

ISO 45001:2018 from OHSAS 18001:2007 - OHSMS Transition Instructions

This instruction is intended for use in upgrading your Management System for the transition from OHSAS 18001:2007 to ISO 45001:2018 for OH&S management systems (OHSMS) used in all types of industries.

The above OHSMS are compatible with each other and have common requirements.

In ISO 45001:2018, the requirements are described in:

- Clause 4 Context of the organization
- Clause 5 Leadership and worker participation
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance evaluation
- Clause 10 Improvement

Previously in OHSAS 18001:2007, the requirements were described in:

- Clause 4.1 General requirements
- Clause 4.2 OH&S policy
- Clause 4.3 Planning
- Clause 4.4 Implementation and operation
- Clause 4.5 Checking
- Clause 4.6 Management review

You have the OHSAS-2007 version in place and now have the objective of upgrading the system to the ISO-2018 version. The good news is that since you are familiar with formal management systems, this initiative will be relatively straightforward.

Essentially, the documentation package for the management system will contain:

- One condensed Manual to introduce the documented information required for ISO 45001:2018.
- A group of procedure/system documents for your OHSMS with updates to reflect a document numbering system related to the new clause numbers and to incorporate the upgrades for ISO 45001:2018 requirements,
- A group of forms and attachments needed for the documented information and systems.

The documentation will need to be reviewed, upgraded, and implemented. The first step is to assign a person responsible for the management system, such as with a OH&S team leader to become familiar with the changes for the 2018 version of the ISO 45001:2018 standard. Visit <http://45001store.com/> for training materials, resources, and information on OH&S management systems requirements.

The following table with detailed instructions focuses on the areas of the documentation required for the new standard. As you undertake the task of upgrading your OH&S management system, note that in the left-hand column of the instructions, the ISO 45001:2018 clauses shown in **bold numbers** have key changes from 2007 to 2018. The intent of the main clauses is shown in **blue font** and the text in *italics* indicates where requirements were included in previous OHSAS 18001:2007.

Use a copy of the ISO 45001:2018 standard along with this instruction to pinpoint for your organization the areas that need attention. You may want to make notes and add comments in the space available to the right and the left of the column for reference documentation. Use the upgrade checklist section on the right side of the table to assign the responsibility for the upgrade and to follow up on its completion.

ISO 45001:2018 from OHSAS 18001:2007 - OHSMS Transition Instructions

---	<i>In OHSAS 18001:2007, a Manual was not a requirement.</i>	Manual	In the SMS-001 Manual include sections for: <ul style="list-style-type: none"> • Scope of the OH&S Management System • Distribution Control List, • Revision Status, • OH&S Policy and Objectives, Strategic Direction, • Organization Chart, • Company Background - Products and Services, • Process Flow Diagram, • List of Documented Information, • Records Documentation Matrix. 		
---	The specific requirement for documented procedures is not in ISO 45001:2018; however documented information is required to plan, establish, implement, and maintain the OH&S processes. <i>In OHSAS 18001:2007, the requirement for control of documents was included in clause 4.4.5, and the requirement for control of records was in clause 4.5.4.</i>	Documented information	The OH&S documented information may be presented in any suitable format such as in a method, an instruction, a system, a process, a procedure, etc. You will need to add / replace / rework your OH&S procedures to incorporate the ISO 45001:2018 requirements. An early consideration is the development of a process for the control of documented information. Replace / rework the documented procedures for Control of Documents and Control of Records with a procedure, P-750 for Documented Information and include it in section 7.5.		
4	This first requirement clause introduces two sub-clauses relating to the context of the organization, 1 st of all is understanding the organization and its context and 2 nd is understanding the needs and expectations of workers and other interested parties. Together they require that you determine the issues and requirements that can impact on the planning of the OH&S Management System. In addition, the scope of the OH&S and the OH&S processes along with their applicability and interactions need to be determined.				
4	Clause 4, Context of the Organization is a new requirement in ISO 45001:2018.	Documented information	Your company will have to determine the issues and requirements that can impact on the planning of the OHSMS and that can affect the ability to achieve the intended results of the system.		
4.1	Documented information for the OHSMS sets the stage for an understanding of the requirements and of the international	Procedure	Document the information (in a document P-400, Organizational Context) to outline the process to understand and determine the internal and external		

