ISO 45001 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS MIGRATION GUIDE

NSF®

ISO 45001 OVERVIEW

The occupational health and safety (OH&S) management system, ISO 45001, is a new international standard that provides a framework for an organization to manage risks and opportunities to help prevent work-related injury and ill health to workers. The intended outcome is to improve and provide a safe and healthy workplace.

ISO 45001 is intended to help organizations, regardless of size or industry, in designing systems to proactively prevent injury and ill health. All of its requirements are designed to be integrated into an organization's management and business processes.

KEY BENEFITS OF ISO 45001

ISO 45001 implements the Annex SL process and structure, making integration of multiple ISO management system standards easier, such as ISO 9001, Quality management systems and ISO 14001, Environmental management systems.

It uses a simple plan-do-check-act (PDCA) model, which provides a framework for organizations to plan what they need to put in place in order to minimize the risk of injury or illness. The measures should address concerns that can lead to long-term health issues and absence from work, as well as those that give rise to injuries.

ISO 45001 enables an organization to identify OH&S hazards, risks and opportunities to proactively manage to support worker wellness/well-being. The ISO 45001 standard calls for the organization's management and leadership to:

> Integrate responsibility for health and safety issues as part of the organization's overall plan

> Demonstrate engagement with employees (and where they exist employees' representatives) to create an organizational cultural that encourages active participation of workers in the OH&S management system

> Ensure the OH&SMS is integrated into an organizations business processes

Why an ISO standard?

Employees feel their needs and safety are being taken into account.

A strong occupational health and safety management system can help reduce injuries and illness in the workplace.

May help avoid legal costs and may even reduce insurance costs.

Create a positive corporate culture supportive of prevention of workplace injury and illness, as well as employee participation.

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KEY CHANGE: Structure of International Standard - New Annex SL Structure

Foreword Introduction

    0.1 Background

    0.2 Aim of OH&S Management System

    0.3 Success Factors

    0.4 Plan-Do-Check-Act Cycle

1. Scope	6. Planning
2. Normative References	7. Support
3. Terms and Definitions	8. Operation
4. Context of the Organization	9. Performance Evaluation
5. Leadership and Worker Participation	10. Improvement

Annex A: Guidance on Use of This International Standard Bibliography

Alphabetical Index of Terms

KEY CHANGE: Organizational Context (Clause 4.1)

Results of the context review should be used to:

> Understand and determine the scope and issues (positive and negative) that can affect how an organization manages the OH&S management system

> Determine risk and opportunities

> Develop or enhance OH&S policy and set objectives

> Gain high-level understanding of needs and expectations of workers and other interested parties (and differences for managerial and non-managerial workers)

Issues include conditions, characteristics or changing circumstances that can affect OH&S. Internal/ external issues can result in risks/opportunities.

External Context Issues

> Cultural, political, economic and legal issues, natural surroundings and market competition

> New competitors, technologies, laws and occupations

> Key drivers and trends in industry sector

> Relationships, perceptions and values of external interested parties

Internal Context Issues

> Organizational structure, roles, accountabilities, capabilities and organizational culture

> Information systems, flows and decision-making

> Introduction of new products, materials, services, tools, premises, and equipment

> Standards, guidelines and contractual relationships

> Working conditions and working time arrangement

KEY CHANGE: Understanding Needs of Workers and Other Interested Parties (Clause 4.2)

> Needs and expectations of both managerial and non-managerial workers and workers representatives (where they exist)

> Affect OH&S management system or which perceive themselves to be affected by OH&S system (A.4.2)

> Worker and as appropriate workers' representatives

> Legal and Regulatory authorizes

> Parent organization

> Suppliers, co-contractors and subcontractors

> Workers' organizations (trade unions) and employers' organizations

> Owners, shareholders, clients, visitors, local community, neighbors and general public

> Occupational health and safety organizations; occupational safety and health-care professionals (e.g., doctors, nurses)

Note: Needs and expectations from interested parties become obligatory requirements for an organization if the organization chooses to adopt them.

