Adonis is used to depict the processes for the University of Natural Resources and Life Sciences, Vienna, and is expected to be implemented organization-wide by the end of 2024.

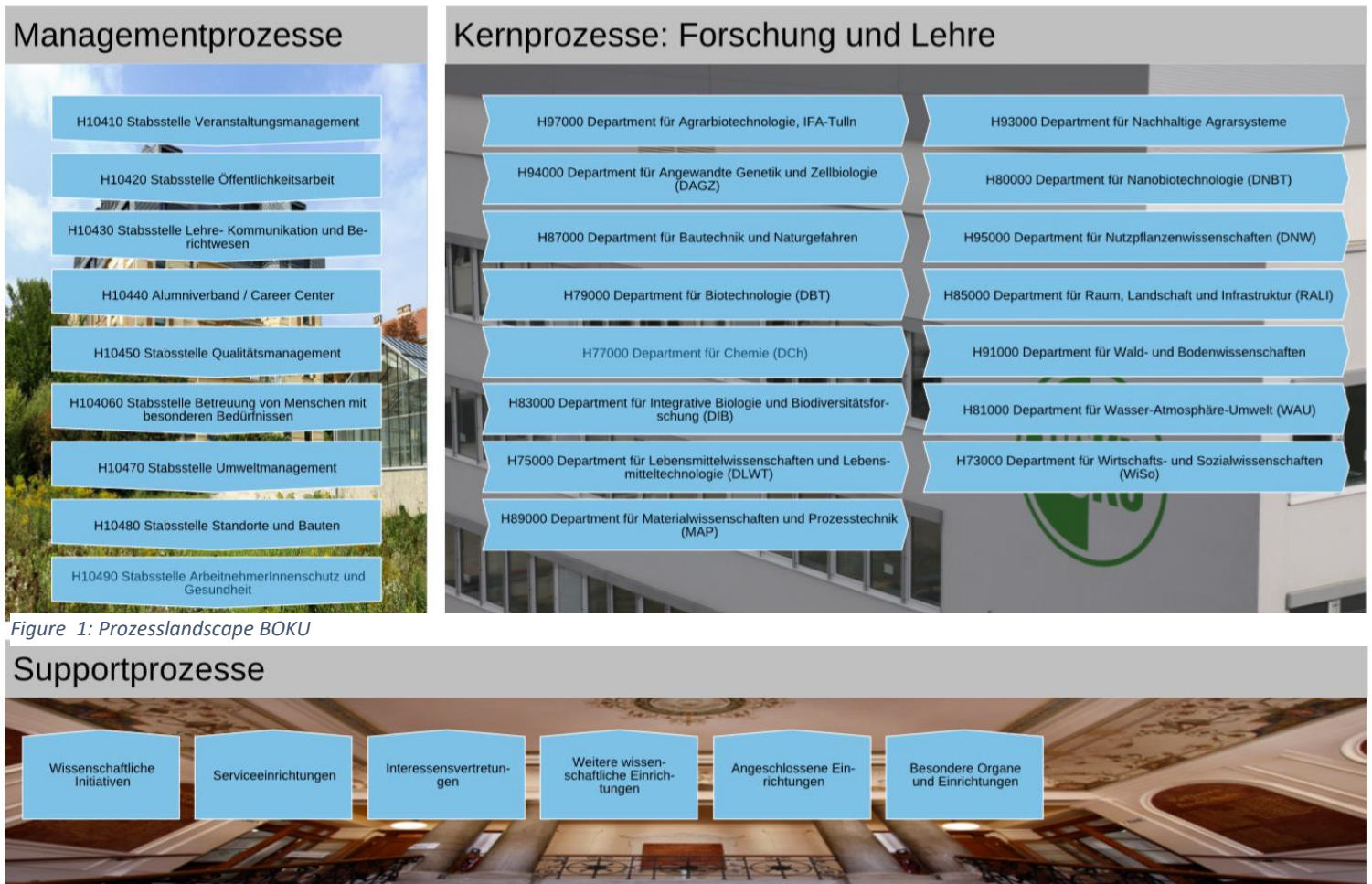


Figure 1: Prozesslandscape BOKU

9. Practical Implementation

Internal and external communication between the responsible parties takes place in writing, through personal conversations, and in ad hoc meetings.

