

# BSI Training Academy Your complete guide to ISO 45001:2018 training



...making excellence a habit."

# **ISO 45001** The world's first global health and safety management system

ISO 45001, Occupational Health & Safety (OH&S) management system is the world's first OH&S ISO standard. Its focus on risk prevention, innovation and continual improvement will benefit organizations with the foresight to achieve this global standard through improved organizational resilience. As well as increasing employee engagement and publicly demonstrating commitment to sustainable work by providing safe and healthy workplaces, this standard focuses on key business challenges such as the supply chain and continuity planning. This allows organizations to anticipate, adapt and respond, providing both resilience and agility in a global market place.

#### So why the new international standard?

Although organizations tend to use generic health and safety guidelines or national and consortia standards, none of these demonstrate global conformity.

There was a worldwide need to harmonize health and safety management systems using an international standard and sharing best practices. This can be seen at local, national, regional and global levels – applying to both developing and developed countries. With

an international standard to refer to, together with the right infrastructure and training, organizations will be able to address these risks better in future. ISO 45001 is based on the ISO High Level Structure (HLS) for management system standards which can deliver the following benefits:

- Increased organizational resilience through proactive risk prevention, innovation and continual improvement
- Strengthening of legal and regulatory compliance whilst reducing business losses
- Demonstrates brand responsibility by committing to safe, healthy and sustainable work
- One global occupational health and safety system for all businesses, of all sizes.

Commitment to management standards is proven to deliver real business benefits. BSI Clients who have adopted an OH&S management system tell us they benefit in the following ways:



## Why make BSI your first choice for ISO 45001 training



## Our tutors

When it comes to teaching how to make standards work, our tutors are the best in the business. As experienced assessors with years of hands-on business and industry experience, they understand the challenges you're most likely to face. They are passionate about standards and have a proven ability to facilitate great learning.



As the world's first National Standards Body an founding member of ISO, no one knows standards like BSI. And when you train with us you benefit from this experience. You can trust us to say we know what we're talking about and you'll benefit from a premium learning experience. When it comes to standards even our competitors choose us.



## Our approach Accelerated Learning

We really understand how training works and that everyone learns and retains knowledge differently. Based on the latest research, our accelerated learning approach is proven to fast-track learning, improve knowledge retention and ensures you can apply your knowledge straight away. We constantly evaluate our results based on your satisfaction and success rate, to provide the best training experience in the industry.



We provide a proven pathway to success, wherever you are in your training journey. So whether you want to build your knowledge, learn how to implement or how to audit and improve your management system, we have the right solution for you. You'll also learn right beside your peers; we'll discuss real-world challenges and share best practice based on over 100 years' experience.

## Why invest in training from BSI?

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples that means you can focus on learning.

## Public Training Courses are available



Network and learn best practices from a variety of sectors with our diversified schedule of courses and locations.

Talk to one of our experts to find out more.





This could be a convenient and cost effective option, especially if you have multiple delegates.

Talk to one of our experts to find out more.

# Our BSI Training Academy ISO 45001 courses

## ISO 45001 Senior (Top) Management Briefing – 2 hours

Level

	You'll discover	How this will help you
<ul> <li>You are a leader in your organization</li> <li>Involved in the future planning, implementing, maintaining, or auditing of an ISO 45001 management system</li> </ul>	<ul> <li>Understand the main requirements of ISO 45001</li> <li>Understand leadership role in relation to your OH&amp;S management system</li> </ul>	<ul> <li>Be able to allocate resources for the implementation, or development of your OH&amp;S MS. And show leadership commitement in relation to you management system</li> </ul>

## ISO 45001 Migration – 1 day

Level

Level

Who is this for	You'll discover	How this will help you
<ul> <li>Anyone involved in the planning, implementing, maintaining,</li> </ul>	, , , , , , , , , , , , , , , , , , , ,	<ul> <li>Understand the key differences between OHSAS 18001:2007 and ISO 45001</li> </ul>
supervising or auditing of an ISO 45001 migration	<ul> <li>structure</li> <li>Specific new requirements relating to Context, Leadership, Planning, Support and Operation</li> <li>Key differences to the requirements from OHSAS 18001:2007</li> </ul>	<ul> <li>Identify what needs to be revised in your current OH&amp;S management system</li> <li>Find out about BSI migration arrangements</li> </ul>

