WELCOME

ISO 45001:2018 Information briefing
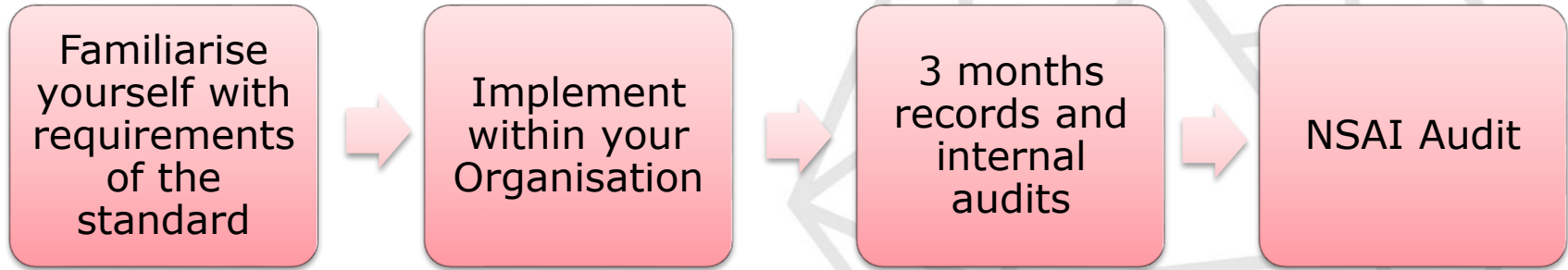
NSAI

Fergal O'Byrne

Head of Business Excellence
NSAI Certification

Route to Registration

Familiarise yourself with requirements of the standard	→	Implement within your Organisation	→	3 months records and internal audits	→	NSAI Audit

www.standards.ie

NSAI

Maria McKeown

Lead Auditor
NSAI Certification

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

NSAI

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

NSAI

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

NSAI

Key Changes

- Emphasis on the context of the organisation
- Workers and other interested parties
- Leadership, commitment and culture
- Consultation and participation of workers
- 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

NSAI

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

NSAI

OHSAS 18001/ISO 45001:2018

OHSAS 18001:2007

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 45001:2018

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

NSAI

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 of group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives"

Interested party

"person or organisation that can 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"

NSAI

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

NSAI

Terms and Definitions Cont'd ..

Participation

"involvement of workers in decision-making"

Consultation

"seeking the views making a decision"

Workplace

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

Note 1: the organisation responsibilities depends on the degree of control

NSAI

Terms and Definitions Cont'd ..

Risk

"effect of uncertainty"

OH&S Risk

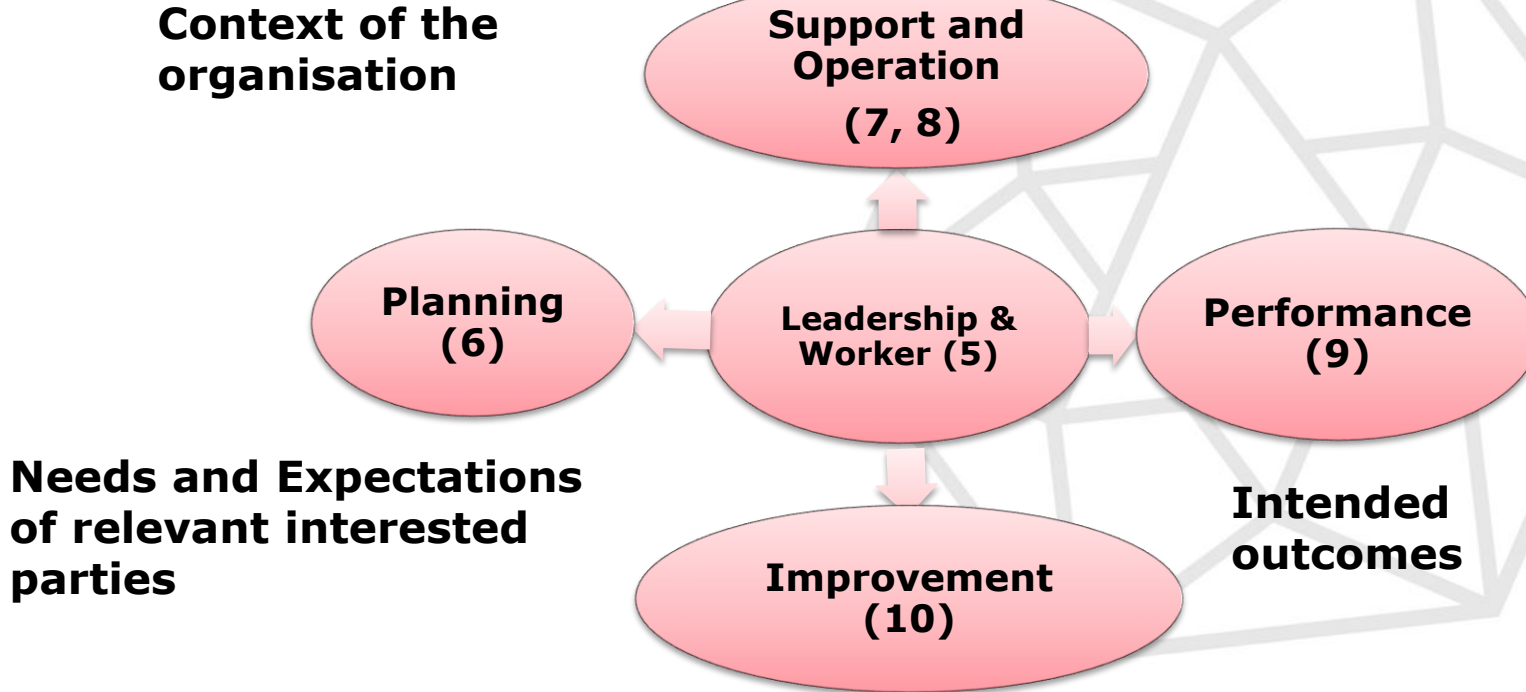"combination of the likelihood of occurrence of a work related hazardous event and exposure(s) and severity of injury and ill-health that can be caused by the event or exposure(s)"

