



NSAI

OHSAS 18001 Migrating to... ISO/DIS 45001

**Maria McKeown
Lead Auditor NSAI**

Time for Global Change

- International Focus on managing Occupational Health and Safety
- First International Standard
- Supported by ILO, ISO and Industry for the prevention of work-related injury and ill-health

ISO High Level Structure – Annex SL

What is it ?

- Developed by ISO
- Introduces common clauses, headings and core text
- Increases alignment and makes it easier to implement multiple management systems
- ISO9001, ISO14001 have adopted this structure

High Level Structure

The High Level Structure is a standardised way of drafting future ISO management systems standards

All new standards should respect and share a common consistent approach

- **A common framework**
- **Standardised text**
- **Shared clauses and titles**

Whilst the high level structure cannot be changed, sub-clauses and discipline – specific text can be added

With the new structure applicable to all new ISO management systems standards it will be easier to implement multiple integrated management systems

Key Changes

- Emphasis on the context of the organisation
- Workers and other interested parties
- Leadership, commitment and culture
- Participation and consultation
- Application of risk based thinking, integration into other process(s)
- Introductions of new term-opportunities related to risk prevention

Key Changes

- Documented information – replace document control, records and procedures
- Communication internally and externally
- Explicit requirements in operational control:
 - Contractor control, procurement management of change and outsourcing
- Terms and definitions – new and revised

Annex SL Common Structure

1. Scope

2. Normative references

3. Terms and definition

4. Context of the organisation

5. Leadership

6. Planning

7. Support

8. Operation

9. Performance evaluation

10. Improvement

OHSAS 18001/ISO DIS 450001

OHSAS18001:2007

1. Scope
2. Reference Publications
3. Terms and definitions
- 4.1 OH&S requirements
- 4.2 policy
- 4.3 Planning
- 4.4 Implementation
- 4.5 Checking – performance monitoring
- 4.6 Management Review

ISO/DIS45001

1. Scope
2. Normative Reference
3. Terms and definitions
4. Context of the organisation
5. Leadership and worker participation
6. Planning of OH&S
7. Support
8. Operational
9. Performance evaluation
- 10.Improvement

Verbal Words

- “**shall**” indicates a requirement
- “**should**” indicates a recommendation
- “**may**” indicates a permission
- “**can**” indicates a possibility or capability
- “**Note**” is guidance/clarification on requirements
- “**Note to entry**” additional information that supplements the terminology

Terms and Definitions

Organisation

“persons or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives”

Interested party

“person or organisation that can be affected, be affected by, or perceive itself to be affected by a decision or activity”

Contractor

“external organisation providing services to the organisation at a workplace in accordance with agreed specifications, terms and conditions”

Terms and definitions

Worker

“person performing work or work related activities under the control of the organisation

Note1: persons perform work or work related activities under various arrangements- paid/unpaid

Note2: workers include top management, managerial and non-managerial

Note 3: work or work related activities performed by workers employed by another organisation – insourced activities

Continued -

Participation

“involvement of workers in decision-making process(es) in the OH&S management system”

Consultation

“Process by which the organisation seeks the views of workers before it makes a decision”

Workplace

“place under the control of the organisation where a person needs to be or go by reason of work”

Continued

Risk

“effect of uncertainty”

OH&S Risk

“combination of the likelihood of occurrence of a work related hazardous event and exposure(s) and severity of injury and ill-health that can be caused by the event of exposure