## ISO 45001 Implementing Changes – 2 days

Who is this for You'll discover How this will help you Understand the key differences between • Those involved in the planning, • Specific new implementation • OHSAS 18001:2007 and ISO 45001 from requirements and factors to consider implementing or supervising of an ISO an implementation perspective when implementing them 45001 migration Identify what needs to be revised in Using gap analysis to conduct a your current management system baseline review of your current system Create an action plan that Changes and additions needed to your you can apply immediately existing systems

## CQI and IRCA 1879 Certified ISO 45001 Certified Auditor Migration Level 1C 2C 3



Who is this for	You'll discover	How this will help you
<ul> <li>OHSAS 18001:2007 Internal and Lead Auditors who need to migrate to ISO</li> <li>Explain the purpose and use of Annex SL Appendix 2 and describe a generic</li> </ul>	<ul> <li>Identify the key differences between</li> <li>OHSAS 18001 and ISO 45001</li> </ul>	
45001	<ul> <li>Identify the main terms and definitions in ISO 45001 which differ from OHSAS 18001:2007</li> </ul>	<ul> <li>Prepare, conduct, and develop skills for an ISO 45001 audit</li> <li>Find out about BSI migration arrangements</li> </ul>
	<ul> <li>How to conduct ISO 45001 audits</li> </ul>	-



Upon successful completion of the course, you'll receive an internationally recognized CQI and IRCA Accredited -BSI certificate.

# Our BSI Training Academy ISO 45001 courses

## ISO 45001 Requirements -1 day

You'll discover Who is this for How this will help you Anyone involved in the planning, The background of ISO 45001 • Identify the key requirements and implementing, maintaining, benefits of ISO 45001 The key concepts and structure of ISO supervising, or auditing of an ISO 45001 Manage risks and opportunities, to • 45001 Management System both health and safety and to your The main requirements of ISO 45001 OH&S MS, and thereby drive continual improvement

## ISO 45001 Implementation - 2 days

Who is this for You'll discover How this will help you • Anyone involved in the planning, Recognize a typical framework for Have the confidence you can satisfy implementing ISO 45001 following the implementing, maintaining, the requirements of ISO 45001 PDCA cycle supervising, or auditing of an ISO • Be able to make sure ISO 45001 adds 45001 Management System Conduct a baseline review of an value to your organization organization's current position with regard to ISO 45001 Implement key concepts of ISO 45001

## ISO 45001 Internal Auditor – 2 days

Who is this for You'll discover How this will help you • Prepare, conduct and follow-up on ISO Anyone involved in auditing, The guidelines of management system 45001 audit activities maintaining, or supervising of an ISO auditing according to ISO 19011:2011 Identify and apply the benefits 45001 management system The application of these guidelines to and requirements of an ISO auditing ISO 45001 45001 audit Gain the skills to assess an organization's capability to manage its OH&S MS

## **CQI and IRCA 1946 Certified ISO 45001 Lead Auditor** – 5 days

Some homework will be required for this course

Who is t	this for	You'll discover	How this will help you
· · · ·	e with the need to audit an cation's OH&S management	• The purpose of an occupational health and safety management system, of OHSMS standards, and OHSMS audit, of third-party certification, and the business benefits of improved performance of the occupational health and safety management system	<ul> <li>Identify the aims and benefits of an ISO 45001 audit</li> <li>Interpret ISO 45001 requirements for audit application</li> <li>Plan, conduct and follow-up auditing activities that add real value</li> </ul>



Upon successful completion of the course, you'll receive an internationally recognized CQI and IRCA Accredited -BSI certificate.



Level

Level

Level



# ISO 45001 Senior (Top) Management Briefing

#### Essential information about the course

As a leader, your commitment and support is crucial to the success of your organization's Occupational Health and Safety Management System (OH&S MS). This executive-level briefing session is designed to give you an introduction to ISO 45001 so you can help ensure health and safety objectives are met. You will also learn about both your

# organization's obligations and your personal responsibilities within an OH&S management system.

This interactive session is led by our expert tutors who have years of experience of working in the field of OH&S. Upon completion you will be able to develop action plans for implementing key leadership activities.

