



ISO 45001 : 2018

**The New International Occupational
Health and Safety Management
Standard**

Straw Poll

- How many attending tonight have :
- ISO 9001:2015
- ISO 14001:2015
- OHSAS 18001:2007
- Thinking about ISO 45001:2018

Overview

- ISO 45001:2018 replaces OHSAS 18001:2007
- Why 45001?
- Time scale
- Who am I ?
- This is a personal viewpoint of the standard especially the tips !
- Business management system –
INTERGRATION

Context clause 4.1

The standard does not state how you should determine Context

PESTLE (E) Analysis (encompassing)

External issues

Contractors, Suppliers , New technologies, key drivers ,
Cultural, social, and political factors ,relevant legislation,
location of facilities , Risks and opportunities

Internal Issues

Size , nature, and activities

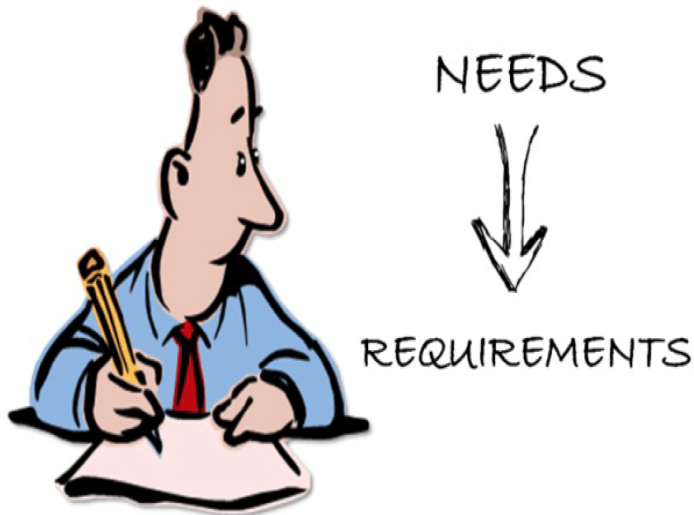
Organisation management and business objectives

Resources, knowledge and competence

Planned and foreseeable changes, Risks and
opportunities -**SWOT is also an option**

Clause 4.2 Needs and Expectations

Workers at any level; customers; legal and regulatory authorities; parent organizations; external providers, including suppliers, contractors and subcontractors; workers' organizations (e.g. trade unions) and employers' organizations; owners, shareholders, clients, visitors; insurers; the local community; the general public; the media, Emergency services



Not required to document !! BUT!!!!

TIP 1

Excel work book Year xxxx

Tab 1 Context – List , add column in a table for each standard , and tick applicability , Say How notes column , Risk and opportunities column , methodology of risk

Tab 2 –Stakeholders -

Who are they list them , say How column , Risk and opportunities column , prioritise.



TIP 3

Methodology for Determining Risks and opportunity
This is important especially if you have change of
personnel –

Note standard does not determine or require this:-

Management discussion

RAG

Table for risk (c.f. Risk assessment) and reverse scoring
Table for opportunities .

Suggest adding this to Tab 0 of your workbook for
posterity and uniform decision making

