



ISO 45001 : 2018 Upgrade Guide

Your detailed guide to upgrading an
Occupational Health & Safety Management System



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Please Note: This guide is designed to take you through the key differences between OHSAS 18001 : 2007 and ISO 45001 : 2018. It does not contain the complete content of the Standard and should not be used in place of the Standard itself.

Back to basics...

What is ISO 45001?

ISO 45001 is an ISO Management System Standard. It was introduced on March 12th 2018. It replaces, and expands upon, the guidelines within the OHSAS 18001 : 2007 Standard. The Standard sets out specific requirements for an organisation wishing to ensure a safe and healthy workplace, and to prevent work-related accidents and ill-health. It also includes mechanisms that will enable an organisation to meet its Health & Safety obligations.

Organisations with ISO 45001 certification will have an Occupational Health & Safety Management System in place, driving continual improvement and meeting recognised international standards of best-practice.

Why has the Standard been created?

The **ISO 45001** Standard builds on OHSAS 18001 and ILO-OSH guidelines, with input from other groups involved in standards around the world, as well as safety practitioner bodies, such as the Institution of Occupational Safety and Health (IOSH), the American Society of Safety Engineers (ASSE) and the American Industrial Hygiene Association (AIHA).

In particular, drawing on their significant experience in this field, the International Labour Organisation (ILO) provided input on the aspects of their Standards that are relevant and essential for effective OH&S management. These include: the importance of top management involvement and the importance of worker participation, when it comes to considering the Management System's development and operation.

ISO promotes the adoption of ISO 45001 to existing OHSAS 18001 users because it does not conflict with these requirements. Instead, it enhances the opportunity for integrating OHS Management into the overall business processes and aligns the structure of the OHS Management System with that used by the latest ISO standards for Quality and the Environmental Management (ISO 9001 & ISO 14001).



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How much has changed?

- The first change noted between the OHSAS 18001 and ISO 45001 Management Systems, appears in **Clause 4 (Context of the Organisation)**. The organisation will need to determine the external and internal context that affects the organisation and its Management Systems.
- Whilst interested parties were referred to in OHSAS 18001, there was no explicit requirement for them to be identified or their needs and expectations to be taken into consideration. When considering interested parties, ISO 45001 puts emphasis on 'workers', in addition to the other interested parties, to highlight their importance.
- Both Standards require organisations to define the scope of the OH&S Management System. However, ISO 45001 now requires the scope to be based on business activities affecting OH&S aspects. For example, using 'Construction Industry', as the scope, would be considered too broad. 'Soft Strip Demolition' or 'provision of plant and operatives' would be considered more 'definitive' and, therefore, appropriate.
- **Clause 5 (Leadership)** describes the roles and responsibilities of those involved in the operation of the Management System. Under the new ISO 45001 Standard, organisations are no longer required to appoint a member of top management as the responsible party. Instead, responsibility is to be shared across the organisation, in particular to all levels of management.
- Meanwhile, **Clause 6 (Planning)**, which specifies the requirements for identifying and addressing risks and opportunities, has seen a number of changes.
- There are, now, two additional clauses, not present in OHSAS 18001. The first looks at 'actions to address risks and opportunities' (this requires an organisation to determine the risks and opportunities affecting the organisation). The other looks at the 'identification of OH&S opportunities and other opportunities' (this defines what kind of opportunities must be addressed).
- The section relating to 'assessment of OH&S risks and other risks to the OH&S management system' has been expanded to cover risks regarding legal and other regulatory requirements, as well as the overall context of the organisation.
- Furthermore, the new Standard requires the organisation to plan actions to address identified risks, relating to threats and opportunities, as well as to evaluate their effectiveness.
- **Clause 7 (Support)** focuses on ensuring organisations get the most from their Management System, through the provision of resources and training.
- Within this we have seen changes under the section 'Resources', 'Competence' and 'Information and communication'. While the requirements of these sections are predominantly the same, ISO 45001 has expanded certain requirements, such as those relating to sub-contractors, the outsourcing of services and communication.
- We have also seen documents and records being brought together – aligning the structure of this section with that of the ISO 9001 and ISO 14001 Standards.
- **Clause 8 (Operations)** now covers sub-contractors and the out-sourcing of services. It highlights the importance of 'Hierarchy Controls' and the 'Management of change' through the inclusion of two additional clauses.
- Aspects relating to control and management of contractors and outsourced services have a higher profile in the new Standard. Contractors are now the responsibility of the organisation, when employed by them to conduct work on behalf of a client.
- **Clause 9 (Performance evaluation)** has more focus on monitoring and measuring activities. This includes legal and other requirements, OH&S performance, operational controls, accident analysis, etc.
- In respect of Internal Audits, organisations are no longer required to have a documented procedure and we have seen a slight amendment to the agenda for Management Reviews.
- **Clause 10 (Improvement)** no longer contains preventive actions. Incident investigation, non-conformities and corrective actions have been combined, because the same process can be used for the investigation of incidents and non-conformities.
- The section on 'Continual Improvement' has also seen a moderate change, with more emphasis placed on the need to access and consider all available information.
- Finally, **Annex A (Guidance for use)** has been expanded. This means the individual clauses can now be used as an *aide memoir* for consultants, if needed.

