ISO 45001

Understanding the new international
standard for Occupational Health & Safety

bsi.

The new international way to manage Occupational Health & Safety

Organizations worldwide recognize the need to provide a safe and healthy working environment, reduce the likelihood of accidents and demonstrate they are actively managing risks. ISO 45001, the new international standard for occupational health and safety will provide an internationally accepted framework that will help protect employees as well as protecting the longevity and health of an organization.

The standard is flexible and can be adapted to manage occupational health and safety in a wide range of organizations including; large organizations and enterprises, small and medium-sized enterprises, public and not-for-profit organizations, non-government organizations (NGOs) and charities.

This guide has been designed to provide you with a summary of the enhanced features of ISO 45001 from OHSAS 18001 so that you can start to upgrade to this new standard today.

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.

Clients who have adopted an OH&S management system tell us they benefit in the following ways*:

79%
Helps us comply with regulations

64%
Helps us manage business risk

57%
Inspires trust in our business

55%
Helps protect our business

NB. This guide is designed to be read in conjunction with ISO 45001:2018 — Occupational Health and Safety Management System — Requirements with guidance for use. It does not contain the complete content of the standard and should not be regarded as a primary source of reference in place of the standard itself.

* Source: 2017 BSI Benefits – BSI clients were asked which benefits they obtained from OHSAS 18001

The key requirements of ISO 45001

Clause 1: Scope

This sets out the requirements for the management system and the intended outcomes. ISO 45001 is aimed at not only providing a framework for an occupational health and safety management systems (OH&S MS) but on the explicit prevention of work-related injury and ill-health and the provision of safe and healthy workplaces. This is fundamentally different from OHSAS 18001 which aimed to support and promote good OH&S practices and provided organisations with the 'elements' of an effective OH&S management system.

Clause 2: Normative references

There are no normative references. This clause was retained simply to maintain consistent numbering across all ISO management system standards.

Clause 3: Terms and definitions

These are listed in conceptual importance and not alphabetically. There are a number of new and revised definitions from OSHAS 18001. It is important to review these carefully as some of the key terms are fundamental to the requirements of the standard – such as "consultation – seeking views before making a decision".

Clause 4: Context of the organization

New from OSHAS 18001 but part of the HLS, this clause 'sets the scene' for the organization and the scope and boundaries for the occupational health and safety management system. Importantly ISO 45001 should be aligned to the strategic direction of the organization, embedding OH&S management into the core business functions, rather than as a stand-alone discipline.

Within this clause the organization has to determine the internal and external factors that may affect its ability to achieve the intended outcomes of its OH&S MS. Externally this may be issues such as socio-economic and political instability; internally, it may be issues such as restructuring, acquisitions or new products.

The organization is also required to determine the needs and expectations of 'interested parties' with regard to the OH&S MS. This means that the system cannot operate in isolation – those who have an interest in the outcomes of the OH&S MS – workers, shareholders, legal authorities, contractors etc have to be considered.

Most organizations will have worked through these two aspects as part as their overall risk and opportunity management (and/or if they have other ISO standards) but it is important for ISO 45001 that these issues are expressly considered against the intended outcomes of the OH&S MS. How could political insecurity or an organizational restructure put workers health and safety at risk? Or provide an opportunity to improve the workplace?

The final scope for the OH&S MS must be documented; this helps to evidence the integrity of the MS. It would be unacceptable to exclude a particular part of the business or site due to poor health and safety performance. Remember the aim for the OH&S MS – to prevent injury and ill-health and provide a safe and healthy workplace. Excluding a particular part of the business would undermine the overall credibility of the organization.

Clause 5: Leadership and worker participation

This clause is the cornerstone for the success of the OH&S MS. Whilst in OHSAS 18001 top management were responsible for OH&S and were required to 'appoint' a member of top management with specific responsibility for OH&S. Top management in ISO 45001 are responsible and accountable for the prevention of work-related injury and ill health as well as the provision of safe and healthy workplaces (not simply providing support for a management system). This requires top management to be personally involved in order to develop, lead and promote a culture that supports OH&S. It should also be noted that leadership and culture is identified as a potential hazard later in the standard (6.1.2.1a).

