



ISO 45001:2018 TECHNICAL GUIDE



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ANALYSIS CLAUSE-BY-CLAUSE

The new standard for

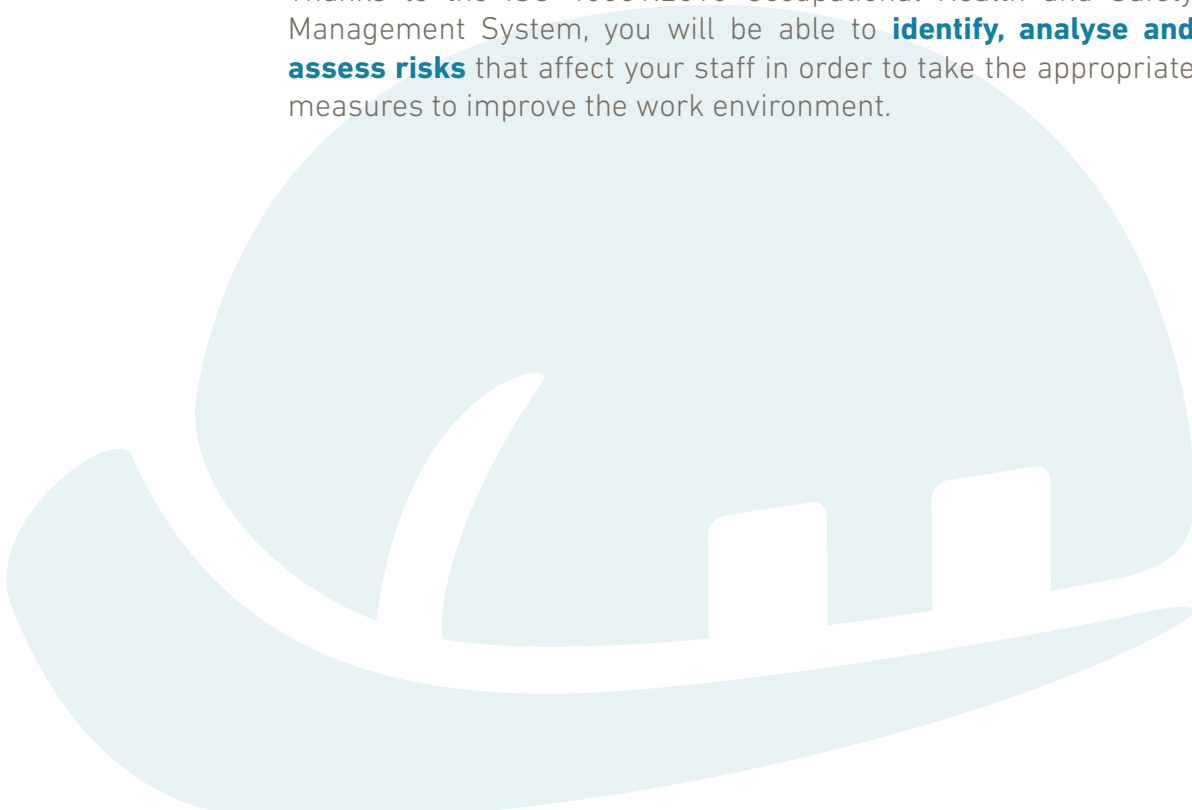
OCCUPATIONAL HEALTH AND SAFETY

Organizations are responsible for the health and safety of their employees, which is why it is necessary to create a safe and healthy work environment.

The **purpose** of ISO 45001:2018 is to help you create an Occupational Health & Safety Management System, based on **minimizing occupational risks** and improving the health and safety of workers and overall working conditions.

For these reasons, your organization must provide your workers with a safe and healthy work environment, proactively anticipating the possible occurrence of incidents and avoiding any harm or injuries.