#### Our full course agenda helps you understand what to expect:

- Welcome and introductions
- Briefing aim and structure
  - What is ISO 45001 and the reasons for its development?
  - OHSAS 18001 versus ISO 45001
  - Overview of the main requirements in ISO 45001
  - Context and line of sight
  - Leadership and commitment
  - Success factors, and summary of Top Management involvement

#### Make sure this is the right course for you.

#### This is the course for you if:

- You are a leader in your organization
- Involved in the future planning, implementing, maintaining, or auditing of an ISO 45001 management system
- You already have a good understanding of OHSAS 18001

#### What is the course like?

- Two hour course
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment

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#### How will I benefit

- Understand the main requirements of ISO 45001
- Be able to show leadership and commitment in relation to your OH&S management system
- Be able to allocate resources for the implementation, or development of your OH&S MS
- Develop professionally
- Network with likeminded peers

Level 1



## ISO 45001 Migration training course

#### Essential information about the course

Level

If you are involved in the planning, implementing, or supervising of an ISO 45001 management system, then this course will help you to understand and recognize the key differences between BS OHSAS 18001 and ISO 45001. Delegates should already be familiar with BS OHSAS 18001 and by attending you'll be able to identify gaps in your current system ahead of migrating to ISO 45001. This one-day course is packed with practical activities, group discussion, and classroom learning to help you identify what needs to be revised in your current OH&S management system. You will learn about the new ISO high level structure that now applies to all new management system standards, particularly new requirements relating to Context, Leadership, Planning, Support and Operation.

#### Our full course agenda helps you understand what to expect:\*

- Welcome and introductions
- Course aims, objectives and structure
- Annex SL Appendix 2 introduction and framework
- Annex SL Appendix 2 terms and definitions
- Annex SL Appendix 2 clause by clause
- Annex SL Appendix 2 v ISO 45001 clause structure
- ISO 45001 Key perspectives, principles, emerging developments, terms and definitions

#### Make sure this is the right course for you.

#### This is the course for you if:

- You are involved in the planning, implementing, or supervising or auditing of an ISO 45001 migration
- You already have a good understanding of OHSAS 18001

# ISO 45001Summary of key changes

Comparison between OHSAS 18001:2007 and

- ISO 45001 timeline and further information
- Reflection/course review and final questions

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#### What is the course like?

- One day course
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You will receive comprehensive course materials to take away

- Understand what needs to be revised in your current OH&S management system
- Identify the key differences between OHSAS 18001 and ISO 45001
- Find out about BSI migration arrangements
- Develop professionally
- Network with likeminded peers
- Receive a BSI certificat



## BSI Training Academy ISO 45001 Implementing Changes training course Essential information about the course

If you are involved in the planning, implementing, or supervision of an ISO 45001 management system, then this course will help you to understand the key differences between BS OHSAS 18001 and ISO 45001 from an implementation perspective. You will learn how to create an action plan so that you can implement the new standard using good practice guidance. To get the most from this course, delegates should have already attended our three

# hour ISO 45001 migration seminar or our one day migration course.

This **2** day course is packed with practical activities, group discussion, and classroom learning to help you retain the knowledge to implement an effective OH&S management system. You will also learn what implementation of ISO 45001 could look like through examples which will be provided in a useful toolkit.

#### Our full course agenda helps you understand what to expect:

- Welcome and introductions
- Course aims, objectives and structure
- Refresh on the differences
- Overall project management process
- Documented information differences and process requirements
- Gap analysis documented information and processes
- Processes needed to address risks and opportunities
- Annex SL and high level structure (HLS) reminder

- Gap analysis Annex SL Appendix 2
- Determine your context
- Organizational culture
- Leadership and commitment
- Gap analysis clauses 4-6 (discipline specific differences)
- Risks and opportunities to the OH&S MS
- Formal risk assessment and risk treatment
- Gap analysis clauses 7-10 (discipline specific differences)

- Implementation considerations
- Continual improvement objectives and processes
- ISO 45001 timeline
- Reflection/course review and questions