ISO 45001:2018 from OHSAS 18001:2007 - OHSMS Transition Instructions

	<i>included in sub-clause 4.4.1 of clause 4.4.</i>		Refer to the requirements in clause 5.1 a) thru m) and include the items ranging from a) taking responsibility and accountability for the prevention of work-related injury and ill-health and providing safe and healthy workplaces and activities, thru m) supporting the establishment and functioning of health and safety committees.		
5.2	In ISO 45001:2018, clause 5.2 covers the requirements for the OH&S policy. <i>In OHSAS 18001:2007, the OH&S policy was included in clause 4.2.</i>		Include the process for developing and communicating the OH&S policy. Refer to the requirements in clause 5.2 a) thru f) and include the items ranging from a) commitment to provide safe and healthy working conditions for preventing workplace injury and ill-health, thru f) commitment to involve workers and their representatives in OHSMS decision making. Ensure that the OH&S policy is available as documented information, is communicated within your company, is available to interested parties, and is relevant and appropriate.		
5.3	In ISO 45001:2018, Organizational roles, responsibilities and authorities are outlined in clause 5.3. <i>In OHSAS 18001:2007, the requirement for resources, roles, responsibility, accountability and authority was in sub-clause 4.4.1 of clause 4.4.</i>	Organization chart	Include the system for assigning and communicating the responsibilities, and authorities to ensure that the OHSMS conforms to the ISO standard, and to report on OH&S performance.		
5.4	In ISO 45001:2018, clause 5.4, covers consultation and participation of workers in greater detail. <i>In OHSAS 18001:2007, the requirement for participation and consultation was in sub-clause 4.4.3.2 of the main clause 4.4.</i>	Procedure	In P-500, include your process for worker consultation and participation. Refer to the requirements in clause 5.4 a) thru e) and include the items ranging from a) to provide the mechanisms, time, training and resources for consultation and participation thru e) to emphasize the participation of non-managerial workers in consultation and participation.		
6	This third clause talks about the planning for the OH&S management system, where your company needs to consider the issues referred to in previous clause 4.1, the requirements of clause 4.2, the scope of the OH&S system per clause 4.3, and determine the actions to address the OH&S risks and opportunities. The planning of actions includes systems for the identification of workplace hazards and the assessment of OH&S and other				

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ISO 45001:2018 Occupational Health and Safety Management Systems – The Gap Analysis Checklist

This gap analysis checklist is prepared for use in evaluating an Occupational Health and Safety Management System (OHSMS) against the requirements of the new international standard ISO 45001:2018. Each requirement is expressed as a question that the user (auditor / assessor) can use to evaluate your OH&S capabilities. You will need to have a copy of the new standard to use along with this checklist so that you can refer to the requirements and the guidance sections of Annex A. The intent of the main clauses of the new standard is shown in **blue font**.

After you have prepared an audit schedule, and assigned responsibility to your auditors for different areas or processes to audit, copy each section of the checklist for the auditors working with that section. As you work through the checklist take notes on what is in place, and what needs to be developed.

In the space for 'currently in place', list or reference the procedures or other documents, or evidence that you have reviewed and that will provide information for the new OHSMS. Take notes on the status of the documents, that is, will they need to be revised for the new system, or can they be used as is? Also, note where processes are in place, but documentation is needed. Focus on what is in place, and what needs to be developed.

While you do want to know if documented information is in place and if procedures and processes are being complied with, compliance is not your focus for this audit. Remember that the outcome of this audit should be a list of things that your company needs to do to comply with the ISO 45001:2018 standard.

---	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEMS REQUIREMENTS	Currently in Place	Compliant YES / NO?	If No - % Completed	Items Needed
4	CONTEXT OF THE ORGANIZATION				
Intent of clause	This first clause introduces two sub-clauses relating to the context of the organization, 1 st of all is understanding the organization and its context and 2 nd is understanding the needs and expectations of workers and other interested parties. Together they require that you determine the issues and requirements that can impact on the planning of the OH&S Management System. In addition, the scope of the OH&S and the OH&S processes along with their applicability and interactions need to be determined.				
4.1	Understanding the organization and its context				
	As an organization, does your company determine external and internal issues that are relevant to your purpose?				

