AFNOR
ISO 45001
OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety

→ THE KEY FEATURES OF ISO 45001 CERTIFICATION

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CERTIFICATION

CONTENTS

→ INTRODUCTION TO ISO 45001

ISO 45001 is the first international standard proposing a framework for the management of Occupational Health and Safety (OH&S). It fosters the development of a culture of prevention, unlike OHSAS 18001, which was focused more on the resolution of identified problems, and establishes OH&S as a strategic issue for a company's top management.

Building on the experience gained from existing standards (OHSAS 18001 and ILO OSH 2001), this new standard is intended not only to fulfil legal requirements, but more importantly to improve the performance of organizations in the following areas: protecting the physical, psychological and mental health of workers, controlling risks, providing protection against injury and/or ill health, and providing a safe and healthy workplace.

The first innovation of ISO 45001 is to place the topic of OH&S at top management level of the organization. The standard introduces several new ways of thinking about activity management: knowing the context of the activities, identifying pertinent stakeholders, listing risks and opportunities and prioritizing preventive measures. If, for example, the company takes a closer look at the frequency of exposure to risks, the severity of impacts, or suppliers' level of awareness of safety instructions, it can anticipate the main issues that may affect, either positively or negatively, the achievement of health and safety objectives.

The second new feature of ISO 45001 concerns the OH&S approach itself: a process-based approach, with continual improvement using the PDCA model (Plan-Do-Check-Act), etc. The authors of the document started from the premise that organizations combine management system standards, for example by associating OH&S actions with the prevention of environmental accidents, or by combining OH&S with quality and environmental issues: hence the concept of "QSE," ("Quality Safety Environment"), which has become widely recognized. In practice, the methodology for defining and implementing the OH&S policy according to ISO 45001 is the same as for ISO 9001 and ISO 14001. This methodology makes it possible to assess overall performance, thereby reducing the risks of discrepancies in the approaches to quality, safety and the environment.

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ISO 45001 is therefore based on four main principles:

- **Continual improvement** using the PDCA model in order to obtain a structured methodology and to implement the most suitable and sustainable solutions for organizing activities and solving problems.

- **Process-based approach** to obtain the expected results more efficiently and effectively.

- **Management by risks** (and opportunities) to help control activities and reduce the impacts and undesired effects.

- **European general principles of prevention** based on the framework directive of 1989 (Directive 89/391 EEC).

FIVE GOOD REASONS TO OPT FOR ISO 45001

01 Know how to identify your risks

Adopting an OH&S management system based on ISO 45001 entails a commitment to a preventive, and not a curative, approach. The objective: to be capable of identifying situations that may represent a hazard for workers before a dramatic incident occurs. The standard thus encourages a proactive mindset, with suitable measures foreseen to protect not only workers (musculoskeletal disorders, psychosocial risks, occupational disease, etc.) but also the company.

02 Reduce accident rates and the related costs

By implementing robust and effective systems, it is possible prevent many incidents. As the ISO 45001 standard incites the company to improve its performance over time, the company will necessarily see the number of occupational accidents decrease, along with a fall in direct costs (contributions for occupational accidents/occupational disease) and indirect costs (loss of production, turnover, equipment repair, legal proceedings, a tarnished brand image) for the company.
Companies investing in safety will thus see their employee turnover reduced by two-thirds and a 25 percent reduction in absenteeism *(Source: Manager santé et sécurité au travail Editions Dunod – May 2013).*

03 Boost awareness among all personnel

ISO 45001 provides the basis for a participative approach as it asks top management to move forward in cooperation with all the workers to improve working conditions, to make the workplace safer, and to reduce risks. Recognizing the need to ask these types of questions necessarily boosts collective awareness at the company.

04 Adopt a simplified approach

No more mandatory procedures and record-keeping. It is now up to the work teams to determine their own operational means and tools, suited to their specific needs.
Companies which already have ISO 9001 and/or 14001 certification, already have the structure for the new management system standards. The introduction of a management system with QSE built in will be all the easier.

