OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS – REQUIREMENTS WITH GUIDANCE FOR USE

(ISO 45001:2018)

The International Organization for Standardization (ISO) is currently developing Occupational Health and Safety Management Systems (ISO 45001:2018) standard which is intended to enable organizations to manage their occupational health and safety (OHS) risks and improve their OHS performance. The implementation of an OHS management system is a strategic decision for an organization, and it can be used to ensure employees are working in a safer and healthier environment as well as to increase the profitability of the organization.

On a yearly basis, nearly 2.2 million workers lose their lives globally from work-related accidents and diseases. Without a good WSH framework design in the organization, its activities can pose a risk of injury or ill-health and result in a serious impairment of health or even fatality. Hence, it is important for the organization to eliminate or minimize its OHS risks by taking appropriate preventive measures. Therefore, an organization's OHS management system can translate its intentions to prevent incidents in a systematic and on-going set of processes and reinforce the organization's commitment to proactively improve its OHS performance.

Introduction to ISO 45001:2018

The ISO 45001 standard is published on 12th March 2018 and it will replace BS OHSAS 18001:2007 standard, and the stipulated transition period is three years from the point of publication *(based on IAF MD21:2018 – Migration requirements to ISO 45001 from OHSAS, published January 18, 2018).*

To embark on the transition to ISO 45001:2018, certified organizations are advised to conduct an impact analysis or gap assessment to identify realistic resource and time implications. Therefore, organizations can:

1) Attend our ISO 45001:2018 transition workshop
2) Identify the gaps in the occupational safety and health management systems
3) Develop an implementation plan
4) Ensure that any new competence needs are met and create awareness for all parties involved in the OHSMS
5) Update the existing OHSMS to meet the new requirements of ISO 45001:2018
6) Undergo the transition audit to ISO 45001:2018 (after ISO 45001:2018 standard publication)

IAF has highlighted in IAF MD 21:2018 that transition audits carried out in conjunction with scheduled surveillance or recertification audit, a minimum of one (1) additional auditor man-day is required to cover the new requirements implied by ISO 45001:2018. However, as each client is unique, the audit duration will be increased above the minimum as needed to sufficiently demonstrate conformity to ISO 45001:2018.

Changes to ISO 45001:2018

Compared to OHSAS 18001, ISO 45001 has a new division of chapters and sections, based on what is know as the ISO High Level Structure (HLS). The ISO Technical Committee has determined that the structure of all standards for management systems will be based on the HLS. With the HLS alignment, many organizations with more than multiple management systems will find it easier to integrate due to the same structure.

ISO 45001 Clauses	OHSAS 18001 Clauses	Explanation
4 – Context of the organization		
4.1 – Understanding the organization and its context	**New requirement!**	• It is essential for organizations to understand both their internal and external environment that are relevant to achieve their OHSMS intended outcome.
4.2 – Understanding the needs and expectations of workers and other interested parties	**New requirement!**	• Organizations are required to identify the interested parties (stakeholders) within and outside of the organization. • ISO 45001 recognize workers needs and expectations such as freedom from forced labour, discrimination, abuse, etc. Organizations are required to identify which of these needs are legal requirements.
4.3 – Determining the scope of the OHS management system	1 - Scope 4.1 - General requirements 4.2 – OH&S Policy	• Unlike OHSAS 18001, ISO 45001 states that the boundaries and applicability of the OHSMS must be determined to establish the scope. By establishing the 'boundaries' such as physical boundaries, legal boundaries, the scope to be covered by the certification is clearly identified. • It states that all operations, products and services that the organization can control or influence, and that influence its OHS performance must be included and highlighted. • In addition to that, outsourced processes are now considered as processes that the organization can control, and the organization will have to establish how much influence it has in its scope.
4.4 – OHS management system and its processes	4.1 – General requirements	• The requirements are the same for both standards.

5 – Leadership and worker participation		
5.1 – Leadership and commitment	4.4.1 – Resources, roles, responsibility, accountability and authority 4.4.3 – Communication, participation and consultation 4.4.6 – Operational control	• ISO 45001 makes emphasis on top management's involvement in the OSHMS explicitly. • The top management must take accountability for the health and safety of their employees. Therefore, the top management must take an active and proactive role, for example, providing support to other relevant management roles, develop, lead and promote safety culture and taking initiatives to improve their overall OHS performance.
5.2 - OH&S Policy	4.2 – OH&S Policy	• The OHS policy shall be established and documented, and it must provide an overall sense of OHS direction. • Aside to that, the top management is responsible for ensuring compatibility between the organization's OHS policy and its strategy. Therefore, the top management must ensure a total integration of its OHS policy and strategies.
5.3 – Organizational roles, responsibilities, accountabilities and authorities	4.4.1 – Resources, roles, responsibility, accountability and authority	• As highlighted earlier, ISO 45001 puts a great deal of emphasis on the importance of leadership. Thus, the top management can delegate tasks but not their responsibilities. Therefore, there is no requirement for a designated "management representative".
5.4 – Participation and consultation	4.4.2 – Competence, training and awareness 4.4.3 – Communication, participation and consultation 4.5.1 – Performance measurement and monitoring 4.5.2 – Evaluation of compliance 4.5.3 – Incident investigation, nonconformity, corrective action and preventive action	• In OHSAS 18001, there is no distinction between participation and consultation. However, in ISO 45001, a distinction is made between various phases of implementing and functioning the OHSMS, and participation/ consultation involves all elements of the management system. • In ISO 45001, there is a distinction between "managerial" and "non-managerial" employees. ISO 45001 highlights the need for consultation of "non-managerial" employees on the OHS management system from policy development to risk identification through to continual improvement.
6 – Planning for the OH & S System		