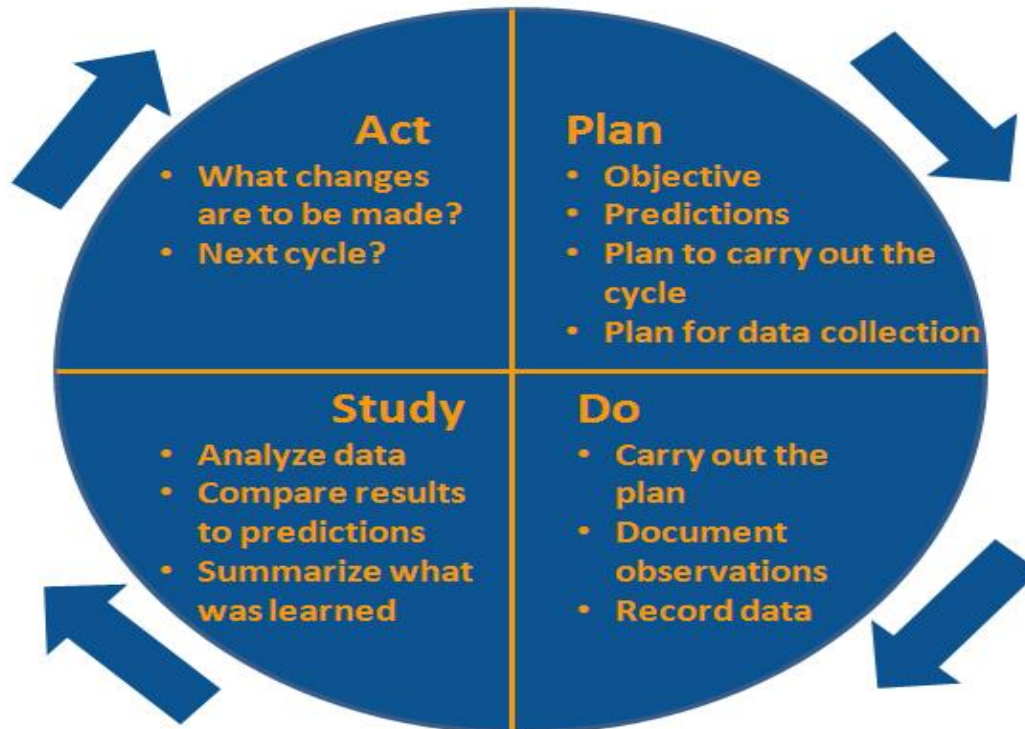
Clause 4.3 Scope

What does the management system cover –

Documented info is required-1

Clause 4.4 Management system

PDCA Model – Do not have to have a manual



Advantages of a Manual

- 1) Reference (start point) Document
- 2) Demonstrates the outline of the BMS to Clients
- 3) Context demonstrates the values of the company and an overview – Sales pitch to clients
- 4) Training aid

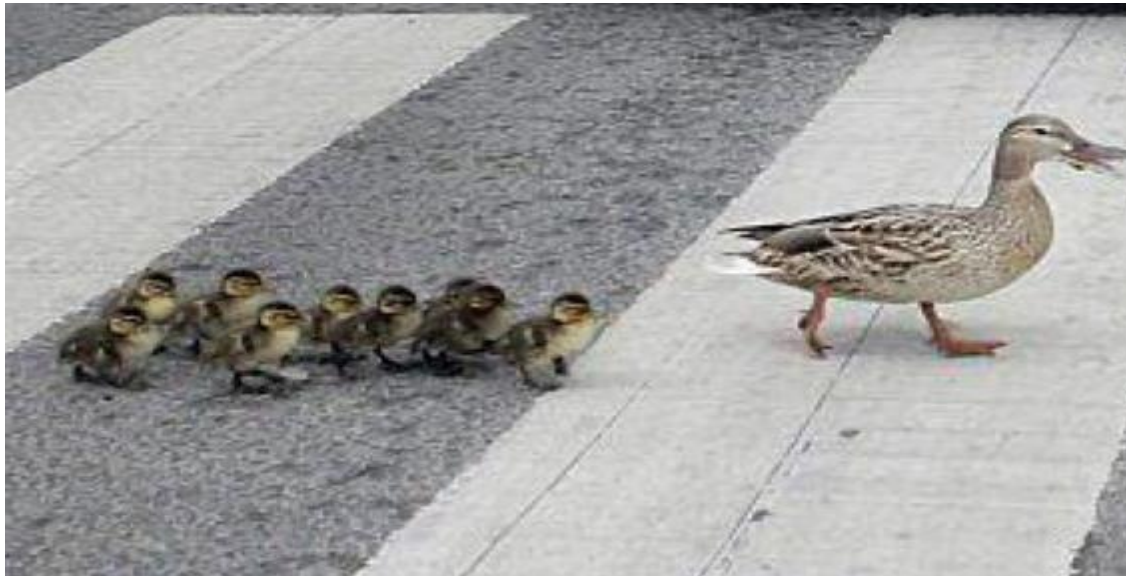
Clause 5 Leadership

Clause 5.1. Leadership commitment

Clause 5.2 Occupational health and safety Policy

Clause 5.3 Roles and responsibilities

Clause 5.4 Consultation and participation of workers



Clause 5.1 Leadership Commitment

Buck stops here, Policy, integration, resources, communication, effectiveness, objectives are achieved, CIP, direction of personnel , supporting management , protecting workers from reprisals (whistle blowing) Processes for consultation and participation, H and S committees , site safety tours etc.

