INTRODUCTION
TO ISO 45001:2018

OVERVIEW

Employees are the most valuable resource that an organisation has. Companies need to ensure the continued safety of employees in the workplace, preventing injury and ill-health as a direct result of work-related incidents. ISO 45001:2018 exists to provide a framework for an efficient Occupational Health and Safety Management (OHSM) in your company.

ISO 45001:2018 can be applied to any organisation regardless of sector or size, making it the best option for companies that wish to demonstrate their commitment to the health and safety of their workforce. Despite the requirements for different sectors varying, effective OHSM fits into the daily activities of the organisation.

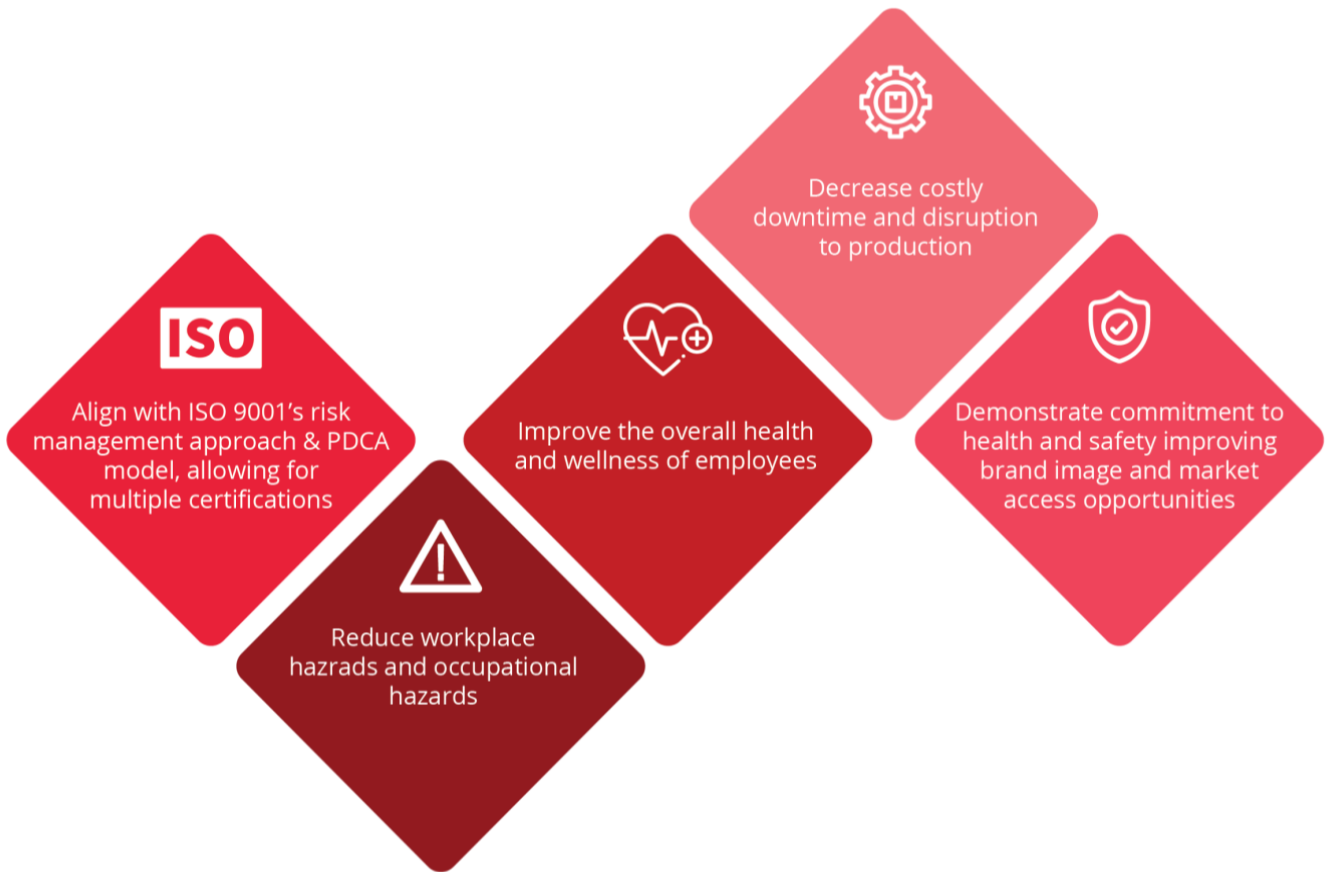An ISO 45001 accredited Occupational Health and Safety Management Systems may help organisations:
- Maintain legal compliances
- Improve their overall corporate image
- Reduce employee turnover rates
- Continually improve their management systems and processes

An Occupational Health and Safety Management System may be adopted any organisation wanting to implement policies, rules and procedures needed for an ISO 45001 management system and can be integrated other ISO certifications, such as ISO 9001.

