



# ISO 45001:2018 – The New Face of Occupational Health and Safety Certification

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A longstanding influence in the occupational health and safety field, OHSAS 18001 is on its way out – soon to be replaced by the all-new ISO 45001. March 2018 saw the publication of the standard, which seeks to bring occupational health and safety in step with other ISO standards organizations may already have. More than just a name change, ISO 45001 brings the adoption of ISO structure, an emphasis on leadership and objectives measurement, risk management, communication and awareness, and a reduction in prescriptive requirements. Within the new standard is an increased prominence of OHS management in organizations' strategic planning processes.

Broadly speaking, most of the changes from OHSAS 18001 to ISO 45001 can be placed into a few categories. First of these is *strategic occupational health and safety (OH&S) management*. In the new standard, the prominence of OH&S management in an organization's strategic planning process is greatly enhanced. In addition, to support the systems contributing to the company's OH&S management, *leadership* is more closely outlined. A new clause (Clause 5) has been added assigning specific responsibilities for those in leadership positions to better promote health and safety within the organization.

*Proactivity* in protection of the health and safety of not just workers but other involved parties has been expanded. These initiatives should be consistent with the context of the organization, but may include hazard identification, risk assessment, emergency response processes, operational controls, and/or monitoring and measurements. Unlike before, there is now a shift in emphasizing continual improvement, from the management system to improving *occupational health and safety performance*.

With new responsibilities and new emphasis on improvements, *communication* has also become more vital in the new standard, both internally and externally – requirements for a communication strategy emphasizing both areas of communication have been added. Alongside communication, the standard's stance on *documentation* has also been updated to reflect evolving technology such as computer and cloud-based systems. To align with the ISO basis of 45001, organizations must retain the flexibility to determine when “procedures” are needed to ensure process control. (\*\*For a full list of changes from OHSAS 18001 to ISO 45001, clause-by-clause, please see below.)

Apart from the standard itself, changes have also been made regarding IAF Mandatory Documents 22:2018 and 21:2018; both raise the bar of performance expectation for the OHSMS.

For those unfamiliar with ISO certification, becoming certified is a multi-step process for first-time applicants. Documentation for OHSMS must be established first, following ISO 45001:2018 requirements, followed by training to and implementation of the OHSMS requirements. Implementation should be supported by internal system audits, compliance evaluation, and a review of the system based on input from the internal audit. Once the systems are in place and documentation has been well-established, a contract with an accredited Certification Body will be made and a Stage I and Stage II audit scheduled. Once any nonconformities are addressed and results of the audit are clear, the new ISO 45001 certificate will be issued.

As with any new or changing standard, Perry Johnson Registrars is on top of updates. To keep up with the latest news regarding ISO 45001 or to learn more about what the change from OHSAS 18001 will mean for your company, reach out to us at [www.pjr.com](http://www.pjr.com) or by calling (248) 358-3388.

## **\*\*Clause-by-clause, the changes include:**

### **Clause 4 – Context of the organization**

- 4.1 Understanding the organization and its context
  - Determine the internal/external issues relevant to the OHSMS and ability to achieve intended outcomes
- 4.2 Understanding the needs and expectations of workers and other interested parties
  - Determine relevant interested parties and their needs and expectations
- 4.3 Determining the scope of the OH&S management system
  - Consider issues and needs/expectations when determining scope of OH&S

### **Clause 5 – Leadership and worker participation**

- 5.1 Leadership and commitment
  - Top management should take on primary responsibility for OHSMS effectiveness, integration of OH&S management into processes, resource adequacy, and communication of conformance to the OHSMS
- 5.2 OH&S policy
  - Policy and objectives should be aligned with the organization's strategic direction to achieve the intended outcomes
  - OH&S policy should include a commitment to participation
- 5.3 Organizational roles, responsibilities, and authorities
  - Management representative is no longer explicitly mentioned
  - Upper management must ensure adequate responsibilities and authorities are assigned – responsibilities may be delegated, but upper management is still ultimately accountable
- 5.4 Participation and consultation of workers
  - Participation and consultation criteria are more specific and prescriptive.