Tip 4

Use a diary or excel matrix to record when some of these actions are undertaken as evidence

Clause 5.2 Occupational health and safety Policy

Tip 5

Read the standard for the requirements –

Documented information required

Clause 5.3 Roles and responsibilities

Matrix, procedure, as decided **BUT**

Documented information required



Clause 5.4 Consultation and Participation of Workers

Key requirements

- 1) Provide time, training and resources.
- 2) Provide timely relevant information.
- 3) Remove barriers to participation.
- 4) Consultation of non Managerial workers on Paragraphs 4d and 4e of the clause 5.4



Clause 6 Planning

Clause 6.1.1 actions to address Risk and opportunities

Clause 6.1.2 .1 Hazard Identification

Clause 6.1.2.2 Assessment of OH and S Risks and other risks

Clause 6.1.2.3 Assessment of OH and S opportunities and other Opportunities for the OH& S management system.

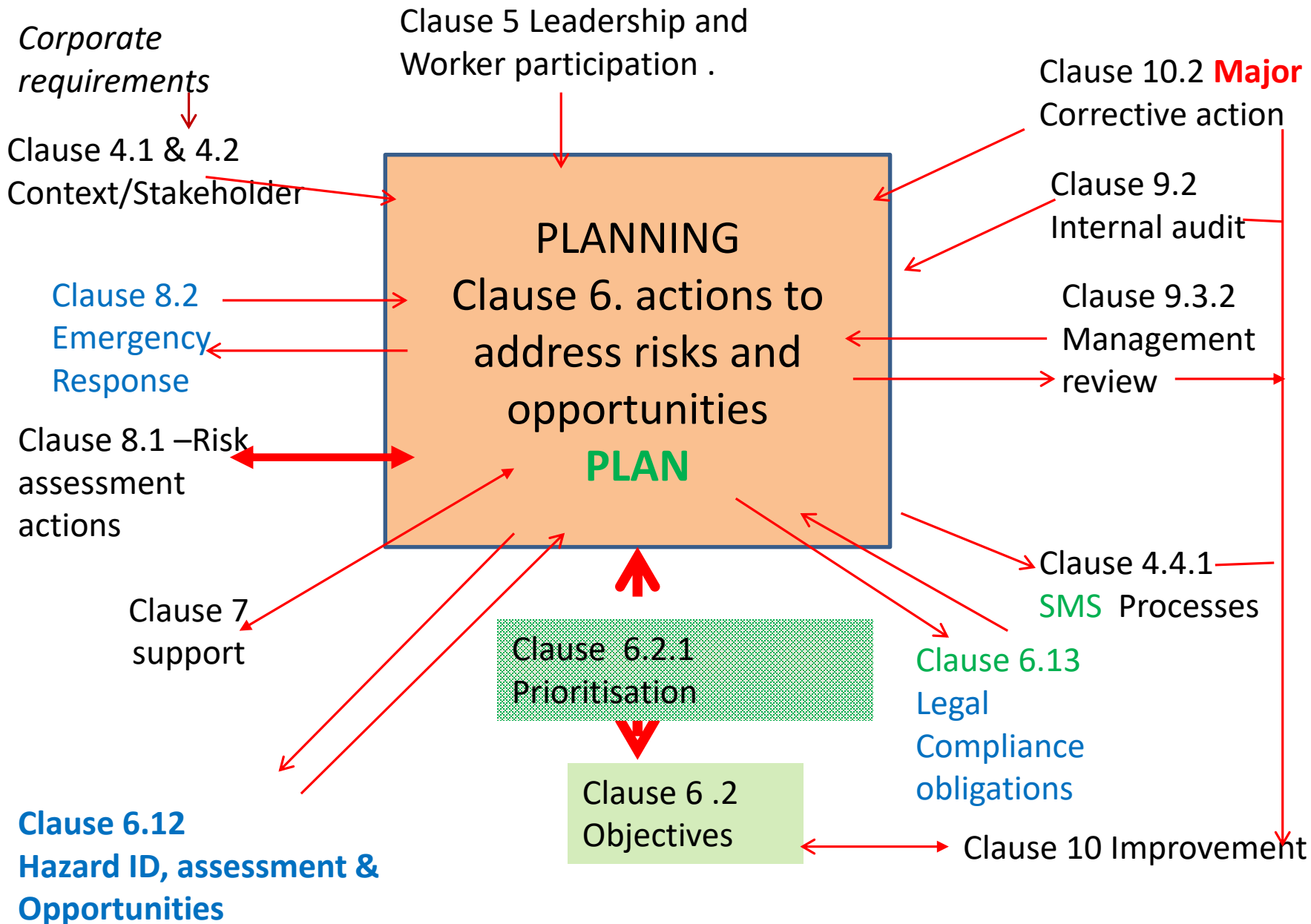
Clause 6.1.3 Legal Obligations

Clause 6.1.4 Planning action

Clause 6.2.1 OH & S objectives at all levels

Clause 6.2.2 planning to achieve OH & S objectives

Clause 6 Planning OH&S



Clause 6.1.1 actions to address Risk and opportunities

General

Issues that must be included :

Clause 4.1 Context, Clause 4.2 – Stakeholders, (Business Risks & Business opportunities)

H and S Risks & Opportunities

Hazards Clause 6.1.2.1

Risks 6.1.2.2

Opportunities 6.1.2.3

Legal requirements 6.1.3

“..that need to be addressed.”

Documented information of risks and opportunities required and the processes needed to determine risks and opportunities must be documented

Clause 6.1.2.1 Hazard Identification

Company methodology for assessment of hazards

Clause 6.1.2.2 Assessment of OH and S Risks and other risks - Assessment of the risks arising- (

RAG, 5 by 5 table etc.)

Clause 6.1.2.3 Assessment of OH and S opportunities and other Opportunities for the OH& S management system.

Assessment of the opportunities arising- (inverted RAG, or inverted 5 by 5 table etc.) .

TIP 6

Use a summary excel table within the year work book with hazards, risks, opportunities .

Clause 6.1.3 Legal Obligations

A Legal register table or similar document with a list of regulations –how and why they apply, notes company reference to procedures etc.