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ISO 45001:2018 Occupational Health and Safety Management Systems – The Gap Analysis Checklist

	Do you consider the relevant issues that affect your ability to achieve the intended outcomes of the OH&S Management System (OHSMS)?				
4.2	Understanding the needs and expectations of workers and other interested parties				
	Has your company determined:				
	<ul style="list-style-type: none"> • The other interested parties that are in addition to your workers, and that are relevant to the OHSMS? 				
	<ul style="list-style-type: none"> • The relevant requirements (needs and expectations) of workers and the other interested parties? 				
	<ul style="list-style-type: none"> • Which of the needs and expectations become applicable legal requirements & other requirements? 				
4.3	Determining the scope of the OH&S management system				
	To establish the scope of the OHSMS, does your company determine its boundaries and applicability?				
	When determining the scope of the OH&S, do you consider the:				
	<ul style="list-style-type: none"> • The external and internal issues per above 4.1? 				
	<ul style="list-style-type: none"> • The relevant interested parties per above 4.2? 				
	<ul style="list-style-type: none"> • The work-related activities performed at your company? 				

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P-600-A

Planning for the OH&S Management System

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to establish the process for the planning of the Occupational Health and Safety Management System (OHSMS) at [Your Company](#).
- 1.2 The procedure applies to the planning activities and resources required to meet the objectives of the OHSMS.

2.0 Responsibilities and Authorities

- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 In supporting roles, [Top management and the members of the OH&S team](#) ensures that the responsibilities and authorities for the OHSMS are defined and communicated. The organization chart documented on attachment A-530-001 is included in the OH&S manual.
- 2.3 The [OH&S team and the OH&S team leader](#) are responsible to provide the leadership for a process approach and the achievement of intended results with the application of the P-D-C-A (plan, do, check, act methodology) and R-B-T (risk-based thinking)
- 2.4 Additional responsibilities for the [OH&S team leader](#) and the [OH&S team](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 This document introduces clause 6 of the ISO 45001:2018 standard, and covers the planning for the OHSMS.
- 3.2 Top management: Person or group of people who directs and controls an organization at the highest level.
- 3.3 Production processes: Processes that contribute or result in the product or service being produced or the product or service being provided.

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 The activities and resources required to meet the objectives of the OHSMS considers the planning of the system itself, and the management of risks and opportunities.
 - 5.1.1 [OH&S team](#) makes use of the OH&S process identification worksheet, form F-440-001 to identify, plan and document the processes that

1.0 Purpose/Scope

- 1.1 This procedure describes the process for internal and external communication of information regarding the OHSMS at [Your Company](#).
- 1.2 The procedure applies to the personnel whose work affects the performance of the Occupational Health and Safety Management System (OHSMS).

2.0 Responsibilities and Authorities

- 2.1 The [OH&S team leader](#) has the prime responsibility and approval authority for this procedure.
- 2.2 Additional responsibilities for the [OH&S team leader, the supervisors, and employees](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 This document relates to [clause 7.4](#) of the ISO 45001:2018 standard covering communication.

- 3.2 No Definition

Related forms, records, and documents are referenced to comply with document control requirements

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 In support of the procedure P-720 for competence, awareness and training, the [OH&S team](#) establishes the processes for internal and external information and communication relevant to the OHSMS.

- 5.1.1 The tools used to manage and respond to the OHSMS communication needs are designed to address what, when, with whom, and how to communicate information., and consider diversity aspects, such as gender, language culture, literacy, and disability when determining the communication needs.

- 5.1.2 The tools include the OHSMS action reports:

- F-740-001, Public response report – P.R.R.
 - F-740-002, Alert report – A.R.
 - F-740-003, Incident report – I.R.
 - F-740-004, Nonconformance report – N.C.R.
 - F-814-003 Provider corrective action request - PCAR
 - F-1020-001 Corrective action request – C.A.R.

- 5.1.3 While the above reports have specific purposes, they ensure that reliable information and responses communicated are consistent with information generated by the OHSMS and consider the legal requirements and other requirements / compliance obligations, and considers the views of

Emergency Preparedness and Response

1.0 Purpose/Scope

- 1.1 The purpose of this procedure is to establish a method to identify health and safety emergency situations and potential accidents and respond to such situations at [Your Company](#).
- 1.2 The procedure applies to the methods for the reporting of emergencies and for the effective management from the time of discovery to the ultimate resolution to safeguard the health and safety for workers and interested parties.
- 1.3 The procedure applies to the emergency preparedness and response processes required to meet the objectives of the OHSMS.

2.0 Responsibilities and Authorities

- 2.1 The [Operations manager](#) has the prime responsibility for the implementation and maintenance of this procedure.
- 2.2 Additional responsibilities for the [OH&S team](#), [the supervisors](#), [the workers](#), [employees](#) are detailed in relevant paragraphs of section 5.0 below.

