



A Guide To

ISO 45001:2018

**The new international standard for
Occupational Health & Safety**

ISO 45001:2018 - The new international standard for occupational health & safety

Introduction

Organisations are required to provide a safe working environment in order to reduce the likelihood of accidents and incidents. Failure to do this can lead to injury and possibly death. The implementation of a recognized OH&S management system enables an organisation to better demonstrate they have identified and are actively managing hazards and associated risks.



In the UK, OHSAS 18001 was the recognized management system standard, but it was identified that there was a need for a more globally recognised standard. This resulted in the development and introduction of ISO 45001:2018 which is an internationally recognised standard for occupational health and safety. Those who are familiar with OHSAS 18001 will recognize that most of the requirements of OHSAS 18001 are also included in ISO 45001. However, there are some new and revised requirements, some of which allow alignment with other management system standards and others which are specific to Occupational Health and Safety (OH&S). ISO 45001:2018 now follows the standard management systems format defined in Annex SL.

The guidance in this document provides an overview of ISO 45001:2018 so that you can plan your organisation's migration from OHSAS18001 to this new standard. This document should be read as a guide and not a definitive requirements document.

Main requirements of ISO 45001:2018

Clause 1: Scope

Sets out the requirements for the management system and the intended outcomes. The standard is aimed at providing a framework for a occupational health and safety management system, on the prevention of work-related injury and ill health, and on the provision of a safe and healthy work environment. This differs from OHSAS 18001 which was aimed at supporting/promoting good OH&S practices.

Clause 2: Normative references

There are no normative references. This clause has been retained to provide a consistent numbering scheme across a range of ISO management system standards.

Clause 3: Terms and definitions

Listed in what is considered to be their conceptual importance and not alphabetically. The standard has a number of new and revised definitions which differ from OHSAS 18001.

Clause 4: Context of the organisation

There is a top-level requirement for the organisation to determine the external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome of the OH&S management system.



The organisation is also required to determine the needs and expectations of workers and 'interested parties' with regard to its OH&S MS. This ensures that the system does not operate in isolation. It takes account of those who have an interest in the outcomes of the management system. For example, workers, suppliers, shareholders, legal authorities, contractors etc. Many organisations will already have considered these two aspects as part as their management of risk and opportunities if they have certification to other ISO standards.

The organisation shall determine the scope of the OH&S management systems. The final scope for the OH&S MS has to be documented, and it is not acceptable to exclude a particular part of a business or site due to poor H&S performance. The purpose of the OH&S management system is to prevent injury and ill-health and provide a safe and healthy workplace. Excluding a part of the business would only undermine the overall credibility of the organisation.

Clause 5: Leadership & worker participation

This clause is the cornerstone for the success of the OH&S MS. Whilst in OHSAS 18001 top management were responsible for OH&S and were required to 'appoint' a member of top management with specific responsibility for OH&S. Top management in ISO 45001 is responsible and accountable for the prevention of work-related injury and ill health as well as the provision of safe and healthy workplaces (not simply providing support for a management system).



This requires top management to be personally involved in order to develop, lead and promote a culture that supports OH&S. You should also note that leadership and culture is identified as a potential hazard in the standard and that it also requires top management to ensure that a process for consultation / participation with workers is established. (This could include establishing a health and safety committee).

It is top management's responsibility to establish, implement and maintain the H&S policy. The new required contents for the policy include a commitment to consultation and participation of workers. Consultation and participation of workers is improved as OSHAS 18001 was limited to participation in hazard identification and consultation on changes. In ISO 45001 consultation includes seeking views before making a decision with clear two-way communication. Participation is an involvement in decision-making by non-managerial workers.

The standard requires the organisation to provide the mechanisms / time / training / resources for consultation and participation of workers. (Includes removing any obstacles or barriers such as language, literacy or fear of reprisals).

Clause 6: Planning



When planning for the OH&S management system, organisations need to consider the issues and scope referred to in clause 4 and to determine the risks and opportunities that need to be addressed to give assurance that the OH&S management system can achieve its intended outcome, to prevent or reduce undesired effects and to achieve continual improvement.