Tip 7

Use excel for filter or sorting and add to the year work book.

Tip 7A

Can be incorporated with the environmental register –if the company has one (ISO 14001 requirement)

Clause 6.1.4 Planning action

Elimination of hazards and risks – either by the OH & S system or other BMS.

Cross reference to Clause 8 (controls) and Clause 9 (M & M)

Tip 8 Add plans to excel work book for year

Clause 6.2.1 OH & S objectives at all levels & Clause 6.2.2 planning to achieve OH & S objectives

6.2.1 Types of objectives – linked to all relevant risks and opportunities – with the highest priority higher on the list – Quantities should be proportionate to risks and opportunities – Prioritise as in the diagram

Clause 6.2.2

Objectives Planning , must have the following elements

What will be done ?

by when?

Who has responsibilities ?

Resources ?

How will the results be evaluated .

Documented evidence required – Tip 9 add to excel workbook for year?

Clause 7 Support

Clause 7.1 Resources

Clause 7.2 Competence

Determination of competence- training needs matrix? **Retain appropriate Documented info:**

Clause 7.3 Awareness-(80% target)

Clause 7.4 Communication

Clause 7.4.1 General

Clause 7.4.2 Internal communication

Clause 7.4.3 EXTERNAL Communication

Communication matrix or procedures or similar

Clause 7.5.1 General

Clause 7.5.2 Creating and updating

Clause 7.5.3 Document and Information control

External origin documentation issues !

Clause 8 Operation

Clause 8.1.1 General Operational Planning and Control

Clause 8.1.2 Eliminating Hazards and reducing Risks

Clause 8.1.3 Management of change

Clause 8.1.4 Procurement

Clause 8.1.4.2 Contractors

Clause 8.1.4.3 Outsourcing

Clause 8.2 Emergency response



Clause 8.1.1 General Operational Planning and Control

Planning Examples, but are not limited to those for:

- a) Outcomes of consultation and participation of workers;
- b) Outcomes of hazard identification and risk assessment;
- c) determination of, and compliance with, legal requirements and other requirements;
- d) communication;
- e) management of change;
- f) emergency preparedness and response; and
- g) monitoring, measurement, analysis and performance evaluation.