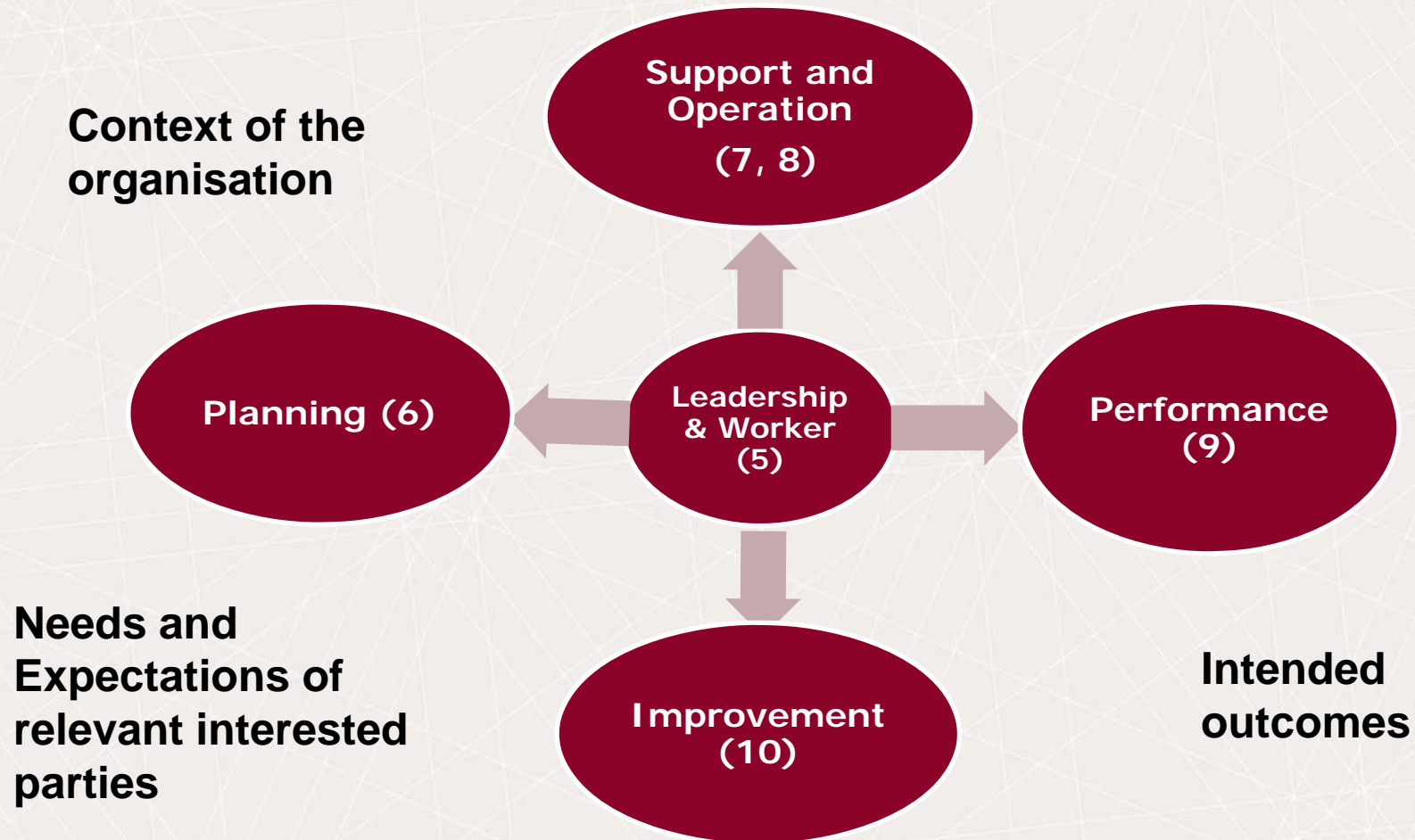
Injury and ill-health

“adverse effect on the physical, mental or cognitive condition of a person”

ISO/DIS 45001:2015 Contents

1. **Scope**
2. **Normative references**
3. **Terms and definitions**
4. **Context of the organization**
 - Understanding the organization and its context
 - Understanding the needs and expectations of workers and other interested parties
 - Determining the scope Of OH&S MS
5. **Leadership & Worker Participation**
 - Leadership and commitment
 - OH&S Policy
 - Organizational roles, responsibilities and authorities
 - Participation and consultation
6. **Planning**
 - Actions to address risks and opportunities including effective participation of workers in planning process
 - Hazard identification and assessment of OH&S risk
 - OH&S objectives and planning to achieve them
7. **Support**
 - Resources
 - Organizational knowledge
 - Induction
 - Competence
 - Awareness
 - Communication
 - Documented information
8. **Operation**
 - Operational planning and control
 - Hierarchy of controls
 - Management of change
 - Outsourcing
 - Procurement
 - Contractors
 - Emergency preparedness and response
9. **Performance evaluation**
 - Monitoring, measurement, analysis and evaluation
 - Evaluation of compliance with legal requirements and other requirements
 - Internal audit
 - Management review
10. **Improvement**
 - General - Incident
 - Nonconformity and corrective action
 - Continual improvement – objectives

