

# OHSAS 18001 TO ISO 45001 GAP GUIDE

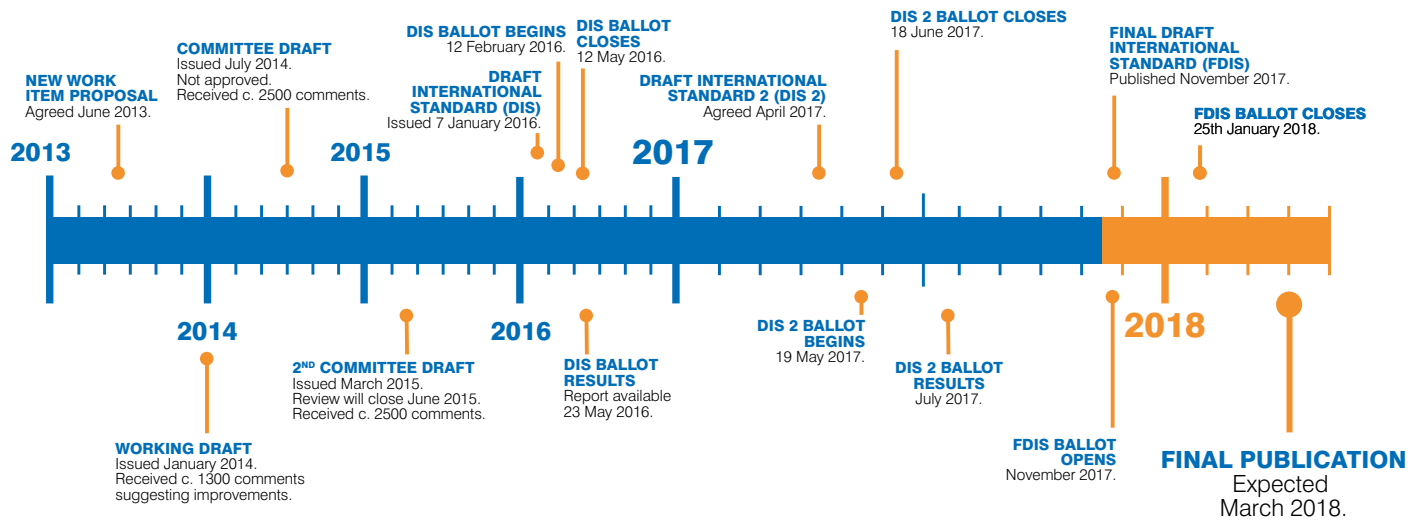


NEVER STOP IMPROVING

A red diamond-shaped sign with a white border is mounted on a silver metal post. The sign is set against a background of a bright blue sky with scattered white clouds. The text on the sign is in white, bold, sans-serif capital letters.

OHSAS  
18001  
CHANGES  
ISO 45001 IS COMING...

# ISO 45001 TIMELINE



## FDIS - Final Draft International Standard

Although this standard is reviewed clause by clause please consider the interaction of the different management system elements and how they relate and influence both each other to give an effective system overall.

This document provides an overview of the key changes between the OHSAS BS 18001:2007 and the expected 2018 version of ISO 45001 – there are new requirements. You will need to prepare for change and adapt your OH&S management system to meet the new requirements and transitional timelines.

### ISO 45001 TIMELINE

- Draft International Standard ISO/DIS 45001 - released in January 2016
- Final Draft International Standard (FDIS) - released end of November 2017.
- ISO Standard - expected March 2018

If there is no requirement for public consultation after the first draft of ISO 45001 has been circulated, then we can expect the standard to be published for use by Q1 2018.

### STRUCTURE OF ISO 45001

1. Scope
2. Normative Reference
3. Terms and Definitions
4. Context of the Organisation
5. Leadership
6. Planning
7. Support
8. Operation
9. Performance Evaluation
10. Continual Improvement

### TRANSITION FROM OHSAS 18001

ISO 45001 will replace OHSAS 18001 and current users of OHSAS 18001 will need to update their systems according to the requirements of the new international health and safety standard within a three year transition period that will commence after the standard is published for use.

### WE ARE HERE TO HELP

We are committed to translating the language of the new standard, to help users interpret new concepts and manage system changes more easily.

Keep updated with the changes at [www.nqa.com/iso45001](http://www.nqa.com/iso45001)

Please get in touch if you have any questions – call **0800 522 2424**.