When determining the risks and opportunities for the OH&S management system and its intended outcomes that need to be addressed, the organisation shall take into account hazards, OH&S risks and other risks, OH&S opportunities and other opportunities, legal requirements and other requirements.

Hazards and legal requirements were included in OHSAS 18001 and there is still a requirement for hazard identification, but in order to incorporate the high-level structure, in ISO 45001 risks and opportunities has been broken into two elements:

- Assessment of OH&S risks and other risks to the management system
- Assessment of OH&S opportunities and other opportunities to the OH&S management system

OH&S opportunities are circumstance(s) that can lead to improvement of OH&S performance. This includes adapting work to workers, eliminating hazards and other opportunities for improving the OH&S management system such as implementing ISO 45001. Importantly, risks and opportunities shall be determined before planned change. There is also increased emphasis on identifying hazards associated with mental ill-health (adverse mental or cognitive conditions) such as workload, bullying and the leadership and culture of the organisation. Additionally, the identification of hazards has to start at conceptual design stage as well as the on-going lifecycle of workplace, facility, equipment, processes, activity etc.

OH&S objectives are also included in clause 6 and shall be consistent with the policy, measurable (if practicable) etc and the company is required to determine what will be done, what resources will be required, who will be responsible etc.

Clause 7: Support

This clause requires that an organisation determines and provides the necessary resources to establish, implement, maintain and continually improve the OH&S management system. These include human resources, natural resources, infrastructure and financial resources.



The competency element of this clause is very similar to OSHAS 18001, but communication is expanded in ISO 45001 to include awareness, communication, internal and external communication.

The organization shall establish, implement and maintain the process(es) needed for the internal and external communications relevant to the OH&S management system. The organization is required to internally communicate information relevant to the OH&S management system among the various levels and functions of the organization, including changes to the OH&S management system, as appropriate and to ensure its communication process(es) enables workers to contribute to continual improvement.

The organization is required to externally communicate information relevant to the OH&S management system, as established by the organization's communication process(es) and taking into account its legal requirements and other requirements.

Documented information - ISO 45001 uses the term 'documented information', instead of 'documents' and 'records' as used in OSHAS 18001. This reflects modern types and use of information – cloud based, multi-media etc. However, one of the main reasons for change was that the implementation of OH&S management systems had led to an over reliance on documented procedures that did not actually improve OH&S performance.

Clause 8: Operation



This clause is significantly enhanced from OSHAS 18001 and includes, operational planning and control, eliminating hazards, management of change, procurement, and emergency preparedness and response. Not only does it remove the 'option' of using the hierarchy of controls, instead making its use a specific requirement, it introduces new sub-clauses on procurement and change.

One of the main strengths of OSHAS 18001 was the recognition that change needed to be taken into account during hazard identification and risk assessment. However 'taking into account' and actively managing change are very different things. Change presents real risks and opportunities to organisations, and ISO 45001 acknowledges this. (There is now a dedicated clause for the management of change). Organisations will need to plan how to implement change in a manner that does not introduce new (unforeseen) hazards, or increase the OH&S risks, whilst also identifying the opportunities for improving OH&S performance resulting from the change.

Procurement - The new sub-clause on procurement provides recognition that the risks related to the supply chain are most effectively managed when they are taken into account at the very first stages of procurement – tender and tender. (Trying to manage the risks introduced by the supply chain once its operational can be extremely expensive and limited in effectiveness. With ISO 45001, organisations have to establish procurement processes that conform to the OH&S management system, including defining OH&S criteria for the selection of contractors. These procurement activities have to be coordinated with those contractors.

Outsourcing – is a new clause resulting from concerns that certain activities or processes with high OH&S risks could be outsourced, without due consideration of the implications this could have on the OH&S system. A responsible organisation will establish control of those outsourced functions to achieve the intended outcomes. Controls could include procurement and contractual requirements, training and inspections.

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Clause 9: Performance evaluation

This clause includes monitoring, measurement, analysis and performance evaluation, including evaluation of compliance, internal audit, and management review.

Management reviews have to consider risks and opportunities and trends, in aspects such consultation and participation of workers to ensure it is happening effectively, which is part of their leadership responsibility.