Injury and ill-health

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

Note 1 – adverse effects includes occupational disease, illness and death

NSAI

Plan-Do-Check-Act

Context of the organisation

Support and Operation (7, 8)

Planning (6)

Leadership & Worker (5)

Performance (9)

Needs and Expectations of relevant interested parties

Improvement (10)

Intended outcomes

Getting Commitment

Obtain management commitment → Define OH&S Goals → Appoint implementation team → Provide OH&S training and awareness → Gap assessment on current arrangements → Engage employees → Monitor progress and review → Communicate progress

NSAI

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

NSAI

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

NSAI

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
- 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

NSAI

Getting Started

- What does this mean to the organisation?
- SWOT Analysis
- PESTEL
- Stakeholder mapping/assessment

NSAI
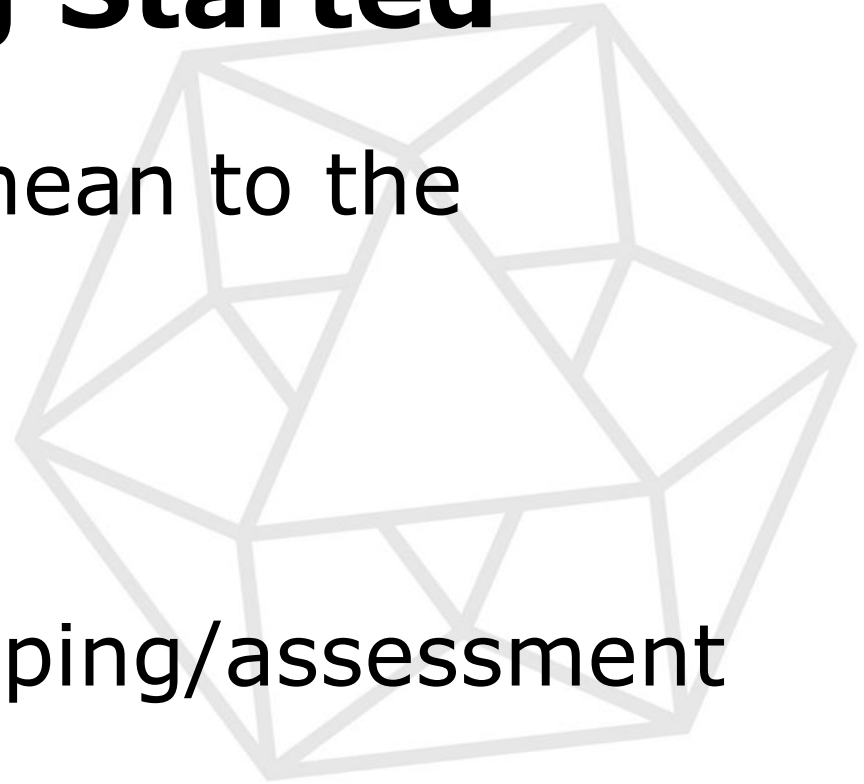
OH&S System

Plan
- Decide what the organisation wants to achieve
- Put necessary processes and resources in place
- Review context
- Defined internal and external issues
- Identify needs and expectations