3.0 References and Definitions

- 3.1 This document relates to clause 8.2 of the ISO 45001:2018 standard covering emergency preparedness and response.
- 3.2 No Definitions

4.0 Resources

- 4.1 None

5.0 Instructions

- 5.1 In support of the [Operations manager](#), the [OH&S team](#) is responsible to establish, implement and maintain the processes needed to prepare for and respond to the potential emergency situations as determined with the identification of hazards and assessment of OH&S risks, per procedure P-612.
 - 5.1.1 The process includes the following:
 - Preparing a planned response to emergency situations, and providing first aid and training for the planned response.
 - Periodically testing and exercising the planned response capabilities,
 - Evaluating performance and revising, as needed, the planned response after testing and especially after the occurrence of emergency situations,
 - Communicating relevant information to all workers on their duties and responsibilities,
 - Communicating relevant information to contractors, visitors, emergency response services, government authorities, and the local community,

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ISO 45001:2018 – Occupational Health and Safety Management System – The Internal Audit Checklist

This checklist is based on the information provided in the ISO 45001:2018 international standard. The checklist is best used by trained and practicing auditors to evaluate or assess Occupational Health and Safety Management Systems (OHSMS) requirements based on the standard. You will see questions on the checklist that refer to the standard and for each clause provisions are made for additional questions.

The auditors are expected to keep in mind that the standard does not require mandatory procedures for the various OHSMS processes; however, the auditors will expect documented information to be available because in the clauses of the standard, the phrase such as 'documented procedures' is used to specify that a process, a method, a system, a work instruction, or an arrangement be documented.

The auditors must use a great deal of discretion and therefore must be careful and thoughtful prior to establishing a deficiency against a requirement. Evidence for visible top management leadership, commitment and quality management action must be looked for.

The **bold** numbers and titles used in the first two columns of the checklist indicate the "Requirements" and may be referred to on nonconformity reports prepared by the auditor.

During assessment of each requirement, auditors record the status of the evaluation by indicating in the right-hand column a

Yes - for Acceptable Condition or **No** - for Deficient Condition

---	OCCUPATIONAL HEALTH and SAFETY MANAGEMENT SYSTEM	OBSERVATIONS / COMMENTS	STATUS
4	CONTEXT OF THE ORGANIZATION		
4.1	Understanding the organization and its context		
	As an organization, does your company determine external and internal issues that are relevant to your purpose?		
	Do you consider the relevant issues that affect your ability to achieve the intended outcomes of the OH&S Management System (OHSMS)?		

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ISO 45001:2018 – Occupational Health and Safety Management System – The Internal Audit Checklist

	Additional Questions		
4.2	Understanding the needs and expectations of workers and other interested parties		
	Has your company determined:		
	<ul style="list-style-type: none"> • The other interested parties that are in addition to your workers, and that are relevant to the OHSMS? 		
	<ul style="list-style-type: none"> • The relevant requirements (needs and expectations) of workers and the other interested parties? 		
	<ul style="list-style-type: none"> • Which of the needs and expectations become applicable legal requirements & other requirements? 		
	Additional Questions		
4.3	Determining the scope of the OH&S management system		
	To establish the scope of the OHSMS, does your company determine its boundaries and applicability?		
	When determining the scope of the OH&S, do you consider the:		
	<ul style="list-style-type: none"> • The external and internal issues per above 4.1? 		
	<ul style="list-style-type: none"> • The relevant interested parties per above 4.2? 		
	<ul style="list-style-type: none"> • The work-related activities performed at your 		

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ISO 45001:2018 – Occupational Health and Safety Management System – The Internal Audit Checklist

	company?		
	Does the OHSMS include activities, products and services that are within your control or your influence and that can impact OH&S performance?		
	Is the scope of the OHSMS available and maintained as documented information?		
	Additional Questions		
4.4	OH&S management system		
	Do you have the latest document for the ISO 45001:2018 standard?		
	As required by the ISO 45001 standard, do you establish, document, implement, maintain, and continually improve the OHSMS?		
	Does your company determine the processes needed for the OHSMS, their interactions and applications?		
	Additional Questions		
5	LEADERSHIP AND WORKER PARTICIPATION		
5.1	Leadership and commitment		
	Does the top management demonstrate leadership and commitment with respect to the OHSMS by:		

ISO 45001:2018

Internal Auditor Training



Trainer's Guide

Overview

These course materials are meant to train people to conduct internal OH&S audits within your organization, which are necessary to meet the internal audit requirements of the ISO 45001:2018 standard.