# Book today at bsigroup.com/en-ZA

#### Make sure this is the right course for you.

#### This is the course for you if:

- You have already attended our three hour ISO 45001 migration seminar, or our one day migration course
- You are/will be involved in the planning, implementing, or supervising of an ISO 45001 migration
- You already have a good understanding of OHSAS 18001

#### What is the course like?

- Two day course
- Led by a BSI expert tutor
- Relaxed and comfortable learning
   environment
- You will receive a useful implementation toolkit

- Understand what needs to be revised in your current management system
- Identify the differences between OHSAS 18001 and ISO 45001 from an implementation perspective
- Find out about BSI migration arrangements
- Develop professionally
- Network with likeminded peers





## CQI and IRCA 1879 Certified ISO 45001 Auditor Migration Occupational Health and Safety Management Systems (OHSMS)

#### Essential information about the course

Level 1 C 2 C 3

If you are involved as either an internal auditor or as a lead auditor for a BS OHSAS 18001 management system and planning your migration to ISO 45001, then this course is for you. This high-impact, practical course combines our 1-day 'ISO 45001 Migration' course with an additional day of auditing activities. You will learn about the High Level Structure (HLS) upon which most new ISO management system standards are

based, and how to apply the new standard practically in order to build your ISO 45001 auditing skills.

#### Our full course agenda helps you understand what to expect:

#### Day 1

- Course aims, objectives and structure
- Annex SL Appendix 2 introduction and framework
- Annex SL Appendix 2 terms and definition
- Annex SL Appendix 2 clause by clause
- Annex SL Appendix 2 v ISO 45001 clause structure
- ISO 45001 Key perspectives, principles, emerging developments, terms and definition

- Comparison between OHSAS 18001:2007 and ISO 45001 and roles
- Summary of key changes
- ISO 45001 timeline and further information

#### Day 2

- Auditing approach/questions when assessing 4.1/2
- when assessing 4.1/2Case study and audit planning
- Interviewing Top Management

   Scope and participation, and Clause 5.1
- Interviewing Worker's Representative – Participation and consultation
- Audit approach Processes needed to address risks and opportunities
- Interviewing a Human Resources Manager – Communications

- Interviewing a Procurement Manager – Outsourcing and contractors
- Auditing approach/questions when assessing outsourcing (8.3)
- Interviewing Top Management

   Culture and audit finding from earlier evidence/audit trails
- Audit approach Continual improvement processes and outputs (10.3)
- Review and final question
- Exam and end of course

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#### Make sure this is the right course for you.

#### This is the course for you if:

- You are an BS OHSAS 18001 Internal or Lead Auditor who need to migrate to ISO 45001
- You already have a deep understanding of OHSAS 18001

#### What is the course like?

- Two day course
- Led by a BSI expert tutor
- Relaxed and comfortable learning
   environment
- You will receive course notes to take away
- The Lead Auditor assessment is an end-of-course exam

- Identify the key differences between OHSAS 18001 and ISO 45001
- Prepare, conduct, and develop skills for an ISO 45001 audit
- Find out about BSI migration arrangements
- Develop professionally
- Network with likeminded peers
- Meet the IRCA auditor migration training requirements



# BSI Training Academy ISO 45001 Requirements training course

#### Essential information about the course

If you are involved in the planning, implementing, or supervising an ISO 45001 management system, then this course will help you to identify the key requirements and benefits. An excellent introduction to the standard it will help you to manage risks and opportunities, take steps to put health and safety at the heart of your organization and drive continual improvement. You will Level 1

also learn about the history and development of ISO 45001, key terms and definitions, and the ISO standardized high level structure.

This one-day course is packed with practical activities, group discussion, and classroom learning. Our expert tutors will make sure you complete the course feeling confident that you can apply your new knowledge as soon as you step back inside your organization.