Interested parties include:

KEY CHANGE: Leadership and Worker Participation (Clause 5)

Leadership has been enhanced to ensure commitment and active support from top management in:

> Taking overall responsibility and accountability for protection of workers' work-related health and safety

> Ensuring OH&S policy and objectives are established

> Making OH&S compatible with the organization's strategic direction

> Integrating OH&S into the organizational business process

> Allocating necessary resources for OH&S (establish, implement, maintain and improve)

> Ensuring active participation of workers and workers' representatives (consultation, participation of workers and removing obstacles)

> Developing internal/external communications supporting OH&S

> Ensuring OH&S management systems achieve intended outcome(s)

> Directing and supporting persons to contribute to the effectiveness of OH&S

> Ensuring and supporting continual OH&S improvement

> Supporting relevant management roles to demonstrate their leadership as it applies to their areas of responsibility

> Developing, leading and promoting an organizational culture that supports the OH&S management system

KEY CHANGE: Consultation and Participation of Workers (Clause 5.4)

Non-Managerial Worker Participation

The organization shall:

> Provide mechanism, time, training and resources for consultation and participation of workers (and where they exist workers' representatives) at all levels and functions.

> Provide timely access to clear, understandable & relevant information about the OH&SMS

> Determine & remove barriers for participation and consultation

Non-managerial worker participation is given additional emphasis, including:

> Identifying hazards and assessing risk

> Defining actions to control hazards and risks

> Identifying competence and training needs and evaluating training

> Determining information (what and how) to be communicated

> Investigating incidents and non-conformities, and involvement in corrective actions

> Defining needs and expectations of interested parties

> Establishing policy

> Assigning organizational roles, responsibilities, accountabilities and authorities

KEY CHANGE: Hazard Identification/Assessment of Risk and Opportunities (Clause 6)

Hazard identification should proactively identify any sources or situations, arising from an organization's activities, with potential for work-related injury and ill health. Sources/situations could include:

> **How work is organized:** Includes social factors, leadership and culture

> **Routine** and **non-routine** activities and situations, including:

  • Infrastructure, equipment, materials, substances and physical conditions in the workplace

  • Hazards that arise as a result of product design

  • Human factors

  • How the work is actually done

> **Emergency situations**

> **People**, including considerations of:

  • Those who access the workplace, including workers, contractors, visitors and other persons

  • Those in the vicinity of the workplace who can be affected by the organization's activities

  • Workers at the location not under direct control of the organization

> **Actual or proposed changes** in organization, operations, processes activities and the

> OH&S management systems

> **Changes in knowledge** of or information about hazards

> **Past incidents,** both internal and external to the organization including emergencies and their causes

KEY CHANGE: Planning (Clause 6)

When planning the OH&S management system, organization must:

> Consider issues referred to under "Organizational Context" (4.1)

> Meet requirements referred to under "Interested Parties" (4.2)

> Define the scope of its OH&S management system (4.3)

> Determine risks and opportunities that need to be addressed

> Determination of legal & other requirements

When planning how to achieve OH&S objectives, the organization must determine:

> What will be done

> What resources will be required

> Who will be responsible

> When they will be completed

> How they will be measured through indicators (if practicable) and monitored

> How results will be evaluated

> How the actions to achieve OH&S objectives will be integrated into the organization's business process

KEY KEY CHANGE 9: Documented Information (Clause 7.5)

Organizations need to maintain and retain documentation information of OH&S objectives and plans to achieve them, keeping complexity to a minimum.

This change is aimed at preventing the risk of unintended use of obsolete documentation information. It should not have the effect of preventing workers from obtaining a full and complete picture of the hazards/risks of their work.

Control of Documented Information

> Available and suitable for use, where and when needed

> Adequately protected (loss, confidentiality, use, integrity)

> Control

- Distribution, access, retrieval, use

- Storage and preservation

- Control of changes

- Retention and disposition

- Access by workers, and where they exist, workers representatives, to relevant documented informationOutsourcing merging Key Changes

KEY CHANGE 10: Outsourcing, Procurement and Contractors (Clause 8)

Outsourcing

Organizations must ensure that outsourced processes affecting the OH&S management system are controlled.