# GAP ANALYSIS AND GUIDANCE

## ISO 45001 CLAUSES

## OHSAS 18001 CLAUSES

## GUIDANCE

### 4. Context of the organisation

4.1	Understanding your organisation and its' context	<b>New requirement!</b>	<p>This new concept relates to the factors and conditions affecting organisational operation e.g. regulation, governance and stakeholders.</p> <p>What drives the culture and requirements of your organisation?</p> <p>Be prepared to discuss the implications of your context with your assessor.</p>
4.2	Understanding the needs and expectations of interested parties	<b>New requirement!</b>	<p>Consider who the interested parties might be and what their relevant interests might be, e.g. workers, customers, shareholders, board members, competitors and regulators.</p> <p>Consider the risks and opportunities that are generated for the context.</p> <p>Be prepared to discuss stakeholder interests with your assessor.</p>
4.3	Determining the scope of the OH&S management system	<b>1 Scope &amp; 4.1</b>	<p>When determining the scope, the organisation shall consider :</p> <p>a) The external and internal issues referred to in 4.1; b) Requirements referred to in 4.2; c) The work related activities performed.</p> <p>Therefore the Scope can only be defined when 4.1 - 4.2 and work related activities have been considered.</p> <p>Direct control and influence should also be considered.</p> <p>The scope once defined, shall be available as documented information.</p>
4.4	OH & S management system and your processes	<b>4.1 General Requirements</b>	<p>No significant change to this element of the standard.</p>

### 5. Leadership and worker participation

5.1	Leadership and commitment	<b>4.4.1, 4.4.3, 4.4.6</b>	<p>A change from Management commitment, in the 2007 standard to one requiring a strategic view. The DIS2 repositions some requirements to "leadership", not management.</p> <p>The emphasis has shifted from ensuring to "engaging" with workers to protect, improve performance, and support the OH&amp;S system to take overall responsibility and accountability for the prevention of worker-related injury and ill health.</p>
5.2	OH&S policy	<b>4.2 OH &amp; S policy</b>	<p>Enhanced requirements from the 2007 version: more attention to be paid to the communication and participation of workers, across the organisation and commit to provide safe and healthy working conditions.</p> <p>Organisations must commit to fulfill legal and other requirements.</p> <p>They must apply the hierarchy of controls to OH&amp;S risks.</p>
5.3	Organisational roles, responsibilities, accountabilities and authorities	<b>4.4.1 Resources, roles, responsibility, accountability &amp; authority</b>	<p>The fundamental requirements of this clause remain unchanged, however the policy must be relevant and appropriate documentation.</p>
5.4	Participation and consultation	<b>4.4.2, 4.4.3, 4.5.1, 4.5.2, 4.5.3</b>	<p>This clause has been substantially strengthened to capture and promote worker participation, engagement and communications and requires documented information to support the roles and responsibilities. Workers at all levels must be aware of their responsibilities applicable to their area of control.</p> <p>It also promotes the participation of non-managerial roles within the OH&amp;S system requirements, including incident investigations, risk assessments, plus control and monitoring activities including internal auditing. The organisation is required to provide necessary mechanisms including time, resources and information to support effective implementation of the management system.</p>

## 6. Planning for the OH&S system

6.1	Actions to address risks and opportunities	<b>4.3.1, 4.3.2 &amp; 4.3.3</b>	This revised clause is an amalgamation of the previous OHSAS standard and has been broadened to include opportunities and measures of effectiveness. Legal and other requirements are also identified and considered in this section of the standard.
6.2	OH&S objectives and planning to achieve them	<b>4.3.3</b>	Objectives must support the policy requirements and have been considered in line with available resources. There should be detail of who is responsible, agreed timings and measures in place to establish progress and whether proposed achievements have been met.  Objectives and plans to achieve them will be documented information.

## 7. Support

7.1	Resources	<b>4.4</b>	The organisation will determine and provide the resources needed.
7.2	Competence	<b>4.4.2</b>	The fundamentals of the OHSAS requirements remain, but procedures are no longer required. Documented information will be available to support competence evaluation and development of workers. Actions will be reviewed for effectiveness.
7.3	Awareness	<b>4.4.2</b>	Workers will be made aware of policy requirements, hazards & risks relevant to them and their part in the OH&S performance, including results of relevant incident investigations etc.
7.4	Communication	<b>4.4.3</b>	The new clause now strengthens the previous requirements not only in terms of who, what and when but what is the objective of the communication and was it effective.  Documented information replaces previous procedural requirements.
		<b>4.4.3.2</b>	Participation and consultation are now embodied throughout the new ISO OH&S standard.
7.5	Documented Information	<b>4.4.4 &amp; 4.4.5, 4.5.4</b>	Documented information replaces the previous procedural, document and record requirements. However they can be retained within the OH&S system if they are determined necessary by the organisation.  Documented information will still require controls appropriate to the previous OHSAS requirements. Documented information may be both internal and external in origin.