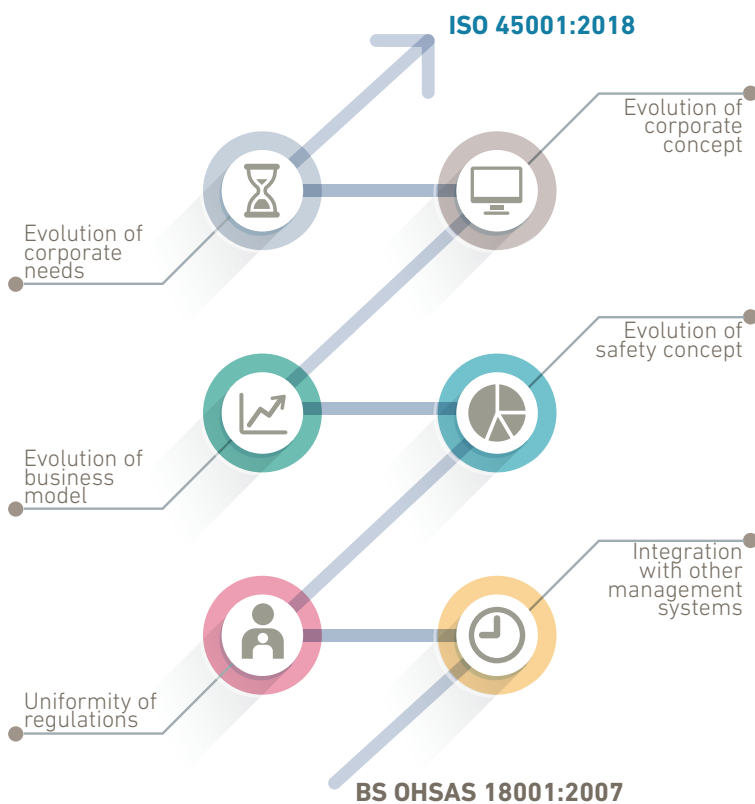
Thanks to the ISO 45001:2018 Occupational Health and Safety Management System, you will be able to **identify, analyse and assess risks** that affect your staff in order to take the appropriate measures to improve the work environment.



Why the change from BS OHSAS 18001:2007 to **ISO 45001:2018**?

ISO 45001:2018 is the ISO international standard published by ISO that replaces the BS OHSAS 18001:2007 standard. This change is mainly due to the heterogeneous nature that BS OHSAS 18001:2007 displayed in different countries, in addition to the difficulties of integration with other standards such as ISO 9001:2015 and ISO 14001:2015, now solved with the integration of Annex SL.

- **New approach** to the definition of risk.
- Review of the concept of **workplace** and **worker**.
- More **accessible language** for the services sector, for which we talk about risk identification and risk control instead of hazards.
- Safety Management is **extended to all the operations** of the organization increasing management Leadership and worker participation.
- It introduces **new concepts** such as occupational well-being, risk and opportunities.
- The **context of the organization** and the expectations of stakeholders are of particular importance.
- Documented planning to achieve OH&S Objectives is a distinct feature.
- **Determination of scope of OH&SMS**, Which requires several additional considerations



WHAT WERE THE OBJECTIVES OF THE REVIEW?

The main objective of the review was to release a new standard, understood and accepted by all, to allow an organization to improve its results and performance in health and safety and offer safe and healthy workspaces to its workers and interested parties. ISO 45001:2018 also offers:





THE STRUCTURE

The **ISO 45001:2018 standard adopts a new High Level Structure** being common to the ISO 9001:2015 and ISO 14001:2015 standards, among others.

This means it has new clauses such as **context of the organization, leadership, planning**, etc. and other clauses already found in the above - mentioned standards.

In addition, the fact that all the common requirements of different standards have the **same clauses, structure and way of thinking** makes it a lot easier to integrate multiple management systems.

THE CONTENT

To be in line with other management system standards, with the following requirements being the most innovative with respect to BS OHSAS 18001:2007.

What are the main differences between BS OHSAS 18001:2007 and **ISO 45001:2018**

The context of the organization: is a new concept compared to BS OHSAS 18001:2007. The organization will have to consider all relevant internal and external environment for planning its Occupational Health & Safety Management System. The clause emphasizes workers and stakeholders, as well as their needs and expectations.

Leadership and participation of workers: clause 5 entrusts the responsibility of establishing, implementing and maintaining the process for consultation and participation to the Top Management.

In comparison with the BS OHSAS 18001:2007 standard, clause 5 includes a greater level of detail, placing emphasis on management responsibility and leadership throughout the whole process. The participation process of workers in the management system also takes on more importance.

Planning: risks and opportunities related to the Occupational Health & Safety Management System are included. In comparison with the BS OHSAS 18001:2007 standard, the requirements for identifying hazards are very well defined, with a proactive approach to identifying them. This clause covers the identification of legal requirements and planning actions to address all the above-mentioned issues.

Support: all the requirements and resources necessary for implementing and maintaining an effective Occupational Health & Safety Management System are covered. This approach has improved with respect to that included in BS OHSAS 18001:2007, as all the resources appear under the same clause.

Operation: the organization must establish, implement and maintain one or several processes to eliminate hazards and reduce risks for OH&S, using the following hierarchy of controls: eliminate the hazard, replace processes, use technical and administrative controls, and use protection equipment. It consists of operational controls and the preparation and response to emergency situations. In addition to these two secondary clauses, there are also some new clauses regarding outsourced processes, procurements and contractors.



