

ISO 45001 Occupational Health and Safety Management Systems

Information Guide



NSF-ISR

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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, through its OH&S management system, to integrate other aspects of health and safety, such as 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 rather than shift responsibility to, for example, a safety manager.



Why an ISO Standard?



ISO brings together international expertise.

ISO 45001 provides systematic organizational framework that helps protect and reduces risk to employees.




ISO standards are recognized around the world.

ISO 45001 is being developed by ISO project committee ISO/PC 283, Occupational health and safety management systems.



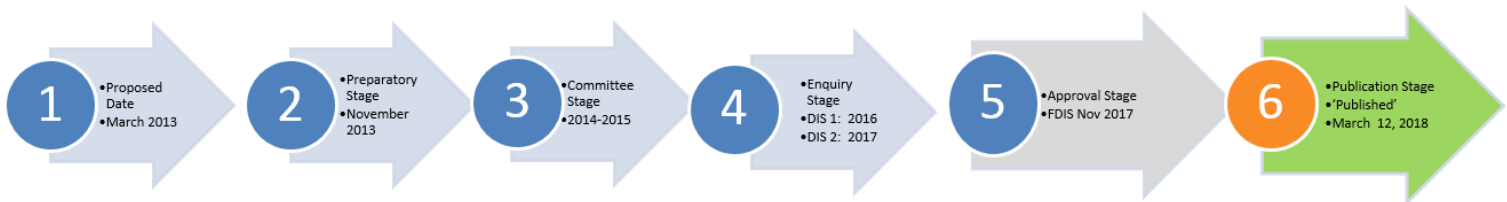
Nearly 70 countries are involved in the development of ISO 45001.

The Secretariat is currently held by the ISO member for the United Kingdom, BSI.



ISO 45001 provides easy integration with ISO 14001, ISO 9001, TS 16949, AS9100, ISO 22000, etc.

ISO 45001 Development Timeline (via [ISO](#))



- **Proposal Stage:** Confirmed a new international standard “subject area” was needed.
- **Preparatory Stage:** Working group (WG) was set up to prepare the working draft (WD).
- **Committee Stage:** WD was shared with members of the parent committee. A committee draft (CD) was circulated to committee members for comment/to reach consensus.
- **Enquiry Stage:** The Draft International Standard (DIS) was circulated to all ISO members who had three months to vote and comment.
- **Approval Stage:** The Final Draft International Standard (FDIS) was circulated to all ISO members for a two-month vote.
- **Publication:** The official ISO 45001:2018 standard was published on March 12, 2018.
- **Migration:** The migration from OHSAS 18001:2007 to ISO 45001:2018 began March 12, 2018 and will end March 11, 2021, when OHSAS 18001:2007 will be withdrawn.

Key Changes From OHSAS 18001

1. Structure of International Standard
2. Organizational Context
3. Understanding Needs and Expectations of Interested Parties
4. Leadership
5. Worker Participation (Worker Representatives)
6. Hazard Identification/ Assessment of Risk
7. Planning
8. Documented Information
9. Outsourcing, Procurement and Contractors
10. OH&S Performance Evaluation