#### Our full course agenda helps you understand what to expect:

- What is an Occupational Health and Safety Management System (OH&S MS)
- Why an OH&S MS is important to an organization and its benefit
- The background of ISO 45001 and its intended outcome
- The terms and definitions use
- The key concepts and structure of ISO 45001
- Clause 4: Context of the organization

- Clause 5: Leadership
- Clause 6: Planning for the MS
- Clause 7: Support
- Clause 8: Operation
- Clause 9: Performance evaluation
- Clause 10: Improvement
- Reflection and feedback
- Book today at bsigroup.com/en-ZA

#### Make sure this is the right course for you.

#### This is the course for you if:

- You are new to ISO 45001 and Occupational Health and Safety Management
- You are involved in the planning or implementing of ISO 45001
- You are part of a team involved in ISO 45001
- You are familiar with OHSAS 18001 and you would like to learn more about ISO 45001

#### What is the course like?

- One day course
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You will receive detailed course notes

- Gain confidence in understanding the importance of an Occupational Health and Safety Management System (OH&S MS)
- Be ready to apply the knowledge in your own business
- Develop professionally
- Network with likeminded peers



# BSI Training Academy ISO 45001 Implementation training course

#### Essential information about the course

This course is suitable for those who already have a good knowledge of ISO 45001 and the key principles of an OH&S management system and who are involved in the planning, implementing, or supervising of an ISO 45001 management system. Using a step-by-step approach you will learn how to develop an implementation plan, create necessary documentation, and monitor your OH&S management system. It will also help you to recognize a typical framework for implementing the standard using the "Plan Do Check Act" (PDCA) cycle.

This two-day course uses our high impact accelerated learning approach and is packed with practical activities, group discussion, and classroom learning. Our expert tutors will make sure you complete the course feeling confident that you can apply your new knowledge as soon as you step back inside your organization.

#### Our full course agenda helps you understand what to expect:

#### Day one

- Introductions, overview of learning objectives and course structure
- Implementation process and integration
- Documented information
- Understanding the context of your organization
- Baseline gap analysis and Task/ Gantt chart
- Leadership and worker participation

- Planning
  - Processes needed to address risks and opportunities
  - Hazard identificatio
  - Identification an assessment of OH&S/other risks and opportunities
  - Determine legal and other requirements
  - Planning to take action
  - OH&S policy and OH&S objectives

#### Day two

- Draft your OH&S policy and an OH&S objective
- Support activities
- Operational activities
- Performance evaluation
  - Monitoring, measurement, analysis and performance evaluation
  - Evaluation of compliance
  - Internal audit and management review

- Improvement
  - Incident, nonconformity and corrective action
  - Continual improvement
- Implementation feedback to management
- Questions and close of course

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#### Make sure this is the right course for you.

#### This is the course for you if:

- You already have a thorough knowledge of OHSMS
- You are leading the implementation of ISO 45001
- You are involved in planning the implementation of ISO 45001
- You need to conduct a gap assessment of your current system

#### What is the course like?

- Two day course
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You will receive detailed course notes and an implementation toolkit to take away

- Have the confidence you ca satisfy the requirements of ISO 45001
- Be able to make sure ISO 45001 adds value to your organization
- Develop professionally
- Network with likeminded peers





# ISO 45001 Internal Auditor training course

#### Essential information about the course

If you are involved in the auditing, maintaining, or supervising an ISO 45001 management system, then this course will help you to initiate an audit, prepare and perform audit activities, perform and distribute audit reports and complete follow-up activities. You will also learn about the guidelines of management system auditing according to ISO 19011 and the application of these guidelines to auditing ISO 45001. This two-day course is packed with practical audit activities, group discussion, and classroom learning. Our expert tutors will make sure you complete the course feeling confident that you can apply your new knowledge and skills as soon as you step back inside your organization.

#### Our full course agenda helps you understand what to expect:

#### Day one

- Course aim, objectives and structure, ISO 45001 refresh quiz
- ISO 45001 components overview
- Requirements for internal audits
- Guidelines for auditing management systems ISO 19011
- Auditing terms and definition
- Intended outcome: ISO 45001
- What is a management system audit
- Plan, execute, report, close-out
- Audit process, evidence and criteria
- Principles of auditing and typical audit activities

- Audit programme
- Audit objective, scope and criteria
- Auditor responsibilities
- Initiating the audit
- Document review
- Sampling
- Audit plan
- Work documents, checklist preparation
- Opening meeting
- Communications and personal behaviour
- Verifying information and recording the facts
- Internal audit video

#### Day two

- Review of day one
- Audit finding
- Generating audit findings simulated audit
- Documenting nonconformities
- Preparing audit conclusions
- Closing meeting
- Conduct a closing meeting
- Audit report (typical contents)

- Conducting audit follow-up
- Course quiz, review and final questions

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#### Make sure this is the right course for you.