Plan-Do-Check-Act



4 Context of the organisation

Clause 4.1

Understanding the organisation

Clause 4.2

Understanding the needs and expectations of workers and other interested parties

Clause 4.3

Determining the scope of OH&S

Clause 4.4

OH&S management system

4 - Context

4.1 Understanding the Organisation and its context

- New requirement
- Understand issues both positive and negative that needs consideration in establishing OH&S
- Opportunity to identify external and internal factors and interested parties that effect intended outcomes of OH&S
- External context – cultural, social, political, key trends in industry
- Internal context- governance, policies, objectives, culture, trends

4.2 Needs and Expectations

4.2 Understanding the needs and expectations of workers and other interested parties

- Needs of external interested parties determined by organisation relevant to OH&S
- Needs and expectations of managerial and non-managerial workers
- Other interested parties – legal and regulatory authorities, includes workers, customers and clients
- Applicable legal requirements

Clause 4.3 Scope of OH&S

4.3 Determining scope of OH&S management system

- Intended to clarify the boundaries of OH&S
- Consider external and internal factors
- Requirements of interested parties
- Work related activities performed
- Factual representation of organisation' s operations
- Scope should address hazards and potential risk

4.4 OH&S Management System

4.4 OH&S Management system

- Establish, implement, maintain and continually improve OH&S
- Process needed and interactions – integrate requirements into various business operations e.g. design & development and procurement

5 Leadership and worker participation

Clause 5.1

Leadership and commitment

Clause 5.2

OH&S policy

Clause 5.3

Organisational roles, responsibilities, accountabilities and authorities

Clause 5.4

Participation and consultation

5.1 Leadership and worker participation

5.1 Leadership and commitment

- More focus to demonstrate leadership and commitment
- Take overall responsibility and accountability for protection of workers
- Ensuring active participation of workers, worker representation using consultation
- Identification and removal of barriers to participation
- Continual improvement of OH&S
- Developing, leading and promoting a culture supporting OH&S

5.2 OH&S Policy

5.2 OH&S Policy

- OH&S policy set of principles and overall sense of direction
- H&S policy on consultation with workers at all levels and communicated
- Commitment to provide safe and healthy working conditions
- Prevention of injury and ill-health
- Policy appropriate to size and context of organisation
- Specific nature of it OH&S risk and OH&S opportunities

5.3 Organisational roles, responsibilities, accountabilities and authorities

5.3 Organisational roles, responsibilities, accountabilities and authorities

- Assigned to relevant roles with OH&S
- Communicated at all levels within organisation
- Maintained as documented information
- Workers at each level assume responsibility which they have control

5.4 Participation and consultation– new clause (1)

5.4 Participation and consultation

- Establish, implement, maintain process(es) for participation in developing, planning, evaluation and actions for improvement in OH&S
- Provide mechanisms, time, training and resources necessary for participation
- Provide timely access to clear, understandable and relevant information on OH&S

5.4 Participation and consultation– new clause (2)

5.4 Participation and consultation

- Identify and remove obstacles or barriers to participation and minimize those that cannot be removed
- Additional emphasis to the participation of non-managerial workers in OH&S
- Additional emphasis to the inclusion of non-managerial workers in consultation

6 Planning

Clause 6.1

Actions to address risks and opportunities

Clause 6.2

OH&S Objectives and planning to achieve them

6.1 Actions to address risk and opportunities

6.1 Actions to address risk and opportunities

6.1.1 General

6.1.2 Hazard identification and assessment of OH&S risks

6.1.3 Determination of applicable legal requirements and other requirements

6.1.4 Planning to take action

6.2 OH&S objectives and planning to achieve them

6.2 OH&S objectives and planning to achieve them

6.2.1 OH&S objectives

6.2.2 planning to achieve OH&S objectives

6.1 Actions to address risk and Opportunities

6.1.1 General

- Context (4.1)
- Interested parties (4.2)
- Scope (4.3)
- Prevent, reduce undesired effects
- Effective participation of workers (5.4)
- Risk and opportunities (6.1.2.3) to intended outcome
- Maintain documented information – risks, opportunities and processes needed to have confidence in risk management