Do
- Put plans into actions and implement
- Provide the resources

Check
- Monitor and measure processes and performance against requirements and what you want to achieve

Act
- Make improvements
- Review context
- Revise needs and expectations

NSAI

5 Leadership and worker participation

Clause 5.1   Leadership and commitment

Clause 5.2   OH&S policy

Clause 5.3   Organisational roles, responsibilities
and authorities

Clause 5.4   Consultation and participation of
workers

NSAI

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
- Consider need to establish H&S committees
- Identification and removal of barriers to participation
- Continual improvement of OH&S
- Developing, leading and promoting a culture supporting OH&S

NSAI

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
- Communication of policy

NSAI

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

NSAI

5.4 Consultation and participation of workers - new clause (1)

5.4 Consultation and participation

- Establish, implement, maintain process(es) for consultation and 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

NSAI

5.4 Consultation and participation – new clause (2)

5.4 Consultation and participation
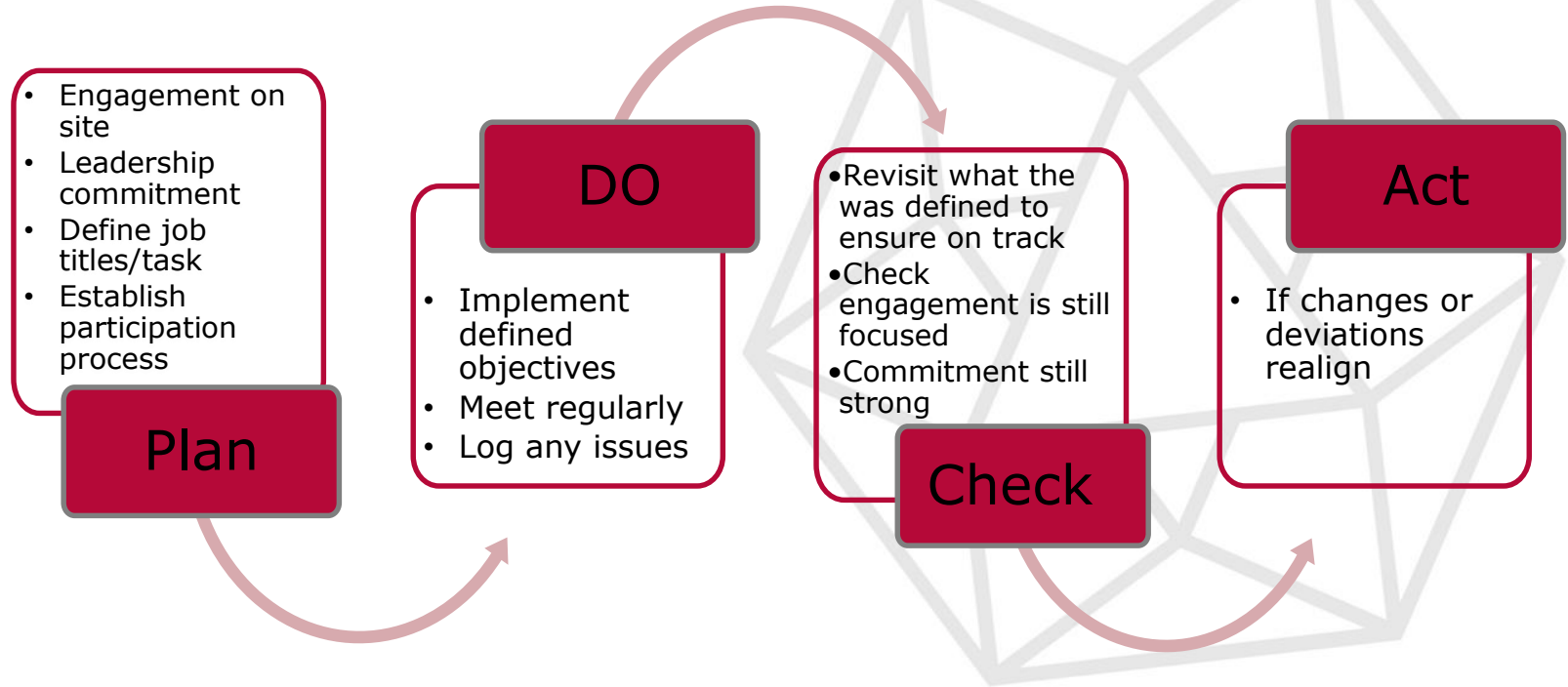
- Identify and remove obstacles or barriers to participation and minimize those that cannot be removed
- Additional emphasis to the participation of non-managerial workers in OH&S
- Additional emphasis to the inclusion of non-managerial workers in consultation
- Note 4: provision of training at no extra cost to workers and provision of training during working hours were possible