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What are the benefits of these changes?

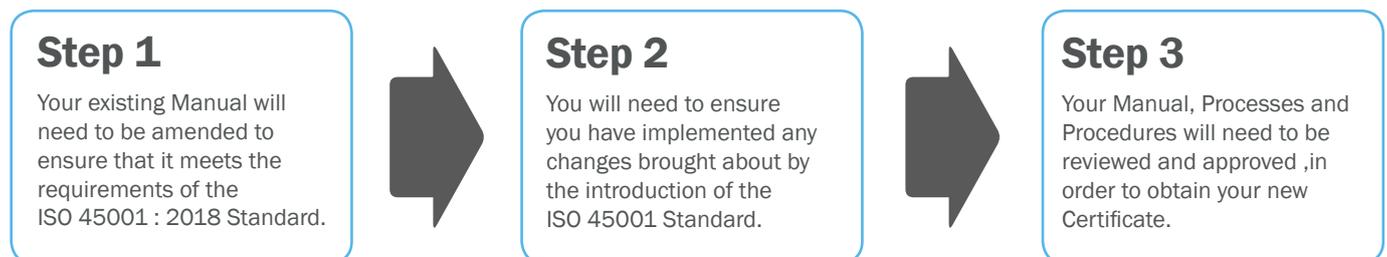
ISO 45001 : 2018 aims to bring a number of benefits that OHSAS 18001 : 2007 either touched on briefly or not at all. These benefits include:

- ✓ Addressing risks/opportunities in a more structured manner
- ✓ Utilising the knowledge of a wider group of OH&S stakeholders
- ✓ Providing greater emphasis on appropriate OH&S controls and clearly defined responsibilities, when dealing with sub-contractors
- ✓ Stronger focus on improving Occupational Health & Safety performance
- ✓ Addressing wellbeing concerns at all stages within the business life cycle
- ✓ Using the same structure as other ISO Management System Standards, making system integration much easier
- ✓ An enhanced and up-to-date approach to all aspects of OH&S Management System implementation

What action should you take following this revision?

If you are certified to OHSAS 18001, currently, and you wish to maintain your certification, you will need to upgrade your Occupational Health & Safety Management System to ISO 45001 and seek the relevant certification. You have a three-year transition period, from the date of publication (March 2018), to move to the 2018 version. This means that after the end of March 2021, a certificate to OHSAS 18001 : 2007 may no longer be accepted by third parties.