Clause 10: Improvement



There is no longer a requirement in the standard related to preventative action. This is because the whole of ISO 45001 is about prevention.

The clause includes incident, nonconformity and corrective action. There is the requirement to eliminate the root cause(s) of incidents and non-conformities, reflecting the overall aim of the standard to prevent injury and ill-health and provide safe and healthy workplaces.

The standard concludes by underlining the fact that effective OH&S management is not static and should continually improve and be supported by a proactive culture.

Clause 10 is the last clause in the standard. However, the full document also includes an annex at the end of the document, that contains useful information if you are implementing or auditing this standard.

Preparing for your migration to ISO 45001

Timescales

ISO 45001 was published on 12th March 2018 and OHSAS 18001 will be withdrawn on the 12th March 2021. Companies currently certified to the OHSAS 18001 standard have less than three-years to migrate their certification to ISO 45001.

Planning

A planned approach is essential. Some issues to consider include:

- Obtaining a copy of the standard
- Identify suitable training
- Communicate within the organisation
- Set up a working party / project team
- Undertake a gap analysis
- Update the documented system
- Provide additional briefing / training to employees
- Complete internal audits with an emphasis on the additional requirements
- Identify preferred method of migration and discuss / agree with World Certification Services Ltd.

Correlation Guide

WCS has produced a free correlation guide which provides clause comparison between ISO45001/OHSAS18001, and also OHSAS 18001/ISO45001. This is available on the WCS web site in the downloads section.

Gap Analysis

A key part of the migration process is the undertaking of a gap analysis to identify where clauses of the standard are not addressed and where changes to the management system are required. This is primarily the organisation's responsibility. However, once the management system has been updated and the organisation requires an independent evaluation of the organisation's understanding/implementation, WCS can undertake a gap analysis to identify any remaining omissions and areas of weakness. Depending on the size and structure of the organisation an effective gap analysis could be of one or two days duration.

Training

A WCS training partner is providing a number of ISO 45001 training courses for existing clients and interested parties. Currently there are two courses available.

ISO 45001 implementation training

The course is aimed at those with an existing knowledge of OHSAS 18001:2007 who need to understand the implications of the new standard. At the end of this course attendees will be able to:

- Understand the requirements of ISO 45001
- Understand the aims and objectives of the 2018 standard
- Identify the changes required to their existing OHSAS management system
- Understand the new terms and definitions, and identify clause changes/new requirements
- Define the context of their organisation, Interested Parties/understanding their needs, Hierarchy of Control, Management of Change, Outsourcing, Procurement, Contractors, Discuss the impact of the changes

ISO 45001 Internal Auditor migration training

The course is aimed at OHS internal auditors who need to understand the new standard and the significant differences between the old/new standards. The course ensures that attendees:

- Understand the requirements and the aims and objectives of the 2018 standard
- Identify the changes required to their existing OHSAS management system
- Understand the new terms and definitions, and identify clause changes/new requirements
- Understand the Context of their organisation, Interested Parties/understanding needs, Hierarchy of Control, Management of Change, Outsourcing, Procurement, Contractors
- Recognise the impact of the changes
- Understand the changes required in their auditing and reporting processes

Migration from OHSAS 18001 to ISO 45001:2018

Clients are advised to plan their migration to ISO45001:2018 in a timely manner.

Clients will be able to migrate to the new standard during surveillance audits, recertification audits or by having a special audit in advance of their next scheduled surveillance/recertification audit.

WCS encourages organisations to request that they be audited to the new standard at one of their scheduled surveillance or recertification visits. To comply with UKAS accreditation requirements additional time has to be allocated to such audits.

Please advise World Certification Services when you wish your organisation to be audited to the new standards.

Accreditation

World Certification Services Ltd (WCS) is currently in the process of migrating its UKAS accreditation from OHSAS 18001:2007 to ISO 45001:2018. WCS expect the application to be processed by UKAS in early 2019 with accreditation hopefully being granted in the first quarter of 2019.

Whilst migrating its accreditation WCS is still able to audit and certify ISO 45001 management systems although at this time it will not be UKAS accredited. Once WCS achieve accreditation a full review will be completed on all certificates and a replacement UKAS certificate will be granted to all clients.

For more information on any of the above contact.



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