NSAI

Getting Started

- What do we mean by leadership
- Evidence what does it look like
- Job description/role profiles
- Focus groups/safety committee
- Decision making at operational level

NSAI

OH&S Check

Plan
- Engagement on site
- Leadership commitment
- Define job titles/task
- Establish participation process

DO
- Implement defined objectives
- Meet regularly
- Log any issues

Check
- Revisit what the was defined to ensure on track
- Check engagement is still focused
- Commitment still strong

Act
- If changes or deviations realign

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 risks and opportunities

6.1.3 Determination of applicable legal requirements and other requirements

6.1.4 Planning action

NSAI

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
- Risk and opportunities (6.1.2.3) to intended outcome
- Planned change (8.1.3) assessment of risk
- Maintain documented information – risks, opportunities and processes needed to have confidence in risk management

NSAI

6.1.2 Hazard identification and assessment of risk and opportunities

6.1.2 Hazard identification and assessment of risks and opportunities

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 assessment of OH&S opportunities and other opportunities

NSAI

6.1.2 Hazard Identification and assessment of risk and opportunities

6.1.2.1 Hazard identification

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

NSAI

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

NSAI

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

NSAI

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

NSAI

6.1.4 Planning action

6.1.4 Planning action

- Address risk and opportunities (6.1.2.2 & 6.1.2.3)
- Address applicable legal requirements (6.1.3)
- Emergency preparedness emergency situation (8.2)
- Integrate actions to other business process(s) – Business Continuity, Financial or HR
- Eliminating hazards and reducing OH&S risk (HoC) (8.1.2)
- Best practice

NSAI

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

NSAI

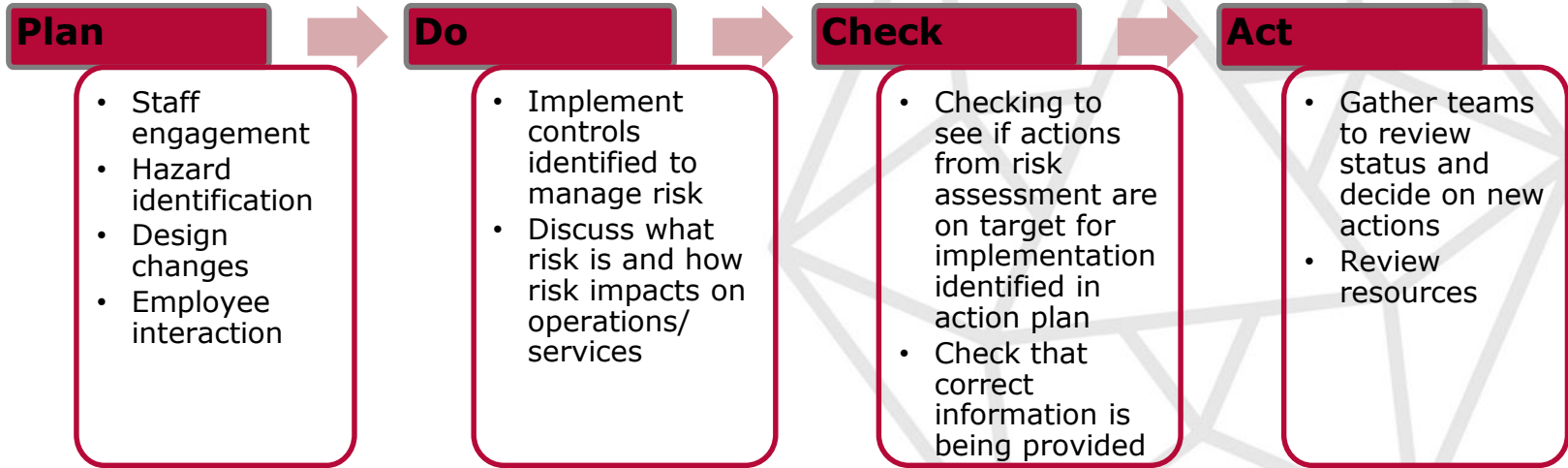# 6.2.2. Planning to achieve OH&S objectives

