



ISO 45001 CHAMPION DOWNLOADABLE TEMPLATE

SAMPLE OHSMS COMMUNICATION PLAN:

Communication Element	Target Audience	Purpose/Objective	Communication Channel	Frequency	Responsible Party
Launch Announcement	All Employees	Introduce ISO 45001 implementation, create awareness	Company-wide email	One-time event	OHSMS Coordinator
Training Sessions	Department Heads, Employees	Educate on ISO 45001 requirements and roles	In-person training sessions	As needed	OHSMS Coordinator
Safety Bulletin	All Employees	Share updates, highlight achievements, and address concerns	Internal bulletin board	Monthly	OHSMS Coordinator
Emergency Drills	Emergency Response Team, All Employees	Test emergency procedures and communication	Simulated drills and announcements	Quarterly	OHSMS Coordinator
Monthly Progress Reports	Senior Management, OHSMS Team	Provide updates on ISO 45001 implementation progress	Written reports or presentations	Monthly	Emergency Response Team OHSMS Coordinator
Feedback Mechanism	All Employees	Gather suggestions, concerns, and feedback on OHSMS	Suggestion boxes, surveys	Continuous	OHSMS Coordinator
Regulatory Updates	Relevant Managers, OHSMS Team	Share information on changes in OH&S regulations	Email alerts, meetings	As needed	OHSMS Coordinator
External Communication	Contractors, Regulatory Bodies, Local Communities	Inform stakeholders about safety measures and impact	Newsletters, community meetings	Periodic	OHSMS Coordinator