The university management is responsible for ensuring compliance with legal and regulatory requirements, as well as for infrastructure and the working environment.

Employees receive regular training and education.

9.1. Conduct Strategic Management

The Rectorate develops a strategy suitable for BOKU in the area of occupational health and safety. The strategy and strategic goals are based on the OHS policy, which is communicated to employees and represents an obligation to comply with the requirements.

The Rectorate assumes overall responsibility and accountability for preventing work-related injuries and illnesses, and for providing safe and health-conscious workplaces and activities.

The strategy communicates the importance of effective OHS management to employees and ensures the achievement of intended results.

9.1.1. Stakeholder and the Operating Environment

BOKU has determined the internal and external issues relevant to the university and defined measures to minimize risks and leverage opportunities.

9.1.2. OHS Programs and Objectives

Annual goals aligned with the OHS policy are established in dedicated annual plans and continually monitored.

Responsible individuals are designated for the implementation of defined measures to achieve the goals.

9.2. Implement an Integrated Management System

Management of occupational health and safety is implemented and lived.

9.2.1. Employee Protection and Health Unit

The Department of Employee Protection and Health Unit initiates numerous activities and programs to optimize working conditions at BOKU. The department is also responsible for the implementation and continuous development of the OHSMS.

9.2.2. Performance Evaluation

Internal representatives (SFK, SVP, BSW, BSB, as specified in the competence matrix) conduct annual inspections of the compliance with established processes and report the results in an annual report to the university management.

Identified operational hazards are recorded in an improvement and action list, which is regularly addressed by the responsible individuals.

Identified operational hazards are recorded in an improvement and action list, which is regularly addressed by the responsible individuals. The university management evaluates the OHSMS at annual intervals for adequacy, appropriateness, and effectiveness and conducts a management review.

If a need for changes is identified, it is decided upon by the management and pursued through further actions.

9.2.3. Internal Audit

At regular intervals, a qualified and independent audit team is commissioned by the university management to conduct an internal audit of system compliance. The audit results are documented in an audit report and reported directly to the Rectorate.

Necessary corrective actions are addressed in the OHS program.

9.2.4. Incident, Non-conformance, and Corrective Actions

To respond promptly to potential incidents such as operational disruptions, emergencies, accidents, or medical emergencies, emergency scenarios are developed, and emergency plans are created. The necessary immediate and corrective actions, as well as possible preventive measures, are documented and managed in a document.

Every incident and non-conformance is evaluated to prevent a recurrence. Records of such evaluations are maintained.

Hazard identification occurs through internal and external inspections, ongoing hazard assessments by organizational leadership, and inspections by fire safety officers.

Organizational leadership is responsible for implementing the results.

An accident statistics report is compiled annually by the Department of Employee Protection and Health Unit. If necessary, corrective actions are derived from the statistics and implemented.

9.2.5. Dokument Information

Documentation can be produced in both German and English. For German documents, an additional English document may be prepared for English-speaking employees.

9.3. Perform Risk Manage

The university has identified and assessed its relevant risks and opportunities. Measures are defined and implemented to minimize the risk for BOKU and maximize the utilization of opportunities.

9.3.1. Risk Assessment and Management of Risks and Opportunities

The identification of hazards and the assessment of risks and opportunities, legal requirements, and their documentation with the derivation of measures are comprehensively addressed in workplace evaluations. The up-to-dateness of the assessments is regularly checked and, if necessary, improved.

9.4. Perform Research and Development

The University of Natural Resources and Life Sciences, Vienna, conducts fundamental research as well as applied research. Records are kept to document individual activities and are retained at the university.

9.5. Conduct Teaching

Clear procedures and rules ensure safety and health in the workplace. Operating instructions and work instructions are available to ensure controlled processes.