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

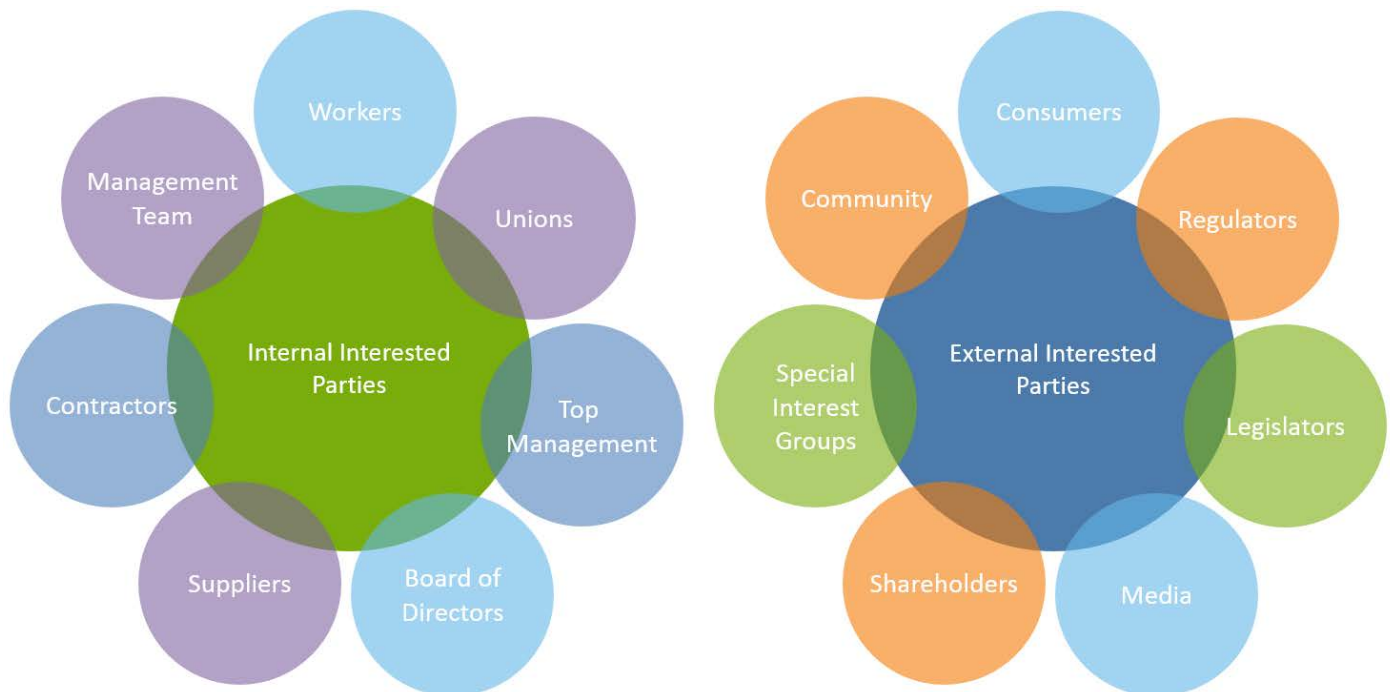
- Organizational structure, roles, accountabilities, capabilities and organizational culture
- Information systems, flows and decision-making
- Introduction of new products and equipment
- Standards, guidelines and contractual relationships
- Change in relation to working time requirements

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 authorities
- 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 only become obligatory requirements for an organization if the organization chooses to adopt them.

Interested parties can 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 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 continual improvement of OH&S
- 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

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

- Determining and removing obstacles or barriers to participation
- Developing a mechanism for participation and consultation
- 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:

1. **How work is organized:** Includes social factors, leadership and culture
2. **Routine and non-routine activities** and situations, including:
 - a. Infrastructure, equipment, materials, substances and physical conditions in the workplace
 - b. Hazards that arise as a result of product design
 - c. Human factors
 - d. How the work is actually done

2. Emergency situations

3. **People**, including considerations of:
 - a. Those who access the workplace, including workers, contractors, visitors and other persons
 - b. Those in the vicinity of the workplace who can be affected by the organization's activities
 - c. Workers at the location not under direct control of the organization
4. **Actual or proposed changes** in organization, operations, processes activities and the OH&S management systems
5. **Changes in knowledge** of or information about hazards
6. **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

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 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 prevent 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
 - o Distribution, access, retrieval, use
 - o Storage and preservation
 - o Control of changes
 - o Retention and disposition
 - o Access by workers, and where they exist, workers representatives, to relevant documented information

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 one that:

- Is within the scope of the OH&S management system
- Is integral to an organization's functioning
- Is needed for the OH&S management system to achieve its intended outcome

In addition:

- Liability for conforming to requirements is retained by the organization.
- The organization and external providers have a relationship where the process is perceived by interested parties as being carried out by the organization.