It is also top management that has to ensure that a process for consultation and participation with workers is established. This may include establishing a health and safety committee.

It is also top management's responsibility to establish, implement and maintain the health and safety policy. The required contents for the policy are enhanced from OSHAS 18001 and include elements such as a commitment to consultation and participation of workers. Importantly consultation with workers on the health and safety policy is included later in this clause.

Consultation and participation of workers is significantly enhanced from OSHAS 18001 which was limited to participation in hazard identification and consultation on changes. In ISO 45001 consultations involve seeking views before making a decision with clear two-way communication, whilst participation is involvement in decision-making. This must include non-managerial workers.

The organization is now required to provide the mechanisms, time, training and resources for consultation and participation of workers. This includes removing any obstacles or barriers such as language, literacy or fear of reprisals.

Clause 6: Planning

Alignment to the HLS structure has seen planning split in a slightly unusual way. There are still the elements that you would expect and know from OSHAS 18001 such as hazard identification, assessment, control, legal requirements and objective setting but the HLS requirements of risk and opportunities introduced a challenge for the expert committee that developed ISO 45001.

In order to incorporate the HLS and the aim of the OH&S management system, risk and opportunities has been broken into two elements:

- **Assessment of OH&S risks and other risks to the management system**

  - OH&S risks being the 'traditional' likelihood x severity

  - Risks to the management system are those more traditionally related to business risk (effect of uncertainty) such as peaks in work flow, restructuring as well as external issues such as economic change

- **Assessment of OH&S opportunities and other opportunities to the OH&S management system**

  - OH&S opportunities are circumstance(s) that can lead to improvement of OH&S performance

This includes adapting work to workers, eliminating hazards and other opportunities for improving the OH&S management system such as implementing ISO 45001. Importantly risks and opportunities shall be determined before planned change.

There is also increased emphasis on identifying

hazards associated with mental ill-health (adverse mental or cognitive conditions) such as workload, bullying and the leadership and culture of the organization. Additionally the identification of hazards has to start at conceptual design stage as well as the on-going lifecycle of workplace, facility, equipment, processes, activity etc. The principles of horizon scanning are also introduced within this clause. New knowledge of, and information about, hazards has to be taken into account.

Clause 7: Support

This clause begins with a requirement that organizations shall determine and provide the necessary resources to establish, implement, maintain and continually improve the OH&S management system. These cover human resources, natural resources, infrastructure and financial resources. Simply expressed, this is a very powerful requirement covering all OH&S resource needs.

The competency element of this clause is very similar to OSHAS 18001 but communication is split out in ISO 45001 into awareness, communication, internal and external communication.

ISO 45001 uses the term 'documented information', instead of 'documents' and 'records' as used in OSHAS 18001. This reflects modern types and use of information – cloud based, multi-media etc. However one of the biggest drivers for this change was the recognition that the implementation of OH&S MS's had led to an over reliance on documented procedures, creating unnecessary and bureaucratic paper trails, that did not actually improve OH&S performance.

Clause 8: Operation

This clause is significantly enhanced from OSHAS 18001. Not only does it remove the 'option' of using the hierarchy of controls, instead making its use a specific requirement, it introduces new sub-clauses on procurement and change.

One of the real strengths of OSHAS 18001 was the explicit recognition that change needed to be taken into account during hazard identification and risk assessment. However 'taking into account' and proactively managing change are very different things. Change presents real risks and opportunities to organizations. ISO 45001 acknowledges this and has a dedicated clause now on the management of change.

Organization will need to plan how to implement change in a manner that does not introduce new (unforeseen)

hazards or increase the OH&S risks, whilst also identifying the opportunities for improving OH&S performance that the change may enable.

The new sub-clause on procurement provides recognition that the risks related to the supply chain are most effectively managed when they are taken into account at the very first stages of procurement – pre-tender and tender. Experience has shown that trying to manage the risks introduced by the supply chain once its operational are extremely expensive and limited in effectiveness.

With ISO 45001, organizations have to establish procurement processes that conform to the OH&S MS, including defining OH&S criteria for the selection of contractors. These procurement activities have to be coordinated with those contractors.