An outsourced process is an arrangement where an external organization performs part of an organization's function or process.

Note - An external organization is outside the scope of the organization's management system, although the outsourced function or process is within the scope.

In addition:

> The organization shall ensure that the outsourced functions and processes are controlled

> Ensure outsourcing arrangements are consistent with legal and other requirements with achieving the intended outcomes of the OH&SMS

> The organization and external providers have a relationship where the process is perceived by interested parties as being carried out by the organization

Procurement

A company must establish controls to ensure that the procurement of goods (for example products, hazardous materials or substances, raw materials or equipment) and services conform to its OH&S management system requirements.

Prior to procuring goods and services, the organization should identify procurement controls that:

> Identify and evaluate potential OH&S risks associated with products, materials, equipment and services

> Require products, materials, equipment and services to conform to OH&S objectives

> Define needs for information, participation and communications

Prior to use in workplace:

> Verify that any procured equipment, installations and materials are adequate before being commissioned to ensure they function as designated

> Ensure goods are delivered to specifications and are tested to ensure they work as intended and specified

> Communicate and make available usage requirements, precautions or other protective measures

Organization must establish a process and determine controls for achieving reduction in OH&S risks using the following hierarchy:

HIERARCHY OF CONTROLS

Most Effective

Least Effective

Elimination	Physically remove the hazard
Substitution	Replace the hazard
Engineering Controls	Isolate people from the hazard
Administrative Controls	Change the way people work
ppe	Protect the worker with personal protective equipment
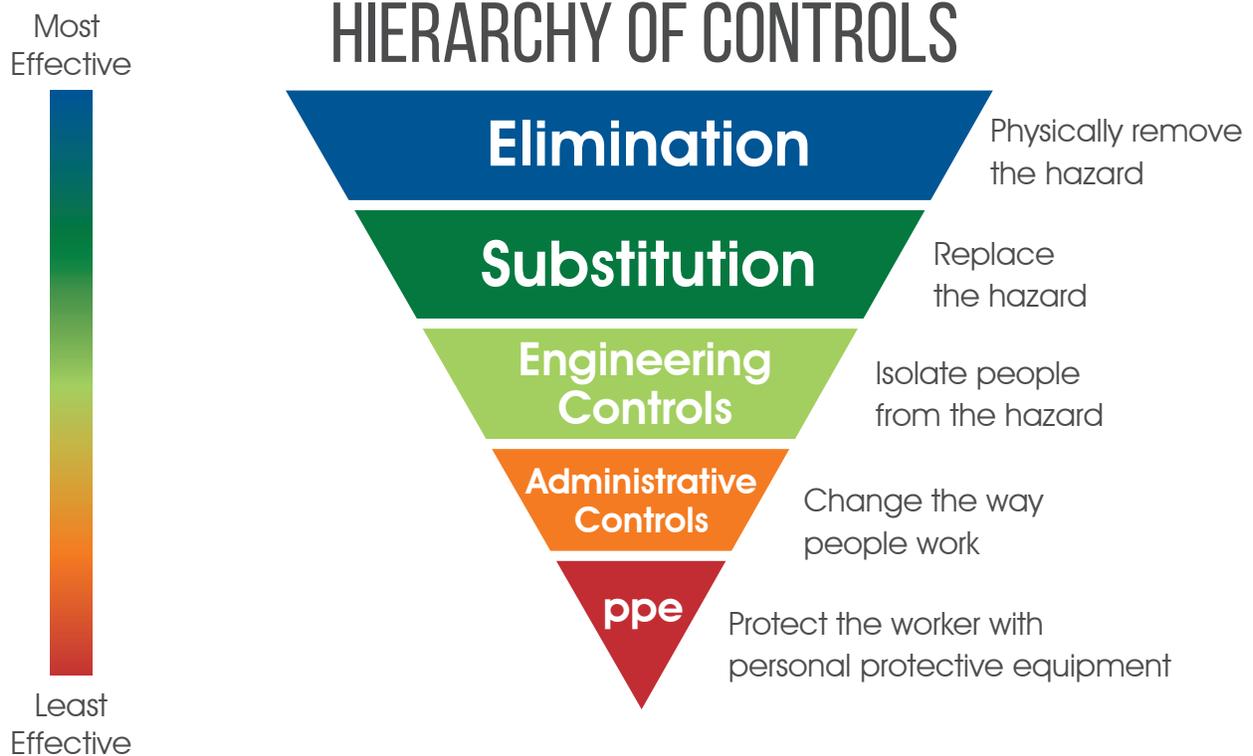
- **Hazard elimination:** Avoiding risks and adapting work to workers, (integrating health safety and ergonomics when planning new workplaces, and creating physical separation of traffic between pedestrians and vehicles)