Clause 8.11 (continued)

Controls and criteria relating to those processes can include, for example:

- 1) documentation and detailed systems of work;
- 2) specifications for the procurement of goods and services
- 3) ensuring compliance with regulations and manufacturers' instructions;
- 4) checking and raising the competence of workers;

Clause 8.1.1 General Operational Planning and Control (continued)

- 5) maintenance and inspection programmes, e.g. routine housekeeping; Lock and Tag procedures,
- 6) health surveillance, work permits; and
- 7) adapting work to workers, e.g. reasonable adjustments for workers with specific needs,
- 8) appropriate design of workplaces, etc.
- 9) FM arrangements (many issues around this area within a landlord /tenant situation)

Documented information is required “to the extent necessary ...”

Use Existing Procedures and controls as far as possible – But review requirements of standard

Clause 8.1.2 Eliminating Hazards and reducing Risks

Hierarchy of controls- Mandatory :-

Eliminate the hazard

Substitution

Engineering controls /work re- organisation

Admin: Controls/safety

PPE (last resort)

Usually part of risk assessments

Clause 8.1.3 Management of change

Processes for managing change and reviewing the consequences. MOC procedure (link to stakeholders list)

Clause 8.1.4 Procurement (general)

Requirement to implement and maintain processes for above. Extend the ISO 9001 procedures

Clause 8.1.4.2 Contractors

Liaise and work with contractors – meet requirements of the SMS- Procurement should have Occupational H and S criteria.

Clause 8.1.4.3 Outsourcing

Control the process – need to define this within OH and S system.

Clause 8.2 Emergency response

Establishing a planned response to emergency situations, including the provision of first aid;

b) providing training for the planned response;

c) periodically testing and exercising the planned response capability;

d) evaluating performance and, as necessary, revising the planned response, including after testing, and, in particular, after the occurrence of emergency situations;

e) communicating and providing relevant information to all workers on their duties and responsibilities;

f) communicating relevant information to contractors, visitors, emergency response services, government authorities and, as appropriate, the local community;

Clause 8.2 Emergency response (continued)

g) taking into account the needs and capabilities of all relevant interested parties and ensuring their involvement, as appropriate, in the development of the planned response.

Documented information on the process(es) and the plans for responding to potential emergency situations are required .

Clause 9 Performance evaluation

Clause 9.1.1 OH&S Performance is monitored Analysis and evaluation

Your choice of what requires monitoring , must be related however to risk and opportunities , progress of objectives, effectiveness of operational controls.

b) Methodology

c) Criteria

d) Frequency

e) Analysis time scales and how communicated

Documented information is required

Key metrics of course should be in Management Review. Note effectiveness !! Data pack for management review ??

Clause 9.1.2 Evaluation of Compliance

Evidence of monitoring and measurement been retained.

By Audit,

Excel legal register with extra columns.

Tip 9

To Legal register add extra excel columns

Date of review , What was seen (evidence details)

Decision , auditors name , notes.

Suggest review period Maximum yearly .

Documented information of the compliance is required to be maintained and kept as evidence.