6.1 – Actions to address risks and opportunities	4.3.1 – Hazard identification, risk assessment and determining controls 4.3.2 – Legal and other requirements 4.3.3 – Objectives and programme(s)	• In ISO 45001, it is a requirement to determine the risks and opportunities of the OHSMS. • A distinction is made between OHS risks and opportunities and the organization's risks and opportunities. • Aside to that, it is a requirement to establish and maintain proactive hazard identification processes. Thus, the factors for consideration are social factors, past incidents, potential emergency situation, people (anyone with access in to the workplace), etc.
6.2 – OH&S objectives and planning to achieve them	4.3.3 – Objectives and programme(s)	• Similarly, to OHSAS 18001, ISO 45001 indicate how objectives are evaluated including indicators for process, and integration of actions to achieve these objectives in other business processes.
7 – Support		
7.1 – Resources	4.4 – Implementation and operation	• ISO 45001 requires the organization to determine the necessary competencies of workers that can affect the OHS performance. The competencies should include the knowledge and skills needed to appropriately identify the hazards and mitigate the risks. • Similarly, ISO 45001 requires that employees are made aware of the OHS policy, objectives, incidents and results of investigations of incidents and ways to leave the workplace in occurrence of dangerous situations. • ISO 45001 states that there must be a process to document what, when, with whom and how communication took place. Therefore, a process for internal and external communication must be implemented.
7.2 – Competence	4.4.2 – Competence, training and awareness	
7.3 – Awareness	4.4.2 – Competence, training and awareness	
7.4 - Communication	4.4.3 – Communication, participation and consultation 4.4.3.2 – Participation and consultation	
7.5 – Documented Information	4.4.4 – Documentation 4.4.5 – Control of documents 4.5.4 – Control of records	
8 – Operation		
8.1.1 – Operational planning and control	4.4.6 – Operational control	• Unlike OHSAS 18001, ISO 45001 states that at sites with more than one employer, relevant elements of the OHSMS must be coordinated with other organizations. • In ISO 45001, it is a requirement to establish, implement and maintain the process of reducing hazards and OHS risks on the basis of hierarchy of controls.
8.1.2 – Eliminating hazards and reducing OH&S risks	**New requirement!**	

8.1.3 – Management of change	**New requirement!**	• Unlike OHSAS 18001, ISO 45001 has a separate article on Management of Change (MOC). • It is a requirement to establish the process, highlight both temporary and permanent changes including changes in legal and other requirements and changes in knowledge of hazards, technology, etc.
8.1.4 – Procurement	**New requirement!**	• ISO 45001 requires that processes to be implemented whereby there is a guarantee that procured products and services conforms with the requirements stated in the OHSMS.
8.1.4.2 – Contractors	**New requirement!**	• ISO 45001 requires that a process for identifying hazards and evaluating risks connected with the contractors are implemented in accordance to the requirements in the OHSMS.
8.1.4.3 – Outsourcing	**New requirement!**	• ISO 45001 requires that contracted processes must be controlled, and the degree of control must be established and indicated in the OHSMS.
8.2 – Emergency preparedness and response	4.4.7 – Emergency preparedness and response	• In ISO 45001, several pointers on emergencies have been made more explicit such as first aid, communication and information to employees, contractors, etc as well as documented information about emergency preparedness and response process and plans.
9 – Performance Evaluation		
9.1 – Monitoring, measurement, analysis and performance evaluation	4.5 – Checking 4.5.1 – Performance measurement and monitoring	• According to ISO 45001, the methods for monitoring, measuring, analysis and evaluation must be determined to ensure valid results. • Aside to that, the criteria and indicators for evaluating the OHS performance must be determined.
9.1.2 – Evaluation of compliance	4.5.2 – Evaluation of compliance	• ISO 45001 requires that the organization shall maintain its knowledge and understanding of its compliance status, and it must have an up-to-date view of it.
9.2 – Internal audit and programme	4.5.5 – Internal audit	• The requirements are the same for both standards.

9.3 – Management review	4.6 – Management review	• Unlike OHSAS 18001, in ISO 45001, for top management review, instead of emphasis on the "input", the focus is given to "output". ISO 45001 accentuates the points that must be considered by the top management such as changes in the needs, expectations of interested parties, risks and opportunities, adequacy of means, opportunities for integration with other business processes, and the consequences for the organization's strategic direction.
10 – Improvement		
10.2 – Incident, non-conformity and corrective action	4.5.3 – Incident investigation, nonconformity, corrective action and preventive action 4.5.3.1 – Incident investigation 4.5.3.2 – Nonconformity, corrective action and preventive action	• ISO 45001 omits the need to preventive actions in alignment with other ISO HLS-structured management systems standards. Nonetheless, the other requirements are the same for both standards.
10.3 – Continual improvement 10.3.1 – Continual improvement objectives 10.3.2 – Continual improvement process		• ISO 45001 emphasize the importance of continual improvement, in addition to improving the OHS performance, the organization must also aim at improving the culture supporting the OHSMS.