Procurement

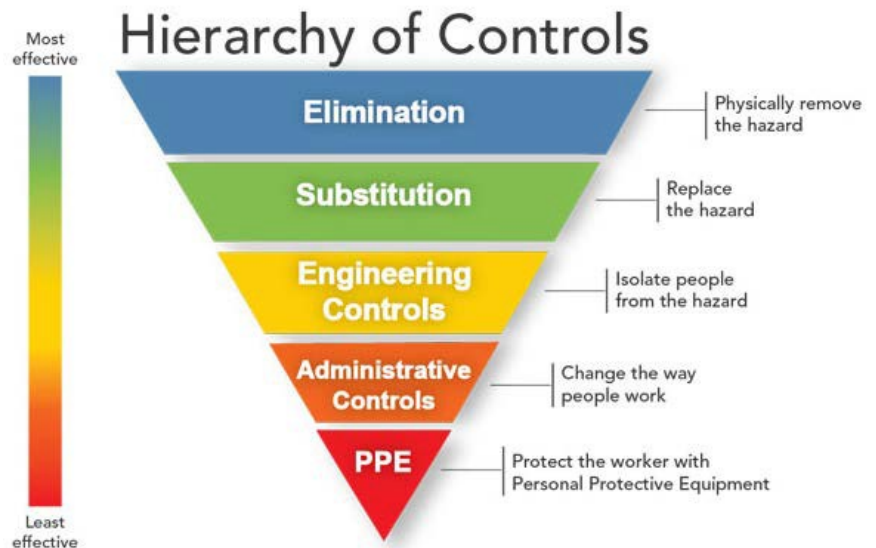
A company must establish controls to ensure that the procurement of goods (for example products, hazardous materials or substances, raw materials or equipment) and services conform to its OH&S management system requirements.

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
- Verify that any procured equipment, installations and materials are adequate before being released for use by workers
- Ensure goods are delivered to specifications and are tested to ensure they work as intended
- 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:

- **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 companies looking to register to ISO 45001, which will be available on our ISO Standards Transition page, www.nsf.org/info/iso-updates.