## 8. Operation

8.1.1	Operational planning and control	<b>4.4.6</b>	The word plan has been introduced to this element of the standard and also the establishment of "criteria" based on the assessments in Section 6.  In practice, this means that hazards and risk controls must be planned in to the operational controls of the activity. Other requirements have also been expanded or added.
8.1.2	Eliminating hazards and reducing OH&S risks	<b>New requirement!</b>	The standard specifies the hierarchy of controls in order of preference with regard to risk management principles.
8.1.2	Management of change	<b>New requirement!</b>	Captures the requirements and potential sources for the planned changes of the operation e.g working conditions, equipment, workforce and changes to legal requirements and known hazards and risks.

## 8. Operation Continued

8.1.4	Outsourcing	<b>New requirement!</b>	Specifically strengthens the previous standard requirements in relation to outsourced processes.
8.1.5	Procurement	<b>New requirement!</b>	Refers directly to the procurement of goods, services to conform with management system requirements.
8.1.6	Contractors	<b>New requirement!</b>	The establishment of controls and communication requirements with regard to contractor's worker activities, the host company's worker activities. Consideration should be given to competence and other requirements for contractor workers in relation to OH&S criteria.
8.2	Emergency preparedness and response	<b>4.4.7</b>	The revised standard strengthens and expands on the previous requirements and also includes communications.

## 9. Performance evaluation

9.1	Monitoring, measurement, analysis and performance evaluation	<b>4.5, 4.5.1</b>	These requirements have been strengthened and expanded to include criteria and communication. Procedural requirements have been replaced with documented information and will include the performance information against which the organisation shall evaluate. These should consider what needs to be monitored for legal and other requirements, identified risks, opps and controls, organisation objectives and plans and overall effectiveness of operational control.
9.1.2	Evaluation of compliance	<b>4.5.2</b>	The procedural requirements have again been replaced by documented information and the clause requirement expanded to include frequency and method of evaluation and maintaining knowledge and understanding of compliance status.
9.2.	Internal audit and programme	<b>4.5.5</b>	The procedural requirements have again been replaced by documented information and results of audit shall be communicated with workers.  Expanding on the previous requirements, this now includes; communication with workers and worker representatives, to aid continual improvement of the OH&S system. Requirements include appropriate action to address nonconformities and retaining documented information.
9.3	Management review	<b>4.6</b>	This builds on the previous standard with added emphasis on improvement and communications based on risks, opportunities and system effectiveness. Consideration should include legal and other requirements, interested parties, organisational risk and opportunity.

## 10 Improvement

10.2	Incident, nonconformity and corrective action	<b>4.5.3, 4.5.3.1, 4.5.3.2</b>	<p>The phrase preventative action has been dropped, as it is considered to be a fundamental requirement of the OH&amp;S system in its entirety.</p> <p>Direct action must be taken in a timely manner to control the incident or nonconformity and deal with the consequences.</p> <p>When direct corrective action has been completed, the organisation can move on to consider whether any further action is required to prevent a similar incident or nonconformity occurring in future.</p> <p>The principles as risk assessment and risk reduction will apply.</p> <p>Root cause analysis is the key to progressive improvement and requires the organisation to determine what caused or causes have been identified for the incident or nonconformity, what can be actioned to address the cause, review any risk assessments or establish a new assessment – as required before implementing an action.</p> <p>Then to consider whether the potential for a similar problem remains – possibly in another area of the operation.</p> <p>The organisation is then required to implement any actions identified as needed, review their effectiveness and make changes to the management system, if necessary.</p>
10.3	Continual improvement		<p>Documented information for actions, communications and the review of effectiveness shall be retained.</p>
10.3.1	Continual improvement objectives		<p>Is a summary of the previous standard.</p>
10.3.2	Continual improvement process		<p>Should be the output of the management system and can be achieved from a variety of elements from within the system.</p> <p>Organisations will now need to demonstrate that they are using the outputs from their analysis and evaluation processes to identify areas of under-performance and opportunities for improvement.</p> <p>Appropriate tools and methodologies should be employed by the organisation to support this activity.</p>

## TERMINOLOGY

You will find that some of the familiar terminology of OHSAS 18001 will feature within ISO 45001. The proposed common terms are outlined below:

**ISO/FDIS 45001 common terms:**

**Interested party** - Person or organisation that can affect, be affected by, or perceive its' self to be affected by a decision or activity.

**Documented information** - Information organisations are required to control and maintain, including the medium on which information is contained.

**Top management** - Person or group of people who direct and control an organisation at the highest level.

**Injury and ill health** - Adverse effect on the physical, mental or cognitive condition of a person.

**Competence** - Ability to apply knowledge and skills to achieve intended results.

**Occupational Health and Safety Management System (OHSMS) / OH&S Management System** - Management system, or part of a management system used to achieve the OH&S policy.

**Policy** - Intentions and direction of an organisation, as formally expressed by its top management.

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