Performance evaluation: the monitoring and measurement of the Occupational Health & Safety Management System is included to improve performance, evaluation of compliance obligations, internal auditing and review by management and covers most of clauses 4.5 already included in BS OHSAS 18001:2007.

Improvement: incidents are now a part of the same clause as non-conformities and corrective actions, which makes sense, as they must be treated in the same way as non-conformities. The organization, based on an incident or the detection of a NC, must assess the risks for OH&SMS before taking any actions that might lead to new hazards. Continual improvement appears as a separate clause with a series of input elements that need to be incorporated into the system. It is intended to emphasize the concept of the periodic improvement of the Organization's Health and Safety behaviour.

What benefits will ISO 45001:2018 bring to your organization

A new way of thinking based on risk and understood from the context of determining new opportunities is opened up in this new ISO 45001:2018 standard, which aims to be the key for any organization, regardless of its size, to improve its results and performance in health and safety, in order to offer safe and healthy workspaces to its workers and interested parties.

This new integrated approach will mean that organizations can assume the implementation of the standard at strategic management level, obtaining multiple benefits with this:

- **Fewer injuries**, health problems and fatalities caused by inappropriate work practices.
- Proper development and dissemination of the occupational health and safety policy with **clear leadership by management**, as well as a commitment to comply with current legislation
- An **improvement** in the organization's reputation
- A **more precise definition** of the occupational health and safety objectives of an organization.
- More **motivated** workers, boosting consultation and participation.
- Clear **leadership by management**, as well as a commitment to the implementation and maintenance of the management system and compliance with it.
- **Better risk control** and improved occupational health and safety performance and results.

“These benefits will have a very positive impact on your organization, as it will visibly improve occupational health and safety results.”

HLS STRUCTURE



CHAPTER 1 | SCOPE

ISO 45001:2018 **is applicable to any organization** that wants to establish, implement and maintain an Occupational Health & Safety management system to improve health and safety at work, eliminate hazards and minimize risks (including system deficiencies), take advantage of OH&S opportunities and deal with the non-conformities of the OH&S management system associated with its activities.

ISO 45001:2018 is applicable to any organization, **regardless of its size**, type and activities, and is applied to risks for OH&S under the control of the organization, bearing in mind factors such as the context in which the organization operates and the needs and expectations of its workers and other stakeholders.

CHAPTER 2 | REGULATORY REFERENCES

The references to 18002 and the ILO guidelines have been deleted.

There are no new regulatory references associated with the new ISO 45001:2018.

CHAPTER 3 | TERMS AND DEFINITIONS

New definitions for the term **worker**; it is made clear that work carried out is under the control of the organization.

The responsibilities of the organization in the **workplace** depend on the degree of control over the workplace.

The term **risk** includes business risk and OH&S risks.

The terms **risks and opportunities** mean OH&S risks, OH&S opportunities and other risks and opportunities for the management system.

Participation and consultation are defined separately. **Stakeholder** more detailed.

CHAPTER 4 | THE CONTEXT OF THE ORGANIZATION

Chapter 4 **Context** is the main novelty to be considered in the new standard, also aligned with ISO 14001:2015 and ISO 9001:2015. A greater understanding of the organization and its environment, as well as a greater understanding of the needs and expectations of workers and other stakeholders will be essential when it comes to addressing and implementing effectively an appropriate Occupational Health & Safety management system.

In addition to the **workers** (which means all employees working for or on behalf of the organization), it will be necessary to consider in our scope all relevant stakeholders and their needs and expectations to be determined.

The clear focus of management on the control of processes appears as a fundamental part when determining the scope of the Management System.

CHAPTER 5 | LEADERSHIP AND WORKER PARTICIPATION

Chapter 5 **Leadership and Worker Participation** features prominently in this new standard, as a differentiated section and providing as a new aspect the section on roles, responsibilities, accountability and authorities in the organization.



“ISO 45001:2018 is applicable to any organization, regardless of its size, type and activities”

While responsibility and authority can be assigned, senior management is still ultimately responsible for the operation of the OH&S management system.

The leadership of Senior Management must be clear and show commitment on matters of Health and Safety. Integration of requirements of the OH&SMS into business processes is one of the most important changes.

The Health and Safety Policy must be **established by Senior Management and implemented and transferred to all**, as well as Roles and Responsibilities assigned under it.

With respect to Participation and Consultation, greater emphasis is placed on processes in which workers can participate, particularly in determining possible existing risks.

CHAPTER 6 | PLANNING

Chapter 6 on **Planning** is marked by the determination of risk as a key element of the new standard.

Considerations for hazard identification now also requires processes such as 'Product and Service Design','Research & Development'.