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

NSAI

Getting Started

- Worker involvement/engagement
- Identify key workers
- Gathering of information
- Prioritising how the information will be evaluated
- Brainstorming
- Action plan

NSAI

OH&S Check

Plan
- Staff engagement
- Hazard identification
- Design changes
- Employee interaction

Do
- Implement controls identified to manage risk
- Discuss what risk is and how risk impacts on operations/services

Check
- Checking to see if actions from risk assessment are on target for implementation identified in action plan
- Check that correct information is being provided

Act
- Gather teams to review status and decide on new actions
- Review resources

NSAI

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

NSAI

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

NSAI

7.2 Competence

7.2 Competence

- Workers competence that impact on OH&S performance
- Competence – appropriate education, 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

NSAI

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

NSAI

7.4 Communication

7.4 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

NSAI

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
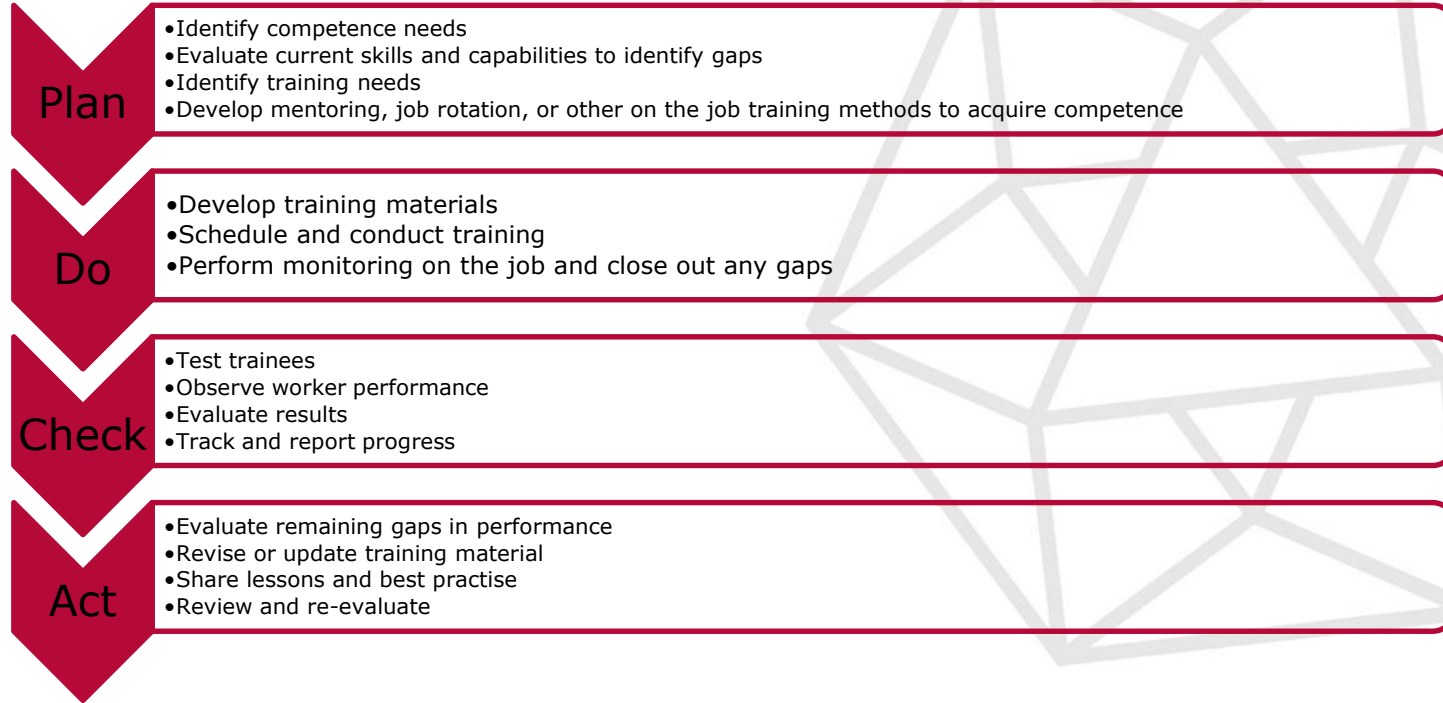- Confidentiality of personal information of workers