BENEFITS

By following a systematic standard for your occupational health & safety protection, risks can be identified and eliminated or minimised before they can become hazards.

Decrease costly downtime and disruption to production

Align with ISO 9001's risk management approach & PDCA model, allowing for multiple certifications

Improve the overall health and wellness of employees

Demonstrate commitment to health and safety improving brand image and market access opportunities

Reduce workplace hazrads and occupational hazards

EXTERNAL

- Improves corporate image by showing commitment to employee safety
- Shows a commitment to ensuring continued improvements and responding to potential threats accordingly

INTERNAL

- Reduces occupational incidents
- Helps organisations maintain legal compliance
- Reduces employee turnover rate due to a safer environment and decreased incidents
- Aligns with ISO 9001 model, making future certifications more attainable
- Increased safety awareness and motivation amongst employees
- Improves hazard identification and risk assessment

HOW TO MEET THE ISO ISO 45001 REQUIREMENTS

Terms and Definitions

ISO 45001:2018 is an international standard that outlines the framework for an effective Occupational Health and Safety Management System. The certification aims to provide systems that meet regional legislation as well as international standards. An ISO 45001 system can be implemented as an integrated part of a different ISO management system or as a stand-alone management system.

All terms and definitions related to ISO 45001:2018 are in the standard. However, the standard does not provide any explanations for the words used. It is necessary to understand the terms before starting to implement the requirements of the standard.

Here are some of the most important terms and definitions

PROCESS

A series of actions that can be repeated to produce a transformation from a series of inputs to a measured output.

PROCESS APPROACH

Annexure A is 'normative', meaning that certified organisations are expected to use it, but may deviate from it or supplement it based on their specific requirements.

INPUTS

Information that is accessible and usable upon demand by an authorised entity.

OUTPUTS

The desired or undesirable results of a process. An output is not necessarily the final element but may act as the input to the next cycle.
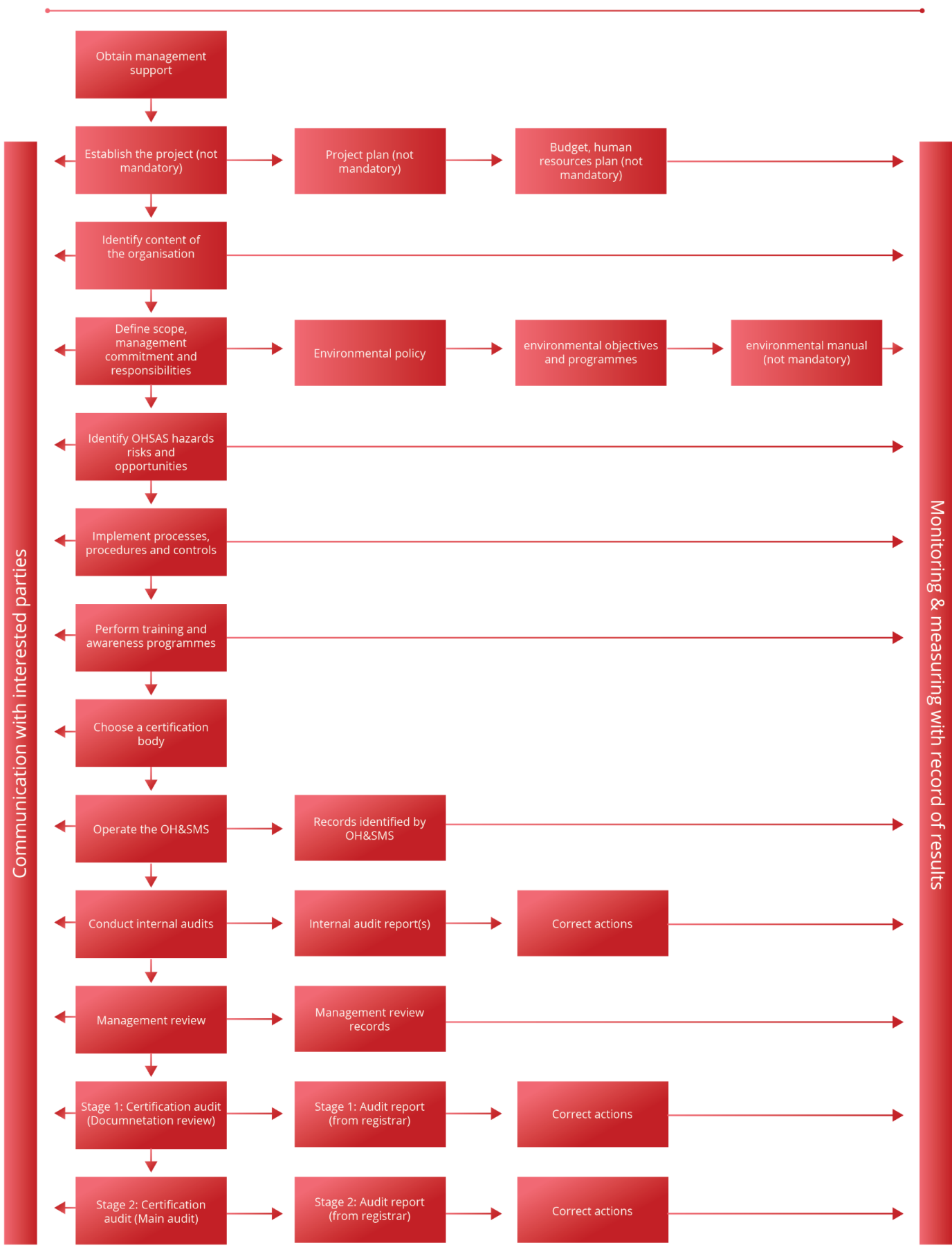
THE PROCESS FLOWCHART