05 Improve your brand image and safeguard your reputation

Reducing the number of tragic incidents and improving work conditions helps improve the quality of life in the workplace, and therefore improve the employer's brand image.
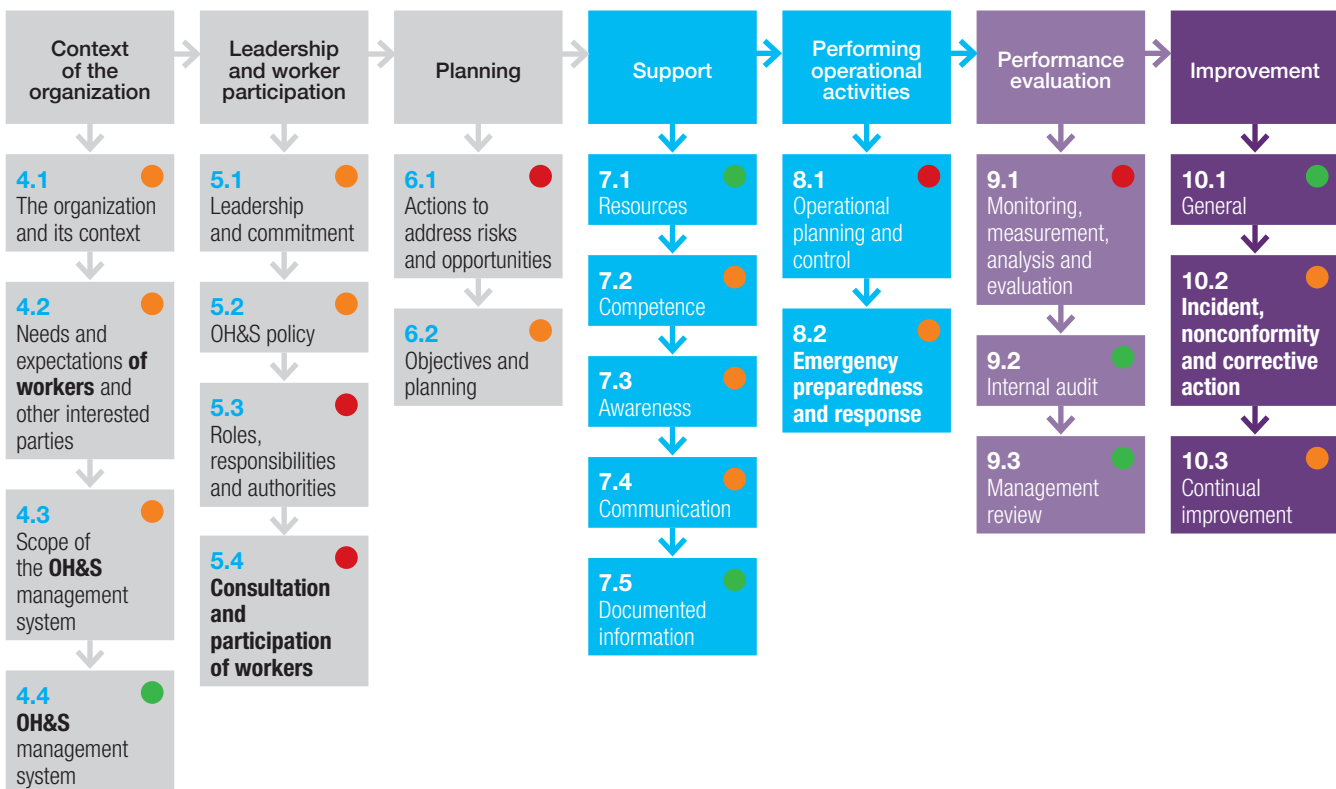Better risk management reduces absenteeism, staff turnover and disruptions in production, thereby inspiring even greater confidence in the company in the eyes of customers.
Lastly, adopting an international standard sends a positive message to customers who place a high value on social responsibility and due diligence.

STRUCTURE OF ISO 45001

Summary

ISO 45001 includes the requirements of OHSAS 18001 and the principles of ILO-OSH, and is founded on the common basis for management systems. It also introduces new concepts and new requirements that are specifically intended for OH&S management systems. Below is a summary of the main chapters:

Context of the organization	Leadership and worker participation	Planning	Support	Performing operational activities	Performance evaluation	Improvement
4.1 ● The organization and its context	**5.1** ● Leadership and commitment	**6.1** ● Actions to address risks and opportunities	**7.1** ● Resources	**8.1** ● Operational planning and control	**9.1** ● Monitoring, measurement, analysis and evaluation	**10.1** ● General
4.2 ● Needs and expectations **of workers** and other interested parties	**5.2** ● OH&S policy	**6.2** ● Objectives and planning	**7.2** ● Competence	**8.2** ● **Emergency preparedness and response**	**9.2** ● Internal audit	**10.2** ● **Incident, nonconformity and corrective action**
4.3 ● Scope of the **OH&S** management system	**5.3** ● Roles, responsibilities and authorities		**7.3** ● Awareness		**9.3** ● Management review	**10.3** ● Continual improvement
4.4 ● **OH&S** management system	**5.4** ● **Consultation and participation of workers**		**7.4** ● Communication			
			7.5 ● Documented information			

Bold text: specific OH&S feature in the HLS
● No or limited impact with respect to OHSAS 18001
● Medium Impact with respect to OHSAS 18001
● Significant Impact with respect to OHSAS 18001

SELECTION OF KEY FEATURES

Context of the organization → Clause 4

To better understand its working environment, the organization must be able to identify significant internal and external issues that may have a positive or negative influence.