Clause 9.2 internal Audit

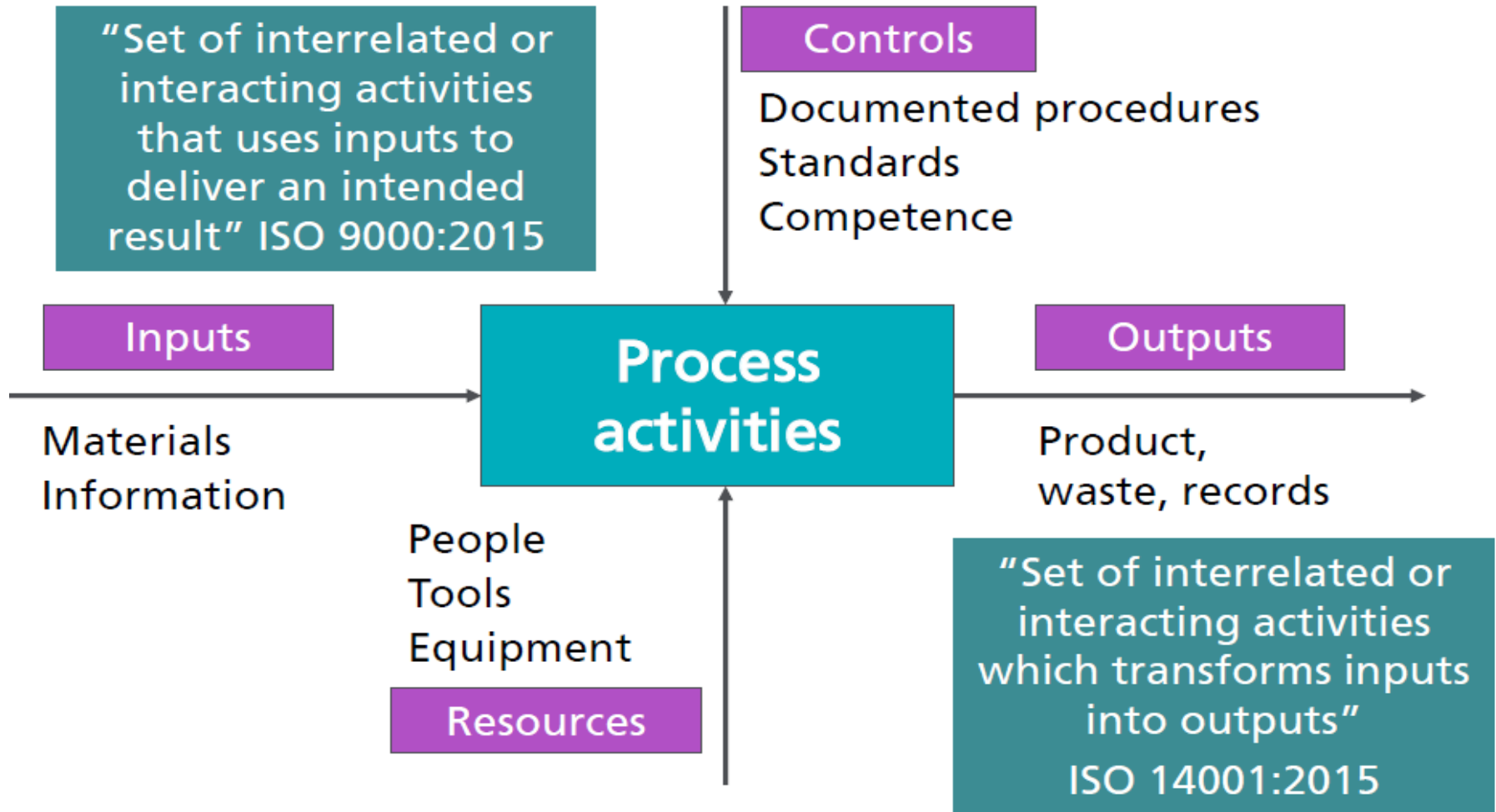
Clause 9.2.2 internal audit programme

-Audit schedule

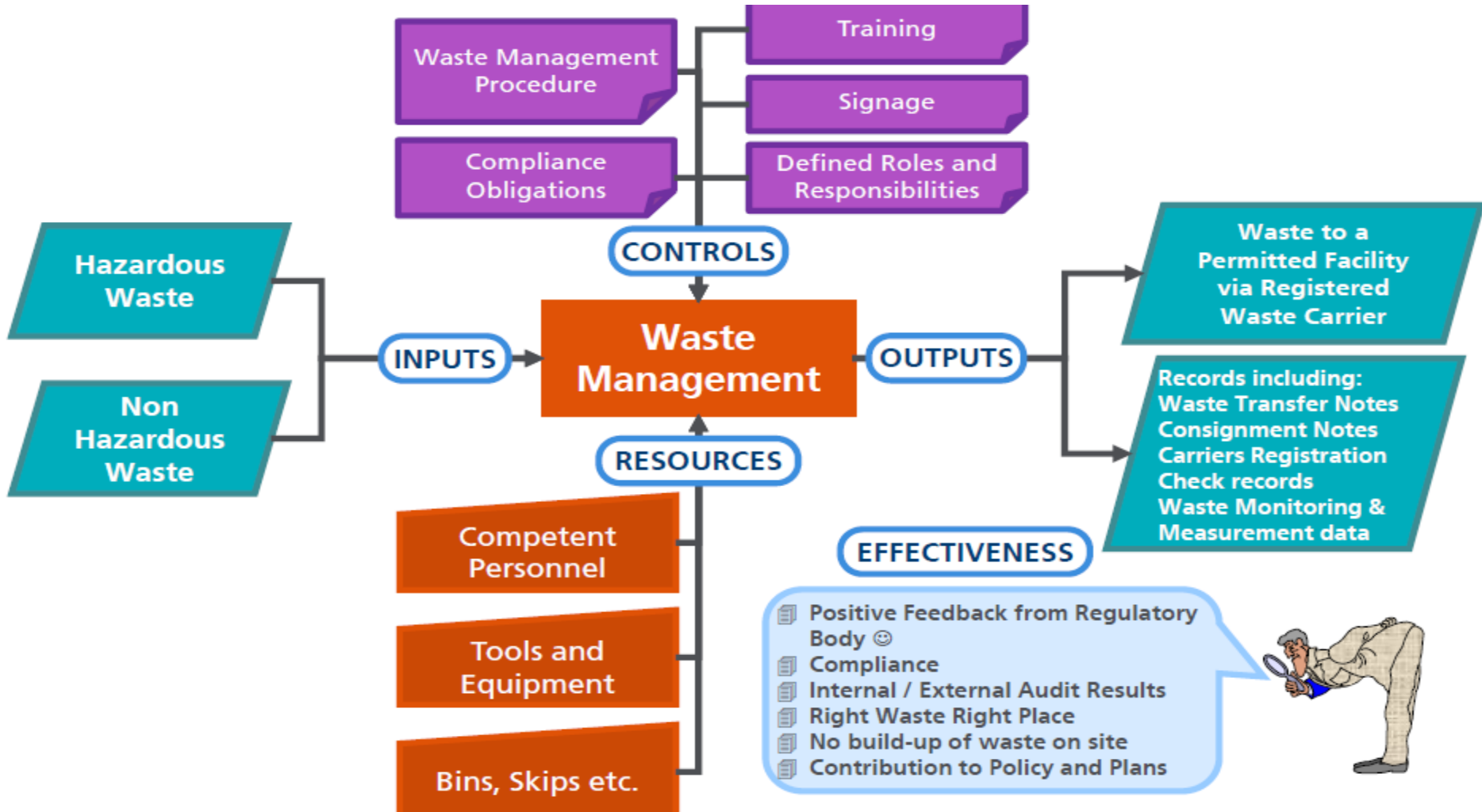
-Process audits are also required

- Documented information of the report
- Report – include, what you audited, who you interviewed, what you saw, what procedures, records, instruction sheets, training, equipment, photographs of the process.
- State decisions – grades of non conformities and types, observations – OFI .
- **Documented information on the audit is required**

PROCESS Approach



Process approach for waste audit



Clause 9.3 Management review

Inputs

Paragraphs 9.3 a to g

Tip 10 base your agenda on the clause 9.3 requirements with AOB on the bottom

Outputs

As listed in Clause 9.3

Note Documented information is required to be retained



Clause 10 Improvement

Clause 10.1 General

Clause 10.2 Incident, non- conformity and Corrective action

Maintain a process

Evaluate the causes of the incident/accident with relevant workers.

Re-view Risk assessments as required

Retain documented information of the nature, cause and results of the corrective actions.

The organisation shall communicate this documented information to the workers .

Tip 11 – run a revision chart on the back of the Risk assessments stating revision number, date , reason and actions taken. Update this as required so it is accurate and always with the assessment. It is evidence of improvement or legal compliance.

Clause 10.3 Improvement

Communicate improvements to workers

Promote a culture of improvement

Enhance performance

Retain documented information as evidence of CIP

Tip 12 Consider a communication log as evidence

Reference Documents

- 1) BS ISO 45001 :2018- Occupational Health and safety Management systems - requirements and guidance for use.
- 2) BS 45001-0:2018 Occupational Health and safety Management systems – Part 0 general guidelines
- 3) BS 45001-3:2017 Occupational Health and safety Management systems – Part 2 general guidelines and Guidance on Incident management (**DRAFT ONLY**)

Unsafe Acts



Unsafe acts 2







Unsafe Acts 3



And Finally



Routes to ISO 45001:2018

- OHSAS 18001:2007  (Gap Analysis)
 Migration  certification
- No OHSAS 18001
- (Gap optional)
- Stage 1
- Stage 2  Certification

ISO 45001:2018

- Questions -??
- Further information.
- Email nick.sawyer@lr.org
- Websites of the UKAS accredited certification Bodies