Actions for addressing risks and opportunities appear as a fundamental element to be identified. Hazard Identification must consider routine and non-routine activities, human factors, new or changing hazards, emergencies, people, possible changes and previous incidents, as well as the organization of work or social factors.

The identification of opportunities for improvement in health and safety based on improvement in organization culture, new technologies, increased training and knowledge, greater employee participation.

CHAPTER 7 | SUPPORT

Chapter 7 Support considers those resources necessary for being able to effectively develop and sustain the management system, with training, communication, technology, etc. being the main aspects to be included.

Workers must be **competent to identify risks**, since they must now participate more actively in that identification as a fundamental part. Workers, and contractors, visitors, etc., should be aware when identifying serious or

imminent risks that pose a danger to their life or health. All this is reflected in a greater focus on training and information and internal and external communication processes.

With respect to Communication, ISO 45001:2018 is aligned with ISO 14001 in its content: communication process, internal and external communication.

Resources (human, infrastructure, technology, etc.), **competence**, awareness, **information and communication** are included.

The communication methodology is more structured and clearer, and the terms of control of documented information replace the terms of documents and records in line with the framework of Annex SL.





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“Emergencies identified must be assessed, based on previously identified Health and Safety risks.”

CHAPTER 8 | OPERATION

Chapter 8 on Operation is the former Operational Control indicated in OHSAS. It provides greater emphasis on elimination of hazards and reduction of risks as a fundamental section which replaces the previously indicated hierarchy of specified requirements of determining and implementing controls in OHSAS.

The following main processes are included: Operational control (procedures and hierarchy of controls: eliminating the hazard to avoid risks as a first option)

Management of Change, Procurements, Contract Management and Emergencies.

Greater emphasis is placed on “Procurements” and their controls, as well as on the need to have previously defined requirements when acquiring products, equipment, etc.

There is also greater emphasis on “**Contractors**” and their controls, as well as on the coordination processes of business activities. Greater control particularly if they are in our facilities. Emergencies identified (from both natural and human-induced causes) must be assessed, based on previously identified Health and Safety risks.

CHAPTER 9 | PERFORMANCE EVALUATION

Chapter 9 on Performance Evaluation would include the aforementioned sections on **Monitoring and Measurement**, Internal Audit, Evaluation of Legal Compliance and Management Review.

In the new standard, it is pointed out that the Management Review should not be a mere presentation of results, but a strategic evaluation by senior management to establish possible improvements and analysis of results.

CHAPTER 10 | IMPROVEMENT

Chapter 10 Improvement addresses as new aspects, in the Incidents, non-conformities and corrective actions sections, the need for the organization in case of an incident to assess the risks for OH&S before taking actions that may cause new or changing hazards.

Continual improvement appears as a separate clause in the chapter and with a series of input elements that need to be incorporated in the system. It is intended to emphasize the concept of periodic improvement of the Organization's Health and Safety behaviour.



How do we undertake the migration to **ISO 45001:2018**

ISO 45001:2018 is a unique opportunity for ensuring that your organization is perfectly aligned with an OH&S management system. In this way you will be able to improve your organization's occupational health and safety performance.

If you are **certified in** BS OHSAS 18001:2007, we recommend you start thinking about how to undertake the migration. **It will be a three-year period from the date of publication of the ISO 45001:2018 standard, in this case from March 2018.** The migration to ISO 45001:2018 is a very important step for your organization, as apart from updating your management system, it will show your customers and the market your true commitment to your workers.

Find out. Find out about ISO 45001:2018 and its main changes, and discover its benefits and how to apply them to your business. At LEAD from Bureau Veritas we offer you many free online resources to give you a complete overview of this new standard.

Train yourself. LEAD from Bureau Veritas aims to become your training expert in ISO 45001:2018. That is why we have created a training method that adapts to your needs, as you will be able to train at any time through our 24/7 platform. It has two versions: e-learning course (in-depth knowledge of the standard) and virtual class (introduction to the standard webinar).

Self-assess. Before carrying out an audit, it is worth assessing your current Occupational Health & Safety Management System against the ISO 45001:2018 approach. Thanks to the self-assessment tool you will be able to identify areas for improvement, prioritize actions, and obtain a detailed overview of the maturity of your Management System.

Your audit in some clicks. We offer you a new way of purchasing your audits (pre-audits and certification audits). Thanks to LEAD you can now do this.



LEAD is a digital tool developed by Bureau Veritas, focused on digital markets and which supports your organization in its transformation process; LEAD combines all the Training, Tools and Certification digital services necessary to adapt your management system to the new ISO versions. We have designed a series of digital packs that will help you to undertake the migration simply and profitably. With our digital packs you will be able to undertake this process at your own pace.



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