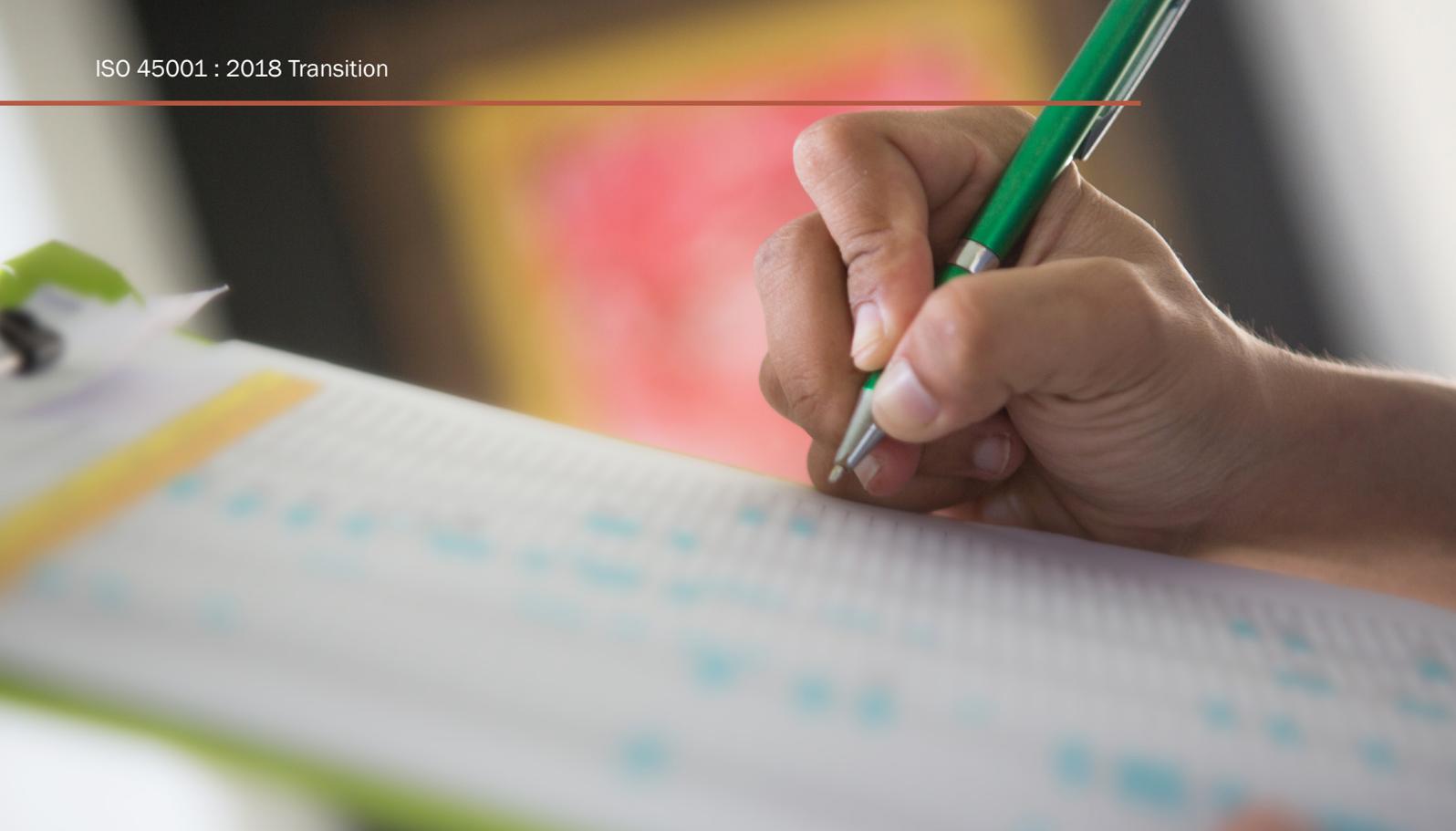
ISO 45001 : 2018 Upgrade Process



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Are you ready to upgrade?

If you have an existing OHSAS 18001-compliant Management System, and are in a position to upgrade this to meet the requirements of ISO 45001 - QMS can help. Our comprehensive upgrade package is available to both new and existing customers. It will ensure a hassle-free experience, as our consultants guide and support you through the whole process.

Our experienced consultants will start you on your compliance journey by delivering a presentation, explaining the changes brought about by the new Standard, as well as how these will affect your business. They will then follow this up by re-writing your existing Manual to ensure it meets the requirements of the ISO 45001 : 2018 Standard.

During this process we will not only be aiming to incorporate the requirements of the new Standard (e.g. context of the organisation, needs and requirements of interested parties, etc) but any, necessary, amendments brought about by changes within your organisation, since your Manual was last updated.

Once we have upgraded your Manual, it will be sent to our Head Office to be reviewed by the QMS Technical Team.

Once approved, your new ISO 45001 : 2018 certificate will be issued.

Working with QMS brings you confidence throughout the certification process. Our consultants and technical experts ensure you have access to the support and guidance needed to successfully implement all changes brought about by the new ISO 45001 Standard.

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