6.1.2 Hazard identification and assessment of OH&S risks

6.1.2 Hazard identification and assessment of OH&S risks

6.1.2.1 hazard identification

6.1.2.2 assessment of OH&S risk and other risks to OH&S management system

6.1.2.3 Identification of OH&S opportunities and other opportunities

6.1.2 Hazard Identification and assessment of OH&S risks

6.1.2.1 Hazard identification

- Ongoing proactive identification of hazards
- Routine & non-routine activities and situations
- Emergency situations
- People
- Other issues – design, situations in the vicinity of workplace, situations not controlled by organisations
- Changes or proposed changes
- Change in knowledge
- Past incidents, emerging trends
- How work is organised, social factors, workload, work hours, leadership and culture

6.1.2 Hazard Identification and assessment of OH&S risks

6.1.2.2 Assessment of OH&S risks and other risk to the OH&S management system

- Assess OH&S risks from hazards identified
- Take account of issues from context 4.1 & needs and expectations of interested parties 4.2
- Define methodology and criteria
- Methodologies and criteria be maintained and retained as documented information

6.1.2 Hazard Identification and assessment of OH&S risks

6.1.2.3

Identification of OH&S opportunities and other opportunities

- New!
- Opportunities to enhance OH&S performance taking into account:
 - Planned changes
 - Opportunities to eliminate or reduce risk
 - Opportunities to adapt work, work organisation and work environment to workers
- Opportunities for improving OH&S management system

6.1.3 Determination of applicable legal requirements and other requirements

6.1.3 Determination of applicable legal requirements and other requirements

- Process replaces procedure
- Determine and have access to up to date legal requirements
- Determine how these apply and will be communicated
- Take into account when establishing, implementing
- Maintain and retain documented information

6.1.4 Planning to take action

6.1.4 Planning to take action

- Address risk and opportunities (6.1.2.3 & 6.1.2.4)
- Address applicable legal requirements (6.1.3)
- Emergency preparedness emergency situation (8.6)
- Integrate actions to other business process(s) – Business Continuity, Financial or HR
- Hierarchy of controls (8.1.2)
- Best practice

6.2 OH&S objectives

6.2 OH&S objectives

- Maintain and improve OH&S management system and OH&S performance
- Take into account results of assessment of OH&S risk and opportunities and other risks and opportunities
- Take into account outputs of consultation with workers and workers representative
- Be measurable or capable of evaluation
- Clearly communicated

6.2.2. Planning to achieve OH&S objectives

6.2.2. Planning to achieve OH&S objectives

- What will be done
- What resources
- Who will be responsible
- When completed
- How measured through indicators if practicable, monitored and frequency
- How actions will be integrated into overall business processes
- Maintain and retain documented information

7 Support

- Clause 7.1** Resources
- Clause 7.2** Competence
- Clause 7.3** Awareness
- Clause 7.4** Information and communication
- Clause 7.5** Documented information

7.1 Resources

7.1 Resources

- Determine resources and provide resources needed for OH&S
- Resources can include HR, natural resources, infrastructure and technology
- Human resources includes
 - diversity, skills and knowledge

7.2 Competence

7.2 Competence

- Workers competence that impact on OH&S performance
- Competence – appropriate education, induction, training and experience
- Criteria for each role
- Workers evaluated periodically to ensure continued competence for their roles
- Retain appropriate documented information as evidence of competence

7.3 Awareness

7.3 Awareness

- Made aware of OH&S policy
- Implication of not conforming with OH&S requirements
- Information and outcomes of investigations of relevant incidents
- OH&S hazards and risk relevant for them

7.4 Information and communication

7.4 Information and communication

- Determine the need for internal or external information and communication relevant to OH&S
- What , when, who and when it will inform and communicate
- Who – internally, externally with interested parties, contractors or visitors to the workplace
- how it will received, maintain documented information and respond to relevant communications

7.5 Documented information

7.5 Documented information

7.5.1 General

7.5.2 Creating and updating

7.5.3 Control of documented information

- Replaces documented “documentation”, “documented procedure” and “records”
- Extent and nature of documented information dependant on complexity of organisation
- Access by workers of documented information
- Confidentiality of personal information of workers