#### This is the course for you if:

- You already have a thorough knowledge of ISO 45001 and Occupational Health and Safety
- You need to carry out an internal audit in your organization

#### What is the course like?

- Two day course
- Led by a BSI expert tutor
- Relaxed and comfortable learning
   environment
- You will receive detailed course notes to take away

- Gain the confidence to prepare conduct and follow up on ISO 45001 audit activities
- Be able to write audit reports and guide corrective actions
- Understand the guidelines of management system auditing according to ISO 19011
- Develop professionally





## CQI and IRCA Certified ISO 45001 Lead Auditor training course

qualification.

#### Our full course agenda helps you understand what to expect:

Our CQI and IRCA Certified ISO 45001 Lead Auditor course is an intensive five-day course, where you'll discover internationally recognized best practice auditing techniques so you can plan, lead, report on, and follow up auditing activities in your organization. This five day course uses innovative accelerated learning techniques to maximize your learning, you will gain the skills to plan, conduct, report, and

Our full course agenda:

#### Day 1

- Course aims, objectives and structure
- 1st, 2nd and 3rd party audits
- Typical audit activities
- Audit objectives, scopes and criteria
- Audit resources
- Roles, responsibilities and confidentialit
- Audit methods
- Stage 1, 2 audit
- Audit plan
- Work documents
- Opening/ Closing meeting
- Audit evidence
- Audit finding
- Effective communication
- Audit meetings
- Audit reports
- Audit follow-up

#### Day 2

- Purpose and benefits of a OH&S Management System
- Terminology
- ISO 45001 model and plan-do-check-act
- OH&S processes
- Identifying legal and other requirements
- The role of the OH&S auditor
- OH&S documentation
- Initiating the audit
- Document review
- Audit plan
- Work documents
- Opening meeting
- Observations
- Interviewing 'top management'

#### Day 3

culminate on **day five** with a written exam and upon successful completion you'll be awarded an internationally recognized

auditing qualification. This course will not only benefit you

opportunity to advance your career with a professional

when you return to your organization, but it could also be an

- Specimen Exam: Sections 1 and 2 review and process audit preparation
- Calibration against any documented information (e.g. context, planning, MR) i.e. confirm line-of-sight for th OH&S MS
- Video Workers' representative interview
- Auditing processes: Design, technical sales and procurement (+WRULD, stress)
- Auditing processes: Printed Circuit Board (PCB) population and wave solder (+electrical safety)
- Audit trails
- Auditing processes: Frame construction and assembly (+WRULD and stress)



#### Day 4

- Specimen Exam: Section 3 review
- Auditing Processes: Cabinet testing (Test Lab) and loading onto lorries (+electrical safety, stress and WRULD)
- Nonconformities
- Closing meeting
- Audit report
- Audit follow-up
- Specimen exam: Section 4

#### Day 5

- Hand in homework audit report
- The certification an accreditation process, the role of CQI IRCA, the CQI IRCA OHS auditor certificatio requirements and code of conduct
- Final questions/final revisio
- Evaluation
- Introduction/readiness to the exam
- Exam
- End of course



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#### Make sure this is the right course for you.

#### This is the course for you if:

- You already have a thorough knowledge of the requirements of ISO 45001 Occupational Health and Safety Management
- You need to lead a second party audit in your organization
- You are a manager who is responsible for a team of internal auditors

#### What is the course like?

- Five days with some homework
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You will receive a detailed course pack to take away
- Delegates will take a two-hour exam on the final da

#### How will I benefit

- Gain the confidence to lead and manage a team of auditors
- Be prepared for a successful second party ISO 45001 assessment
- Be able to audit according to internationally recognized best practice (ISO 19011)
- Develop professionally and gain a recognized qualification
- Network with likeminded peers



Upon successful completion of the course, you'll receive an internationally recognized CQI and IRCA Accredited -BSI certificate.

Find out more. Call: +27 (0)12 004 0279 Email:bsi.za@bsigroup.com or visit: bsigroup.com/en-ZA



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