9.6. Conduct Procurement

Procurement includes the acquisition of equipment, machinery, chemicals, hazardous substances, and other materials, as well as services, and is regulated through a clear procurement process.

Qualified suppliers are selected according to defined criteria.

Delivered products or services are released through an incoming inspection and must comply with safety requirements.

9.7. Manage External Parties

The University of Natural Resources and Life Sciences, Vienna, is a public facility where many non-affiliated individuals are present in various areas. For security reasons, attempts are made to regulate access as much as possible and prevent unauthorized access.

Partners from industry and other interest groups are invited to areas controlled by access control for collaborations. In these areas, all external individuals receive a safety briefing.

Publicly accessible areas are designed to be as secure as possible.

9.8. Conduct Facility Management / Security

Facility management personnel are responsible for ensuring that employees operate in a safe working environment. In case of defects or non-conformities, requests for support from Facility

Management, FM+, or the Bundesimmobiliengesellschaft (BIG) can be submitted through a "ticket" via the Help Desk. Measures are documented in this tool and are associated with a workflow.

9.8.1. Conduct Equipment Inspection

All equipment subject to inspection is managed in the CFM system with an indication of responsibility.

Organization and initiation of inspections are carried out by the Facility Management, FM+, and the BIG, which also has the control over compliance.

The safety specialist and the fire safety officer ensure legal compliance, record keeping, and inspections.

Any lists of deficiencies resulting from inspections are processed by the responsible maintenance personnel or organized by FM, FM+, and BIG.

9.9. Conduct Personnel Management

The current list of personnel can be generated at any time in the HR department.

The list of individuals with an existing official notice is exclusively stored in the personnel file for data protection reasons and can be requested by authorized individuals when needed.

Additional qualifications and training programs are regulated through the personal development in the training passport and are internally assigned.

9.10. Ensure Compliance with Legal Requirements

At least annually, the legal register is reviewed, with the support of the legal department, to ensure compliance with all relevant laws and obligations. The result is incorporated into the management review and presented to the university management.

In case of non-compliance, immediate actions must be taken.

9.11. Perform IT Management

BOKU IT plays an important role in the OHS management system to ensure documentation.

Various systems are provided and regularly maintained and updated. ADONIS is used to represent processes, and Alfresco/BOKUdms is used for document management. Documents are protected from unauthorized access through defined access permissions.

10. Communication

10.1. Conduct Communication and Information

A process for necessary internal and external communication regarding the OHS management system is established. This includes information and discussions with employees, students, external individuals, authorities, and subject matter experts.

All employees are included in the workplace assessment as part of the workplace evaluation and informed of the results of the assessments.

10.2. Consultation of Employees

In consultation matters, safety representatives, safety specialists, the occupational health service, and other prevention experts are available to employees.

OHS-related topics are discussed during employee meetings, and the points raised are documented in writing. Employees are involved in decisions regarding OHS-related equipment to ensure their involvement in change management. Signature lists and meeting minutes serve as documentation of communication.

All forms of communication (oral, written, internal, external) are documented, and minutes are distributed to all relevant individuals.

10.3. Competence, Awareness, and Training

The competence and qualifications of employees are ensured through training, further education, and advanced training programs. The training passport is available for all employees at BOKU for documentation of evidence. It is used to plan and document employee training courses.

The OHS policy and its content, including hazards and measures, are made clear to all employees before commencing work.

According to legal requirements, all individuals employed at BOKU are regularly trained in occupational health and safety.

The top management commits to providing adequate training for employees on safety and health protection. If necessary, suitable experts are involved in training.

Instruction must be adapted to the employees' experience and be conducted in an understandable manner.

Employees and visitors from external companies are informed about hazards.

11. Abbreviations



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BOKU	Universität für Bodenkultur Wien
ISO	International Organization for Standardization
SGA	Sicherheit und Gesundheit bei der Arbeit
IT	Informationstechnologie
BIG	Bundesimmobiliengesellschaft
FM	Facility Management
FM+	Facility Management plus in Tulln

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