- **Substitution:** Replacing the dangerous with the less or non-dangerous (replacing solvent-based paint with water-based paint)

- **Engineering controls:** Implementing collective protective measures (isolation, machine guarding, ventilation, noise reduction, etc.)

- **Administrative controls:** Giving appropriate instructions to workers (lock-out processes, induction, forklift driving licenses, etc.)

- **Personal protective equipment (PPE):** Providing PPE and instructions for PPE use/maintenance (safety shoes, safety glasses, hearing protection, chemical and liquid resistant gloves, electrical protection gloves, etc.)

KEY CHANGE 11: OH&S Performance Evaluation (Clause 9)

Organizations must establish, implement and maintain a process for monitoring, measurement and evaluation. They must determine what needs to be monitored and measured, including:

> Criteria against which the organization will evaluate OH&S performance

> Methods for monitoring, measurement, analysis and evaluation, as applicable, to ensure valid results

> When the monitoring and measuring will be performed

> When the results from monitoring and measurement will be analyzed, evaluated and communicated

Examples of what could be monitored and measured include:

> Progress on meeting policy commitments, achieving objectives and continual improvement

> Occupational health complaints, health surveillance of workers and work environment monitoring

> Work-related incidents, injuries, ill health and complaints, including trends

> Effectiveness of operational controls and emergency exercises

> Proactive and reactive actions affecting OH&S performance

> Competence

ISO 45001 IS HERE! WHAT SHOULD YOU DO?

Become Informed
- Learn and understand ISO 45001:2018
- Understand the differences between OHSAS 18001:2007 and ISO 45001:2018

Begin Planning
- ISO 45001 was published March 12, 2018.
- Do a gap analysis and plan for your migration to ISO 45001:2018 NOW!

Communicate
- Inform your team, top management, organization and interested parties
- Contact us with questions, needs or suggestions at **information@nsf-isr.org.**

NSF-ISR HAS THE TOOLS YOU NEED

Whether you are currently registered and would like to gain efficiency by consolidating your audits, or are looking to newly register, we have the tools and knowledge you need to succeed. NSF-ISR is in the process of developing the following tools for customers looking to register to ISO 45001, which will be available on our webpage, **www.nsf-isr.org**.

Online Readiness Tool

Onsite Informational Sessions

GAP Analysis

Training Sessions

Transition Plans to Meet Your Needs

Migration Planning

Webinars

Upgrade Planner

COMPARING ISO 45001:2018 TO OHSAS 18001
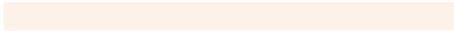
	= Significant Change from OHSAS 18001

ISO 45001:2018	OHSAS 18001:2007
1 Scope	**1** Scope
2 Normative references	**2** Reference publications
3 Terms and definitions	**3** Terms and definitions
4 Context of the organization (title only)	
4.1 Understanding the organization and its context	
4.2 Understanding the needs and expectations of workers and other interested parties	
4.3 Determining the scope of the OH&S management system	**4** OH&S management system requirements (title only)
4.4 OH&S management system	**4.1** General requirements
5 Leadership and worker participation (title only)	
5.1 Leadership and commitment	
5.2 OH&S policy	**4.2** OH&S policy
5.3 Organizational roles, responsibilities, accountabilities and authorities	**4.4.1** Resources, roles, responsibility, accountability and authority
5.4 Participation and consultation of workers	**4.4.3.2** Participation and consultation
6 Planning (title only)	**4.3** Planning (title only)
6.1 Actions to address risks and opportunities (title only)	
6.1.1 General	
6.1.2 Hazard identification and assessment of OH&S risks (title only)	**4.3.1** Hazard identification, risk assessment and determining controls
6.1.3 Determination of legal and other requirements	**4.3.2** Legal and other requirements
6.1.4 Planning action	
6.1.4.1 Hazard identification & assessment of risksand opportunities6.1.4.2 Assessment of OH&S risks and other risks to the OH&S management system	

