



BEGINNER'S GUIDE TO ISO 45001 : 2018

Occupational Health & Safety Management System Requirements Explained



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INTERNATIONAL

What is ISO 45001 : 2018?

One of the best ways that a company can show that they are taking Occupational Health and Safety (OH&S) seriously is through the ISO 45001 framework.

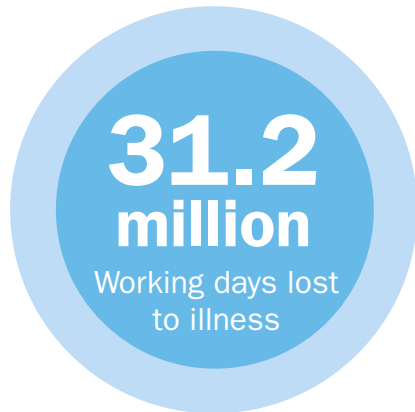
ISO 45001 is an internationally recognised Standard that allows businesses of any size and within any industry to control risks to personnel, visitors and consequently their brand. In addition, ISO 45001 gives companies the tools to help with their adherence to UK and European legal requirements concerning potentially harmful workplace activities.

Why use it?

With the publication of increasingly more stringent legislation, higher fines for companies who do not adhere to legal requirements and increased concern from interested parties, businesses are finding that they need to pay extra attention to OH&S. Employees are a vital part of any business and their well-being and attitude can affect many aspects from communication with clients through to producing quality products.

A certified organisation will be able to support and promote good OH&S practices and balance these with their business needs – financial or otherwise. They will be rewarded with productive and enthusiastic staff that in turn offer a better service and higher quality products to clients.

In statistics published by the Health and Safety Executive (HSE) for the year 2016/17:



Source: hse.gov.uk



How does it work?

ISO 45001 : 2018 is built around 7 areas...



1

Context

What?

You need to outline and communicate your organisation's responsibilities.

Why?

By setting out your organisation's goals, commitments and responsibilities you are proving that your business is committed to ensuring a safe working environment.

How?

Start by identifying anyone who your organisation could be responsible for in terms of health and safety. Knowing who is impacted will identify potential areas to focus on. Don't just think about staff, consider visitors and contractors too.

With the affected individuals identified, you will need to work out your legal responsibilities toward them, their needs and their expectations. Make sure to think about how future projects or changes to your business will affect your plans.

It is important that you document and communicate this information throughout your organisation.



2

Leadership

What?

Leaders at all levels should establish a unity of purpose and direction.

Why?

A good leader will set an example for those below them by actively participating in and caring about the OH&S Management System. By doing this they will be creating an atmosphere where everyone feels they can and should contribute to the company OH&S goals.

How?

As a business leader, you should take accountability for the safety and well-being of your staff, contractors and visitors to your premises. Do this by understanding their needs and expectations in the first instance, and creating a health and safety policy based on these.

An OH&S policy should be your company's mission statement for health and safety issues – a vision and strategy for preventing injury and ill health within your organisation. Communicate this to all staff, visitors and contractors to ensure everyone knows what is expected of them then they can act with one purpose.

Review your policy periodically to ensure that it remains appropriate to your business and still meets legal obligations.



3

Planning

What?

You need to establish, implement and maintain processes and objectives.

Why?

Planning shows how forward-thinking and proactive your business is while allowing you to react quickly to any risks and opportunities that may arise.

How?

Start by defining a set of Health and Safety objectives. A specific list of goals sets the expectations of your staff and any interested parties. Think about how you will measure the success – or failure – of these objectives, what resources will be required and who will be responsible for them.

Next, establish procedures for, and controls to eliminate, hazards and risks. Consider the behaviour and capabilities of your staff and make sure to include persons that are not in the workplace such as contractors or visitors.

Finally, work out which legal OH&S requirements your organisation must follow and determine a method to keep up-to-date with any changes.

Make sure to record all of these areas and keep your documents up-to-date.



4

Support

What?

Determine and provide the resources needed to fulfil your goals.

Why?

By allocating the correct resources for the task you will ensure that your business is in the best place to achieve your Health and Safety goals.

How?

Supporting a management system covers many areas from providing the resources needed to achieve company goals, to training staff in how to handle specific issues. For Health and Safety this is no different.

Make sure that everyone in your organisations is trained to respond appropriately to, and actively looks out for hazards, risks and emergency situations. Even if someone is not trained to handle a risk, they should know who to report it to.

Be sure to empower your people by giving them the resources, training and authority to act with accountability. Encourage them further by recognising and rewarding their contributions.



5

Operation

What?

The management system should be part of your day-to-day operations.

Why?

OH&S issues should be thought of as part of business operations – not just an afterthought once the issue has already occurred.

How?

Consider how your OH&S goals can be met at every stage of your business life cycle and use your findings to design a series of controls to address them. Your controls should be aimed at eliminating hazards and reducing risk.

In addition, you will need to establish, implement and maintain a plan to address changes in your business, unforeseen issues and emergency situations.

Don't forget to document and communicate your processes. Documents should be reviewed and updated regularly, and any changes communicated to relevant parties such as employees and contractors.



6

Performance evaluation

What?

You should monitor, measure, analyse and evaluate performance.

Why?

Evaluating your OH&S performance allows you to identify and rectify issues early on, before they become a problem.

How?

For all your identified controls, determine what needs to be measured to assess their success. Set out guidelines that will allow consistent measurement – especially for subjective areas.

As well as collecting data, analyse it to determine if a goal has been reached and if any improvements can be made to the process.

Internal audits are the best way to gather this data and assess individual departments on their adherence to the Standard.

Make sure to document everything from start to finish, not just your data but how you will collect and analyse it.

Communicate this to the relevant parties.



What?

Successful organisations review their successes and failures.

Why?

The best way to learn how your business can repeat its successes and avoid past mistakes is to review and evaluate performance.

How?

It is important to create a plan for analysing your business' performance. Make a schedule as part of this which will ensure that reviews are held regularly.

Reviews should look at the results of internal audits, the general OH&S performance of the organisation and any changing circumstances such as new legislation being introduced.

Make sure to take minutes of the items discussed and note any agreed actions. You should make sure to follow up on these actions in the next review which will ensure that your processes are always fit for purpose.

Who can help?

Implementing an ISO 45001 Occupational Health and Safety Management System is not something you have to do alone, and certification doesn't have to be expensive or complicated. If you are interested in the benefits that the ISO 45001 standard can bring to your business, and are looking for a common sense and an efficient approach which doesn't break the bank, QMS International can support you every step of the way.

Having helped implement thousands of Management Systems across the UK, QMS's market-leading services include everything from drafting a compliant Manual, to offering on-site training and Certification.

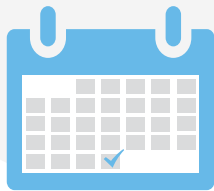
Figures shown below are taken from the QMS customer survey 2016.

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