The process approach is a critical part of gaining ISO 45001:2018 compliance, but it is important to note that it does guarantee financial or safety benefits in isolation. The process-based OHSMS provides continuity by linking policies, requirements, performances, and actions. It is the most effective way to mitigate and manage any potential hazards. The systems promote a full understanding of the processes rather than focusing on isolated risks, allowing for a more analytical approach.

The following diagram represents an example of an ISO 45001:2018 compliant OHSMS.

Obtain management support

Establish the project (not mandatory)

Project plan (not mandatory)

Budget, human resources plan (not mandatory)

Identify content of the organisation

Define scope, management commitment and responsibilities

Environmental policy

environmental objectives and programmes

environmental manual (not mandatory)

Identify OHSAS hazards risks and opportunities

Implement processes, procedures and controls

Perform training and awareness programmes

Choose a certification body

Operate the OH&SMS

Records identified by OH&SMS

Conduct internal audits

Internal audit report(s)

Correct actions

Management review

Management review records

Stage 1: Certification audit (Documnetation review)

Stage 1: Audit report (from registrar)

Correct actions

Stage 2: Certification audit (Main audit)

Stage 2: Audit report (from registrar)
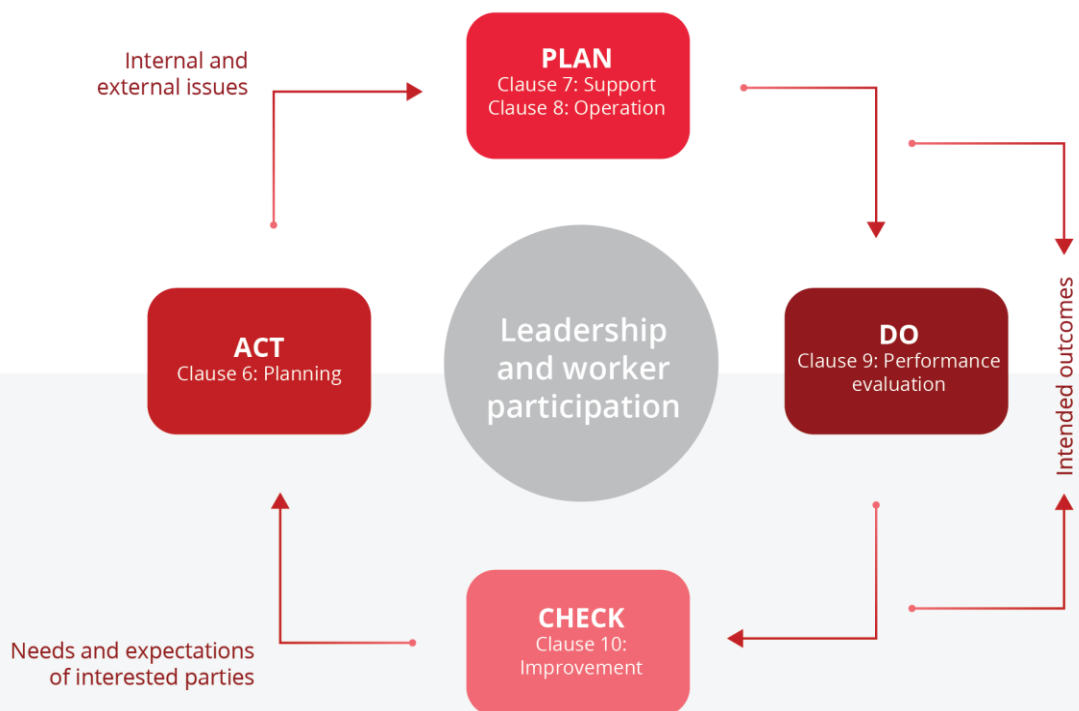
Correct actions