COMPARING ISO 45001:2018 TO OHSAS 18001 (Cont'd)
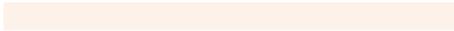
	= Significant Change from OHSAS 18001

ISO 45001:2018	OHSAS 18001:2007
6.2 OH&S objectives and planning to achieve them (title only)	**4.3.3** Objectives and programme(s)
6.2.1 OH&S objectives	
6.2.2 Planning to achieve OH&S objectives	
7 Support (title only)	
7.1 Resources	**4.4.1** Resources, roles, responsibility, accountability and authority
7.2 Competence **7.3** Awareness	**4.4.2** Competence, training and awareness
7.4 Information and communication	**4.4.3** Communication, participation andconsultation (title only) **4.4.3.1** Communication
7.5 Documented information (title only) **7.5.1** General **7.5.2** Creating and updating **7.5.3** Control of documented information	**4.4.4** Documentation **4.4.5** Control of documents **4.5.4** Control of records
8 Operation (title only) **8.1.** Operational planning and control **8.1.1** General	**4.4** Implementation and operation (title only) **4.4.6** Operational control
8.1.2 Eliminating hazards and reducing OH&S Risks **8.1.3** Management of Change **8.1.4** Procurement	**4.3.1** Hazard identification, risk assessment and determining control **4.4.6** Operational control
8.2 Emergency preparedness and response	**4.4.7** Emergency preparedness and response

COMPARING ISO 45001:2018 TO OHSAS 18001 (Cont'd)
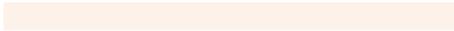
	= Significant Change from OHSAS 18001

ISO 45001:2018	OHSAS 18001:2007
9 Performance evaluation (title only) **9.1** Monitoring, measurement, analysis and evaluation (title only) **9.1.1** General	**4.5** Checking (title only) **4.5.1** Performance measurement and monitoring
9.1.2 Evaluation of compliance with legal requirements and other requirements	**4.5.2** Evaluation of compliance
9.2 Internal audit (title only) **9.2.1** General	**4.5.5** Internal audit
9.2.2 Internal audit program	
9.3 Management review 4.6 Management review	
10 Improvement (title only) **10.1** General	**4.5.3** Incident investigation, nonconformity, corrective action and preventive action **4.5.3.1** Incident investigation **4.5.3.2** Nonconformity, corrective action andpreventive action
10.2 Incident, nonconformity and corrective action **10.3** Continual improvement objectives **10.3.1** Continual improvement process	**4.1** General requirements **4.2** OH&S policy **4.6** Management Review

We hope that this guide is helpful as your organization becomes familiar with ISO 4500

Whether you are currently registered and would like to gain efficiency by consolidating your audits, or are looking to newly register, we have the tools and knowledge you need to succeed. NSF-ISR is a leader in management systems registrations and can provide the latest information to clients on updates to the standard. We work with clients to ensure they fully understand the requirements and timing of the standard changes.

OTHER SERVICES

Identify and reduce pollution

- Environmental management systems certification
- Landfill-free verification
- Energy management systems certification
- Greenhouse gas organizational and project-related verification/validation

Protect and improve the environment

- Sustainable Forestry Initiative certification
- Chemical management services - hazard analysis, chemical profiling, toxicology assessments for supply chain management
- E-waste recycling standard certification

Social

- Operational health and safety management systems certification
- Responsible sourcing
- Animal welfare

NSF INTERNATIONAL

789 N. Dixboro Road Ann Arbor, MI 48105 USA

T +1 734 827 6800

F +1 734 827 6801

E information@nsf-isr.org

www.nsf-isr.org

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