8 Operational planning and control

Clause 8.1 General

Clause 8.2 Management of change – more explicit

Clause 8.3 Outsourcing – **NEW**

Clause 8.4 Procurement - **NEW**

Clause 8.5 Contractors - **NEW**

Clause 8.6 Emergency preparedness and response

8.1 Operational planning and control

8.1.1 General

- Implement controls in Clause 6
- Establishing criteria for process(s)
- Implementing control defined in criteria
- Keeping documented information
- Absence of documented information could lead to deviations
- Adapting work to workers

8.1 Operational planning and control

8.1.2 Hierarchy of controls

- Establish a process and determine controls for achieving reduction in OH&S risks using Hierarchy of controls;
 - Eliminate
 - Substitute
 - Engineering controls
 - Administrative controls
 - Provide and ensure safe use of PPE

8.2 Management of Change

8.2 Management of Change

- Establish a process for the implementation and control of planned changes
- Changes include:
 - **Work processes**
 - **Legalisation**
 - **Knowledge and information about hazards and related OH&S risk**
 - **Developments in knowledge and technology**
- Control changes to mitigate against adverse impact on OH&S

8.3 Outsourcing

8.3 Outsourcing

- Managing outsourced process that impact on overall OH&S
- Within scope
- Integral to the organisation's ability to operate
- Needed for OH&S to achieve intended outcome
- Risk liability

8.4 Procurement

8.4 Procurement

- Establish controls to ensure procurement of goods impact on intended outcomes
- Identify, evaluate potential hazardous materials or substances, raw materials and equipment prior to introduction in the workplace (8.2)

8.5 Contractors

8.5 Contractors

- Establish a process to identify and communicate hazards, evaluate and control hazards from contractor activities
- Requirements of OH&S management system are met by contractors and their workers
- OH&S criteria for selection of contractors

8.6 Emergency Preparedness and Response

8.6 Emergency Preparedness and Response

- Identify potential emergency situations
- Assess OH&S risks associated with these
- Preventative controls
- Planned response to emergency situations including first aid
- Periodic testing and exercise of emergency response capabilities
- Evaluate and revise plans
- Communicate
- Training
- Needs and capabilities of interested parties

9 Performance monitoring

Clause 9.1 Monitoring, measurement, analysis and evaluation

Clause 9.2 Internal Audit

Clause 9.3 Management Review

9.1 Performance monitoring, measurement, analysis and evaluation

9.1.1 General

- Process for monitoring and measurement and evaluation
- Determine:
 - What needs to be monitored and measured
 - Criteria for evaluation of OH&S performance
 - Methods deployed
 - When monitoring and measuring will be performed
 - When results analysed, evaluated and communicated
- Calibration of equipment

9.1 Performance monitoring, measurement, analysis and evaluation

9.1.2 Evaluation of compliance with legal requirements and other requirements

- Determine frequency
- Evaluate compliance
- Take action (10.1)
- Maintain knowledge and understanding of its status of compliance
- Retain documented information of results

9.2 Internal Audit

9.2.1 Internal audit objectives

- Title new
- Nothing different from OHSAS18001
- Conduct audits at planned intervals
- Effectively implemented and maintained
- Inclusion the OH&S policy and OH&S objectives

9.2 Internal Audit

9.2.2 Internal audit process

- Plan audit programme inclusion of consultation in process
- Competent auditors
- Relevant findings reported to relevant workers
- Take appropriate action to addresses non-conformities (10.1) and continually improve its OH&S performance (10.2)

9.3 Management Review

9.3 Management Review

- Additional requirements
- OH&S performance including trends in:
 - *Incidents*
 - *Worker participation and outputs of consultations*
 - *OH&S risks, risks and OH&S opportunities*
- Relevant communication with interested parties
- Adequacy of resources for maintaining effective OH&S
- Actions needed when objectives not achieved

10 Improvement

Clause 10.1 Incident, nonconformity and corrective action

Clause 10.2 Continual Improvement

10.1 Incident, nonconformity and corrective action

10.1 Incident, nonconformity and corrective action

- Reporting of incidents in timely manner
- Take direct action to control and correct
- Review of assessment of OH&S risks, risks (6.1)
- Communicate documented information to relevant workers
- Note: reporting of incidents without delay can assist in removal of hazard

10.2 Continual improvement

10.2.1 Continual improvement objectives

- Prevent occurrence of incidents
- Promote a positive OH&S culture
- Enhance OH&S performance
- Process takes account outputs of this standard

10.2.2 continual improvement process

- Communicate results
- Retain documented information