Workers and other interested parties → Subclause 4.2

ISO 45001 encourages organizations to think about the interested parties in its ecosystem who may have an effect on, or be affected by, its activities. They should be identified and their needs and expectations should be addressed as requirements with which the OH&S management system must comply.

Leadership and OH&S culture → Subclause 5.1

The introduction of ISO 45001 is a voluntary initiative that is largely determined by firm commitment from top management. Its role is to ensure that the OH&S management system is compatible with company strategy, to define roles and responsibilities, and to promote a culture that supports the Occupational Health & Safety of everyone.

According to the standard, top management assumes full responsibility for the prevention of work-related injury or ill health. Workers who report hazardous situations shall also be protected against reprisals.

Consultation and participation of workers → concepts found in all the clauses

It is the workers who are the core concern of the OH&S approach. The requirements for worker consultation and participation are covered in great detail, in particular for establishing and implementing the OH&S management system (managerial and non-managerial workers), for ensuring worker consultation to report information and ensuring their participation in decision-making.

Hazards, risks and opportunities → Subclause 6.1

Based on the general context of the organization and the requirements of the interested parties, the standard encourages the company to identify hazards and to assess risks and opportunities for OH&S and its management. The organization shall then define the actions to be implemented to control and reduce risks and promote opportunities to enhance its OH&S performance.

Operational planning and control → Subclause 8.1

The requirements cover workplaces both within the company and between companies, the prioritizing of preventive measures, management of change, purchasing, suppliers and outsourcing.
The organization shall ensure that outsourced functions and/or processes are controlled, whether they concern a supplier, subcontractor, contractors, training organizations, occupational physician, etc. in order to guarantee compliance with the defined OH&S management system.

Performance evaluation and evaluation of compliance → Subclause 9.1

The monitoring, measuring, analysis and evaluation of performance shall be defined and implemented with regard to: legal requirements; hazards; risks and opportunities; the effectiveness/efficiency of the management system; and the progress made towards meeting OH&S objectives. These measures enable each organization to evaluate its compliance with legal and other applicable requirements.

Management review → Subclause 9.3

The management review takes into consideration all the changes to the standard: context, the needs and expectations of interested parties, risks and opportunities, participation and consultation of workers, etc.

Incidents, nonconformities and corrective actions → Subclause 10.2

The concept of "preventive actions" is replaced by "risk-based approach".
The incident management process is described in greater detail. ISO 45001 not only requires the organization to respond to nonconformities and incidents, but also to examine the effectiveness/efficiency of any actions taken after assessing and analysing the incidents together with the workers and other relevant interested parties.

→ IMPLEMENTING AN OH&S MANAGEMENT SYSTEM: WHERE TO BEGIN?

01 Purchase the ISO 45001 standard

ISO 45001:2018 - Occupational health and safety management systems - can be purchased online at www.boutique.afnor.org

02 Find out about the new features of ISO 45001

Would you like to learn more about this standard and how it will affect your current practices? Meet one of our experts:

At a workshop

Take part in one of the workshops at a location near you, specially designed to help you move successfully over to ISO 45001. Our auditors will provide you with their initial feedback based on real-life cases, and will set aside time to discuss your individual concerns.

Join one of our web conferences

Unable to attend in person? Spend one hour with our experts going over the major impacts of this migration, and ask them any questions you may have.

03 Train for ISO 45001 requirements

Training organizations all around France, such as AFNOR Compétences, offer courses to help you get to grips with the key features of the new standard, and to help you introduce your own OH&S management system according to ISO 45001.

04 Identify discrepancies between your existing OH&S management system and ISO 45001 requirements

On-site assessments with an auditor

Focus on the key aspects of ISO 45001 (For customers only)

For your next OHSAS 18001 audit, spend some time with your auditor to test yourself on the most important topics of ISO 45001: context and leadership, risk- and opportunity-based approach, outsourcing, purchasing and/or OH&S performance. You will receive a report that provides a clear view of your practices and the action plan to deploy.

Assessment visit

Are you already well on the road to ISO 45001? Request a trial run prior to your audit for optimal preparation and reassurance. Carried out by an auditor at the time of your choosing and with no pressure, it provides a clear view of your strengths and areas for improvement as you prepare for certification.

05 Pick the best time for the ISO 45001 audit

Publication of the standard ISO 45001
Start of certification audits
OHSAS 18001 audits are still possible

End of validity for
OHSAS 18001 certificates

YOU HAVE 3 YEARS
Start to plan ahead now and define your migration project for a smooth transition to ISO 45001.

