

TECHNICAL REFERENCE

**Occupational health and safety management –
General guidelines for safe working during the
COVID-19 pandemic**

TR ISO/PAS 45005:2022
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(ICS 13.100)

TECHNICAL REFERENCE

**Occupational health and safety management –
General guidelines for safe working during the
COVID-19 pandemic**

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National Foreword

This Technical Reference (TR) was prepared by the Working Group on Occupational Safety and Health Management Systems (also known as National Mirror Working Group on ISO/TC 283 – Occupational Health and Safety Management) set up by the Technical Committee on Workplace Safety and Health under the purview of the Quality and Safety Standards Committee.

This TR is an identical adoption of ISO/PAS 45005:2020, “Occupational health and safety management – General guidelines for safe working during the Covid-19 pandemic” published by the International Organization for Standardization.

This TR can be used by organisations to prepare for a safe return to work, or a gradual restart of business activities. It can also be useful for organisations’ business continuity throughout the pandemic and for organisations that may require additional guidance on protective and preventive measures. The guidelines in the TR are non-exhaustive and are not intended to cover all situations and businesses due to the evolving situation of the Covid-19 pandemic.

Where appropriate, the words “Publicly Available Specification” or “PAS” are read as “Technical Reference” and “TR” respectively.

This TR is a provisional standard made available for application over a period of three years. The aim is to use the experience gained to update the TR so that it can be adopted as a Singapore Standard. Users of the TR are invited to provide feedback on its technical content, clarity and ease of use. Feedback can be submitted using the form provided in the TR. At the end of the three years, the TR will be reviewed, taking into account any feedback or other considerations, to further its development into a Singapore Standard if found suitable.

Attention is drawn to the possibility that some of the elements of this TR may be the subject of patent rights. Enterprise Singapore shall not be held responsible for identifying any or all of such patent rights.

NOTE

1. *Singapore Standards (SSs) and Technical References (TRs) are reviewed periodically to keep abreast of technical changes, technological developments and industry practices. The changes are documented through the issue of either amendments or revisions. Where SSs are deemed to be stable, i.e. no foreseeable changes in them, they will be classified as “Mature Standards”. Mature Standards will not be subject to further review, unless there are requests to review such standards.*
2. *An SS or TR is voluntary in nature except when it is made mandatory by a regulatory authority. It can also be cited in contracts making its application a business necessity. Users are advised to assess and determine whether the SS or TR is suitable for their intended use or purpose. If required, they should refer to the relevant professionals or experts for advice on the use of the document. Enterprise Singapore and the Singapore Standards Council shall not be liable for any damages whether directly or indirectly suffered by anyone or any organisation as a result of the use of any SS or TR. Although care has been taken to draft this standard, users are also advised to ensure that they apply the information after due diligence.*
3. *Compliance with a SS or TR does not exempt users from any legal obligations.*

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 283, *Occupational health and safety management*.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

This document is a response to the COVID-19 pandemic and the increased risk this disease presents to the health, safety and well-being of people in all settings, including those working at home or in mobile settings, and workers and other interested parties in physical workplaces.

Governments, regulators and other professional bodies across the world have published guidance on working safely during the COVID-19 pandemic. This document provides a single generic set of guidelines that complements this information and supports the principles that:

- reasonable measures to manage the risks arising from COVID-19 are, or will be, implemented to protect the health and safety of workers and other relevant interested parties;
- workers should not be required to work unless these measures have been implemented.

This guidance includes practical recommendations to organizations and workers on how to manage these risks and is suitable for organizations resuming operations, those that have been operational throughout the pandemic, and those that are starting operations.

The guidance is generic and applicable to organizations regardless of the nature of business, service provision, size or complexity. It recognizes that many smaller organizations do not have dedicated departments for functions such as occupational health and safety (OH&S), facilities management or human resources. More detailed information for specific functions is available from professional bodies and a wide range of national and international standards.

By implementing the guidance in this document, the organization will be able to:

- a) take effective action to protect workers and other relevant interested parties from the risks related to COVID-19;
- b) demonstrate that it is addressing risks related to COVID-19 using a systematic approach;
- c) put in place a framework to enable effective and timely adaptation to the changing situation.

Organizations using ISO 45001 can use this document to inform their OH&S management system by relating the relevant clauses to the Plan-Do-Check-Act (PDCA) cycle, as outlined below. Taking a systems approach facilitates the coordination of resources and efforts that is so important in managing COVID-19.

- Plan: Plan what needs to be done for the organization to work safely (see [Clauses 4 to 8](#)).
- Do: Do what the organization has planned to do (see [Clauses 9 to 12](#)).
- Check: See how well it is working (see [Clause 13](#)).
- Act: Fix problems and look for ways to make what the organization is doing even more effective (see [Clause 14](#)).

This document is not intended to be a single step-by-step set of recommendations. It provides a framework in which the PDCA cycle outlined above should be repeated, with all parts active at all times, to enable ongoing continual improvement and to ensure the organization responds to changes during the different phases of the pandemic.

Occupational health and safety management — General guidelines for safe working during the COVID-19 pandemic

1 Scope

This document gives guidelines for organizations on how to manage the risks arising from COVID-19 to protect work-related health, safety and well-being.

This document is applicable to organizations of all sizes and sectors, including those that:

- a) have been operating throughout the pandemic;
- b) are resuming or planning to resume operations following full or partial closure;
- c) are re-occupying workplaces that have been fully or partially closed;
- d) are new and planning to operate for the first time.

This document also provides guidance relating to the protection of workers of all types (e.g. workers employed by the organization, workers of external providers, contractors, self-employed individuals, agency workers, older workers, workers with a disability and first responders), and other relevant interested parties (e.g. visitors to a workplace, including members of the public).

This document is not intended to provide guidance on how to implement specific infection control protocols in clinical, healthcare and other settings.

NOTE Applicable legislation and guidance is provided by government, regulators and health authorities for workers in these settings or in related roles.

2 Normative references

There are no normative references in this document.