### **Clause 6 – Planning**

- The entire planning section for OH&S management has been restructured – focus on achieving intended outcomes
- 6.1 Actions to address risks and opportunities
  - 6.1.1 General
    - Determine in order to ensure OHSMS can achieve intended outcomes, prevent undesired effects, and continually approve
    - Determine risks and opportunities
  - 6.1.2.1 Hazard identification
    - Prescriptive and proactive requirements for consideration through hazard identification process
  - 6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system
    - Requires a process to assess OH&S risks with established, proactive criteria
    - Documented information is to be retained
  - 6.1.2.3 Assessment of OH&S opportunities and other opportunities for OH&S management system
    - Must have a process to assess OH&S opportunities relevant to OH&S performance; includes opportunities to improve the work environment and/or reduce or eliminate hazards and/or OH&S risks

- 6.1.3 Determination of legal requirements and other requirements
  - Updated determination of and access to applicable requirements
  - Determination of how requirements apply to organization and the risks and hazards thereof
  - Determination of communication requirements
  - Consideration maintaining and improving the OHSMS
- 6.1.4 Planning action
  - Must address risks, opportunities, legal/other requirements, emergency situations, integration into the OHSMS, and evaluation of effectiveness
  - Take into account hierarchy of controls (8.1.2) and system outputs
- 6.2 OH&S objectives and planning to achieve them
- 6.2.1 OH&S objectives
  - To improve OHSMS and OH&S performance
- 6.2.2 Planning to achieve OH&S objectives
  - Must determine and maintain documentation of: actions/tasks to be used to achieve objective, resource needs, responsible parties, completion timeline(s), monitoring methods and measurement frequency, result evaluation methods, methods for integrating into OHSMS

#### Clause 7 – Support

- Competency and awareness requirements are separated, awareness criteria prescribed
- Commitments to OHS protection are to be given consideration in terms of communications as well – external representation and reporting must be controlled
- With respect to documents and records, only the term “documented information” shall be used in the future – taking into account the use of modern recording media
- 7.2 Competence
  - Must determine competency requirements for workers that can affect performance of the OHSMS and competence must be evidenced through documented information
  - Must take actions as necessary to ensure competency and evaluate the effectiveness of actions taken
- 7.3 Awareness
  - Identifies specific items workers must be made aware of by the organization including the real or potential ramifications of deviating from the OHSMS requirements
- 7.4 Communication
- 7.4.2 Internal Communication
- 7.4.3 External communication
  - Must determine OHSMS's relevant internal/external information and communication requirements
  - External interested party views are also to be considered
- 7.5 Documented information
  - Identifies specific controls to be identified by the organization related to creating, updating, controlling documented information

#### Clause 8 – Operation

- 8.1 Operational planning and control
- 8.1.1 General
  - Planned actions must have established process(es) criteria, with sufficient documentation maintained to ensure process criteria were met

- 8.1.2 Eliminating hazards and reducing OH&S risks
  - No significant changes to the hierarchy of controls
- 8.1.3 Management of change
  - Must implement a process for controlling planned changes that could affect the OHS performance of the organization, as well as review and mitigation of negative impacts/inadvertent changes
- 8.1.4 Procurement
  - 8.1.4.1 General
    - Requires processes and controls for outsourced processes that could affect OHSMS/OHS performance
  - 8.1.4.2 Contractors
    - Must identify and control OH&S risks related to the activities of contractors
    - Criteria for selecting contractors must be identified, processes are required to ensure contractor activities meet the requirements of the OHSMS
  - 8.1.4.3 Outsourcing
    - Must identify controls to ensure procured materials and/or services meet the relevant OHSMS requirements and intended outcomes
- 8.2 Emergency preparedness and response
  - Additions to the items to be considered or included in emergency response process(es) including: review procedures after drills or emergencies, relevant training, needs/capabilities of all relevant interested parties involved

#### Clause 9 – Performance evaluation

- 9.1 Monitoring, measurement, analysis and performance evaluation
  - 9.1.1 General
    - Must determine OHSMS's relevant monitoring and measurement requirements to evaluate performance and effectiveness of OHSMS
  - 9.2 Internal audit
    - 9.2.2 Internal audit program
      - Identifies specific factors to be determined within audit program(s)
      - Results must be reported to “relevant managers,” workers (and/or representatives) and other interested parties
  - 9.3 Management review
    - Additions/revisions to inputs and outputs required for OHSMS reviews performed by top management

#### Clause 10 – Improvement

- 10.1 General
  - Requires identification of opportunities for improvement (Clause 9)
- 10.2 Incident, nonconformity and corrective action
  - Requires timely actions to address/correct incidents and nonconformities
  - Corrective actions must be reviewed for effectiveness and have evidence
  - Requires results be reported to relevant workers and other interested parties
- 10.3 Continual improvement
  - Requires continuing improvement of the OHSMS by: improving performance, creating/maintaining OHSMS-supportive culture, worker participation in implementing controls, communication of results to relevant parties, and maintaining evidence of action and improvement via documentation.



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