12 MARCH 2018

11 MARCH 2021

06 Define an action plan to implement your project

→ OBTAINING ISO 45001 CERTIFICATION FROM AFNOR CERTIFICATION

IS THIS YOUR FIRST OH&S CERTIFICATION?

For an initial ISO 45001 certification request, ask for free a quote or contact AFNOR Certification to set up your process.

Tel.: **+33 (0)1 41 62 80 11** - email: **certification@afnor.org**

Please note: ISO 45001 certification may be included in an ISO 9001 and/or 14001 certification cycle.

DO YOU ALREADY HAVE AN OH&S CERTIFICATION AND WISH TO MIGRATE TO ISO 45001?

A three-year period has been granted for you to switch over. Start as soon as possible to take advantage of everything that an integrated management system has to offer!

AFNOR Certification offers two different approaches geared to your specific needs and scheduling constraints:

- Get in touch with your AFNOR Certification contact to schedule your ISO 45001 audit during a follow-up audit or renewal audit.

- Switch over to ISO 45001 in two steps: you keep your current OHSAS 18001 certification and will be audited for a portion of the requirements in year 1 and then the remaining requirements in year 2.

If the ISO 45001 audit does not have a favourable outcome? No need to worry. If you are still compliant with OHSAS 18001, your current certification will remain valid.

> **Get in touch with your AFNOR Certification contact to determine the most suitable plan for switching over, based on your situation.**

# → WORKING TOWARDS AN INTEGRATED MANAGEMENT SYSTEM

Management system standards for quality, environment, health and safety now have 80 percent of the same requirements. The introduction of a management system with QSE built in has become a matter of course.

Introducing an integrated management system offers you an opportunity to reap many benefits, such as saving time for your teams, obtaining a coherent approach and a shared vision for your organization's operations and boosting efficiency through the following objectives:

- Simplify the organization by avoiding overlapping, competing or incoherent systems;
- Align policies and objectives with the organization's strategic vision;
- Ensure the reliability of the operations, regardless of future changes to standards and requirements, thereby stabilizing management methods;
- Optimize processes and resources by controlling risks;
- Take into account the needs and expectations of all the involved parties.

This QSE approach is offered by AFNOR Certification, which is firmly committed to offering an integrated auditing approach that faithfully reflects your integrated management system. This means highly skilled auditors covering the full range of standards, and an auditing methodology perfectly suited to your organization.

The benefits are many: high-quality audits in accordance with your management system, and optimized auditing times and costs.

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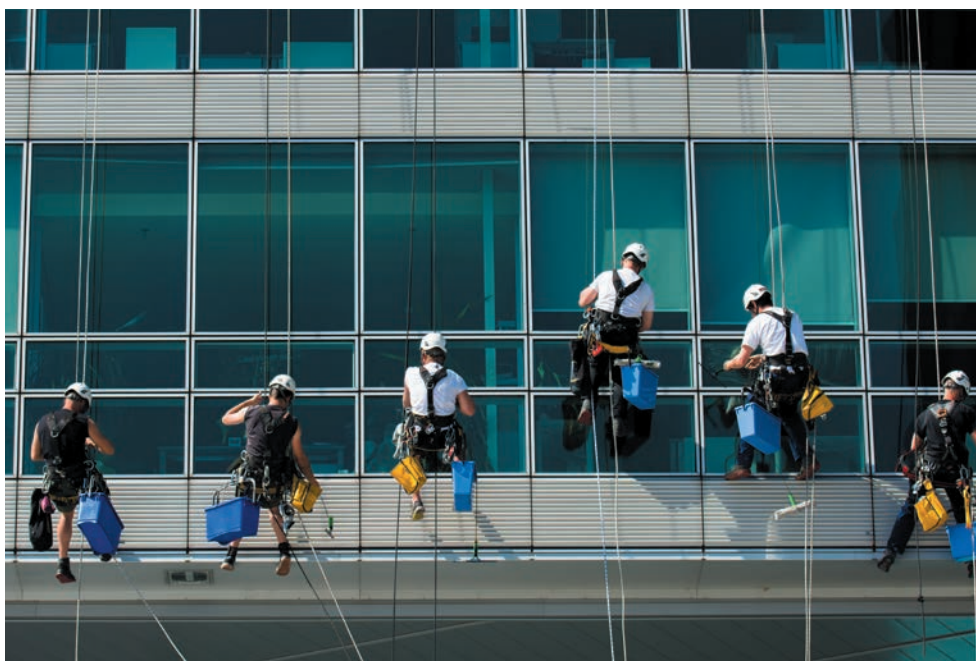
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