New within this section is outsourcing. Relating back to the 'context' of an organization and its credibility, there was concern by the expert panel that certain activities or processes with high OH&S risks were being outsourced, without due consideration of the implications for OH&S this had. A responsible organization will establish control of those outsourced functions to achieve the intended outcomes of the OH&S MS. Controls can include things such as procurement and contractual requirements, training and inspections.

Clause 9: Performance evaluation

Very similar to OSHAS 18001 in detail, the key change is where in OSHAS 18001 it was a 'procedure', in ISO 45001 it now has to be a 'process'. This is one of the fundamental changes between OSHAS 18001 and ISO 45001. Whilst the introduction of 'processes' is a reflection of the alignment to the HLS, it also reflects that an effective OH&S MS is a continually improving one. A process is a cycle, it should reflect a PDCA (plan, do, check, act) cycle and not be static. Therefore ISO 45001 requires processes for consultation and participation, planning, hazard identification, assessment of risk and operational control.

Management reviews have to consider risks and opportunities and trends in aspects such consultation and participation of workers to ensure it is happening effectively, which is part of their leadership responsibility.

Clause 10: Improvement

Gone from ISO 45001 is the requirement related to 'preventative action' that was found in OSHAS 18001. This is because the whole of ISO 45001 is about prevention. Also in this clause is the requirement to eliminate the root cause(s) of incidents and non-conformities reflecting the overall aim of the standard to prevent injury and ill-health and provide safe and healthy workplaces.

The standard concludes by underlining the fact that effective OH&S management is not static and should continually improve and be supported by a proactive culture.

A copy of the full standard can and the supporting guidance document BS 45002 can be purchased from British Standards On-Line.

Our mapping guide provides clause comparison between OSHAS 18001 and ISO 45001

Preparing for ISO 45001 - 6 steps for a successful migration

Upon publication of ISO 45001, OHSAS 18001 will be withdrawn and there will be a three year period of migration allowed for organizations already certified to OHSAS 18001 to upgrade their OH&S management system.

Don't delay – start to upgrade today

BSI has identified a step-by-step journey to help you understand and realize the benefits of ISO 45001. We have mapped out a framework which guides you through the options and support available from BSI to ensure you have the knowledge and information you require.

1   **Talk to your BSI Client Manager**

2   **Attend BSI's Training programme**

3   **Communicate with your organization**

4   **Set up an Internal Project Team**

5   **Gap Assessment**

6   **Migration Assessment**

Training from BSI

Whatever the specific requirement, BSI has designed a series of training courses that can meet your needs. It's worth noting that all BSI courses have been designed by experts in their fields who have been involved in the development of ISO 45001.

Our experienced tutors can help you get to grips with the matters that concern you and your organization, whether delivered in-house or as part of an open course where other delegates can share their experience.

ISO 45001: Migration

One day classroom based training course

- Learn about the new ISO high level structure and the requirements of ISO 45001

ISO 45001: Implementing Changes

One day classroom based training course

- Learn about the new ISO high level structure and how to implement the changes of ISO 45001

ISO 45001: Seminar

Lecture-based learning session

- The key differences between OHSAS and ISO 45001

Why BSI?

BSI has been at the forefront of the development of ISO 45001, from the start; BSI proposed its development and has run the international secretariat supporting the project committee which has developed the standard. Its origins are based on OHSAS 18001, the world renowned health & safety management system which was developed by BSI in 1999. That's why we're best placed to help you understand the new standard.

At BSI we create excellence by driving the success of our clients through standards. We enable others to perform better, manage risk and achieve sustainable growth. For over a century our experts have been challenging mediocrity and complacency to help embed excellence into the way people and products work. We make excellence a habit.

About BSI

BSI is the business improvement company that enables organizations to turn standards of best practice into habits of excellence. For over a century BSI has championed what good looks like and driven best practice in organizations around the world. Working with over 86,000 clients across 193 countries, it is a truly international business with skills and experience across a number of sectors including automotive, aerospace, built environment, food, and healthcare. Through its expertise in Standards Development and Knowledge Solutions, Assurance and Professional Services, BSI improves business performance to help clients grow sustainably, manage risk and ultimately be more resilient.

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