ADAPTIVE
CERTIFICATIONS

PLAN-DO-CHECK-ACT (PDCA) CYCLE

Businesses are continually evolving as a result of internal and external influences. This makes it necessary for the ISMS also to develop (adjusting objectives and procedures, for example). ISO 27001:2013 ensures that the constant evolution is accounted for by adopting a "Plan-Do-Check-Act" cycle as part of its framework.

Below is an example of such an approach:

SYSTEM DIAGRAM

SCOPE OF THE OH&SMS (4.3/4.4)

Internal and external issues

PLAN
Clause 7: Support
Clause 8: Operation

ACT
Clause 6: Planning

Leadership and worker participation

DO
Clause 9: Performance evaluation

Intended outcomes

CHECK
Clause 10: Improvement

Needs and expectations of interested parties

ISO 45001 REQUIREMENTS

The structure of the ISO 45001:2018 standard splits into 10 sections (clauses):

- 1 to 3 are introductory, and

- 4 to 10 contain the requirements for Occupational Health and Safety Management Systems

PRINCIPAL CLAUSES OF ISO 45001

Clause 4: Context of the organisation – Understand your organisation to implement an OHSMS.

This section covers requirements for:

- Identifying internal and external concerns.

- Identifying interested parties and their expectations, including regulatory requirements

- Defining the scope of the OHSMS.

Clause 5: Leadership – Top management is instrumental in the implementation of the OHSMS.

Top management needs to demonstrate a commitment to the OHSMS by:

- Ensuring policies and procedures align with each other and the direction of the business

- Defining and maintaining well-documented procedures throughout the organisation

- Assigning roles and responsibilities throughout the organisation

- Ensuring the participation of workers

Clause 6: Planning – Top management must plan for and address risk and opportunities.

- Hazard identification and assessment of risks and opportunities

- Determining legal requirements.

- Outline objectives for the organisation and a plan to achieve them

Clause 7: Support – The management of all resources supporting the OHSMS. The necessary objectives are outlined and show how continual improvement will occur, including:

- Resources

- Awareness

- Communication

- Competence

- Creating and updating documented information and controlling accessibility.

Clause 8: Operation – The operational requirements for an effective OHSMS.

Clause 8 covers the requirements for:

- Operational control and planning.

- Emergency preparedness and responses.

Clause 9: Performance evaluation – The requirements needed to ensure that an OHSMS is monitored and is functioning well, including;

- Monitoring, measuring, analysis and evaluation

- Internal audits

- Ongoing management review of the OHSMS

Clause 10: Improvement – The requirements needed to improve the OHSMS over time continually by:

- Assessing process nonconformity

- Taking corrective actions for process

HOW TO PLAN YOUR CERTIFICATION PROJECT

PROJECT PLAN
A management system be?
- Fit for Purpose
- Simple, easily understood, and accessible
- Effective
- Able to integrate with other management systems.

TASK	ACTIONS	NOTES
1. Gap Analysis	Undertake Gap Analysis	
2. System Planning	Identify Interested Parties	
2. System Planning	Operational Risk Assessment	
2. System Planning	WHS Manual - Planning	
2. System Planning	WHS Manual - Support	
2. System Planning	WHS Manual - Operations	
2. System Planning	WHS Manual - Improvement	
2. System Planning	WHS Risk Analysis	
2. System Planning	Branding/design of completed IMS Manual	
3. Draft System Documents	WHS Policy	
3. Draft System Documents	Management System Registers	
3. Draft System Documents	Management System Procedures	
4. Implementation Planning	Plan implementation	
4. Implementation Planning	Set objectives and targets	
4. Implementation Planning	Compile legal and other requirements	
5. Awareness Training	Define awareness requirements	
5. Awareness Training	Carry out awareness training	
6. Implementation Activities	Plan training requirements and activities	
6. Implementation Activities	Implement training requirements and activities	
7. Review	Internal audits	
7. Review	Management Review Meeting	
8. Stage 1 Audit	Engage certification company for stage 1 audit	
8. Stage 1 Audit	Complete stage 1 audit	
9. Address Gaps	Address any gaps raised at stage 1 audit	
10. Stage 2 Audit - Certification	Undertake stage 2 audit and receive certification	