Online Readiness Tool



Onsite Informational Sessions



GAP Analysis



Training Sessions



Tailored Transition Plans to Meet Your Needs



Migration Planning



Webinars

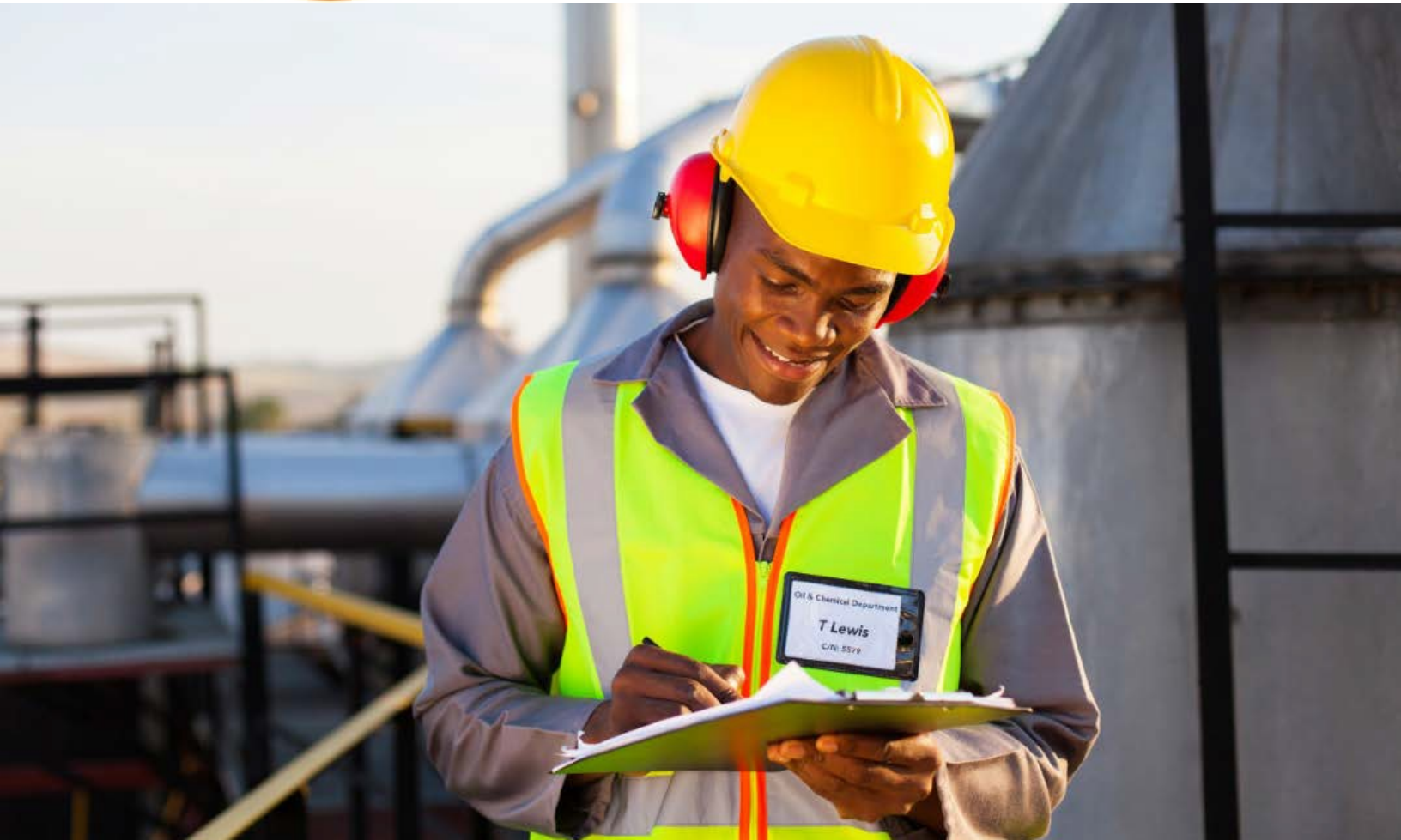


Specialized Sessions



Upgrade Planner

Proactive Actions for SMOOTH Migration to ISO 45001:2018










Comparing ISO 45001:2018 to 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	
6.2 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	

Comparing ISO 45001 to OHSAS 18001 *continued*

ISO 45001:2018	OHSAS 18001:2007
7 Support (title only)	
7.1 Resources	4.4.1 Resources, roles, responsibility, accountability and authority
7.2 Competence	4.4.2 Competence, training and awareness
7.3 Awareness	
7.4 Information and communication	4.4.3 Communication, participation and consultation (title only) 4.4.3.1 Communication
7.5 Documented information (title only)	4.4.4 Documentation
7.5.1 General	4.4.5 Control of documents
7.5.2 Creating and updating	4.5.4 Control of records
7.5.3 Control of documented information	
8 Operation (title only)	
8.1. Operational planning and control	4.4 Implementation and operation (title only)
8.1.1 General	4.4.6 Operational control
 8.1.2 Eliminating hazards and reducing OH&S Risks	4.3.1 Hazard identification, risk assessment and determining control
 8.1.3 Management of Change	
 8.1.4 Procurement	4.4.6 Operational control
 8.2 Emergency preparedness and response	4.4.7 Emergency preparedness and response
 9 Performance evaluation (title only)	
9.1 Monitoring, measurement, analysis and evaluation (title only)	4.5 Checking (title only)
9.1.1 General	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)	4.5.5 Internal audit
9.2.1 General	
 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 and preventive action
10.2 Incident, nonconformity and corrective action	4.1 General requirements
10.3 Continual improvement objectives	4.2 OH&S policy 4.6 Management review

We hope that this guide is helpful as your organization becomes familiar with ISO 45001.

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

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