The course is divided into two sections:

1. The first section will familiarize the students with the requirements ISO 45001:2018 OH&S management system.

Allow 4 hours for this section.

2. The second section is devoted to the auditing process. The students will go through all the steps required for an audit, with hands-on involvement in performing each step by conducting a mock audit of a fictitious company.

Allow 8 hours for this section.

This guide contains everything the instructor needs to lead the class.

We recommend that you print this guide as you'll need the PowerPoint speaker notes to lead the class.

Notes:

It is assumed that the instructor has certified Lead Auditor credentials or equivalent experience. This is not meant as a self study course.

It is recommended that the first audit the student is involved with be under the leadership of a lead auditor who has audit experience.

Course Materials

The supplies you will need are:

PowerPoint: **ISO 45001 Guide to Internal Audits** (included).

PowerPoint: **Requirements of ISO 45001** (included).

- A complete version with Speaker Notes is in this Trainer's Guide

PowerPoint: **Steps of Internal Audit** (included).

- A complete version with Speaker Notes is in this Trainer's Guide

Student Manual (included).

- Print one copy for **each student**
- You may wish to have extra copies of the CAR form
- It includes reduced versions of all the PowerPoint presentations.

The ISO 45001:2018 Standard (**NOT Included***)

- One copy for every 2-3 students.

Standards are available electronically from <http://www.techstreet.com/standards>

**The ISO 45001:2018 Standard is a copyrighted document and we are unable to include it.*

Safe-Toy Company (STC) Documented Information (included).

- Print one copy for **each team** of two or three students.
- See next page for list of contents.
- Note: For the purpose of this training, it is not possible to bring all documents from a fictitious company in the classroom.
- However, documents relevant to the audit and non-conformances observed are included. In the list of documented information, the relevant manual and procedures are highlighted in **brown font**.

The purpose of the internal audit is to demonstrate that the company is doing what the company says it does. Documents and records are required to prove that systems are in place. These copies are provided in the Safe-Toy Company (STC) Documents and Records file.

Pages 3 through 8 in STC Documents and Records contain the documentation that makes up the introductory section of the OH&S Management System. The remaining pages contain the Documentation and Records required for the Internal Audit training.

Welcome to ISO 45001:2018

Our Company is working on becoming ISO 45001:2018 registered. This international standard provides for an Occupational Health and Safety Management System that outlines some good basic business practices that we need to have in place. By implementing an OH&S Management System (OHSMS) that complies with the international standard, we will be able to do our part in improving health and safety in our workplace.

Why does our company want to become ISO 45001 registered?

The main reason is that it is the right thing to do! All of us want to do our part in having safe and healthy workplaces where work-related injuries and ill health conditions are eliminated or at least reduced.

Not only do we want to protect the workplace, we want to improve our OH&S performance as an organization. An important benefit is that we will be able to maintain our position in the market place because more and more customers and countries are becoming health and safety conscious and are requiring that suppliers show proof of sound OH&S commitment.

What will employees need to do for the ISO 45001:2018 OH&S Management System?

First, management will be looking at our company's activities, processes, products and services and performing assessments to identify the hazards and determine how they impact our operations. They will then assess the OH&S risks associated with the hazards and determine the actions needed to address both the OH&S risks and the

opportunities and control the processes to make sure we continually improve. Controlling the processes means documenting the procedures and work instructions, training employees and finding ways to make sure that the activities are done consistently no matter who is involved.

This means that employees may be required to have specialized training, or to follow specific work instructions. Employees will need to be aware that "It is Everyone's Job to ensure a Safe & Healthy Workplace".

ISO 45001 Highlights: Things that you will be hearing about as we proceed with this project....

Our OH&S Policy

We will identify our OH&S Policy and will be communicating it to all workers and employees. It is important that all of us are aware of what this statement says about what our company's vision is for meeting health and safety commitments.

Registration Audit

To become ISO 45001:2018 registered, we will be audited by a registration company. This will happen after we have set up the systems to meet all the requirements of the standard.

The 'Registrar' will send an auditor or audit team to our facilities and evaluate the OH&S system we have in place. They will check to see if the processes meet the requirements of the standard and see if we follow our processes. If everything looks good, we will be recommended for registration and be awarded a certificate and be recognized globally!

Watch for our next newsletter for more introduction to ISO 45001:2018, what it will mean to you and your coworkers.