NSAI

7.5 Documented information

- Clause where reference to documented information

- 4.3, 5.2, 5.3, 6.1.1, 6.1.2.2,6.1.3, 6.2.2, 7.2, 7.4, 7.5.1. 7.5.3, 8.1.1., 8.2, 9.1.1, 9.1.2, 9.2.2, 9.3, 10.1 & 10.2

NSAI

Getting Started

- Define resources
- What competence is defined and what is needed
- How do we communicate internally/externally
- What do we communicate
- What is the message that you are trying to convey

NSAI

OH&S Check

Plan
- Identify competence needs
- Evaluate current skills and capabilities to identify gaps
- Identify training needs
- Develop mentoring, job rotation, or other on the job training methods to acquire competence

Do
- Develop training materials
- Schedule and conduct training
- Perform monitoring on the job and close out any gaps

Check
- Test trainees
- Observe worker performance
- Evaluate results
- Track and report progress

Act
- Evaluate remaining gaps in performance
- Revise or update training material
- Share lessons and best practise
- Review and re-evaluate

NSAI

8 Operational planning and control

Clause 8.1 Operational planning and control

Clause 8.1.1 – General

Clause 8.1.2 – Eliminating hazards and reducing OH&S risk (HoC)

Clause 8.1.3

Management of change – more explicit

Clause 8.1.4 Procurement – **NEW - takes Contractors & Outsourcing into account**

Clause 8.2 Emergency preparedness and response

NSAI

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 including induction of new workers (A 8.1.1)

NSAI

8.1 Operational planning and control

8.1.2 Eliminating hazards and reducing OH&S risks

- 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
  - Note provision of PPE at no extra cost to workers

NSAI

8.1.3 Management of Change

8.1.3 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

NSAI

8.1.4 Procurement

8.1.4.1 Procurement

- Establish process to control procurement of products and services to ensure conformity with its OH&S Management System

NSAI

8.1.4.2 Contractors

8.1.4.2 Contractors

- Establish a process to co-ordinate with contractors for hazard identification and access controls to OH&S risks from contractor activities

- Requirements of OH&S management system are met by contractors and their workers

- OH&S criteria for selection of contractors

NSAI

8.1.4.3 Outsourcing

8.1.4.3 Outsourcing

- Ensure outsourced functions and process are controlled
- Outsourced arrangements are consistent with legal requirements
- Integral to the organisation's ability to operate
- Controls to achieve intended outcome of OH&S management system

NSAI

8.2 Emergency Preparedness and Response

8.2 Emergency Preparedness and Response

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

NSAI

Getting Started

- Establishing, implementing and controlling processes

- Defining processes – inputs/outputs

- Define control criteria and methods of control

- Holistic overview of the business in the operational environment

OH&S Check

- Is there defined safe systems of work or standard operating procedures

- High level procedures for safety critical tasks e.g. confined space, LOTO, working with electricity

- What emergency situations are defined with respect to high risk activities

NSAI

9 Performance monitoring

Clause 9.1   Monitoring, measurement, analysis and performance evaluation

Clause 9.2   Internal Audit

Clause 9.3   Management Review

NSAI

9.1 Performance monitoring, measurement, analysis and performance 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

NSAI

9.1 Performance monitoring, measurement, analysis and evaluation

9.1.2 Evaluation of compliance

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

NSAI

9.2 Internal Audit

9.2.1 Internal audit general

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

NSAI

9.2 Internal Audit

9.2.2 Internal audit programme

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

NSAI

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

NSAI

10 Improvement

Clause 10.1   General

Clause 10.2   Incident, nonconformity and corrective action

Clause 10.3   Continual Improvement

10.2 Incident, nonconformity and corrective action

10.2 Incident, non-conformity and corrective action

- React to incidents in timely manner
- Take direct action to control and correct
- Evaluate the root cause
- Determine action based on HoC and MoC
- Review of assessment of OH&S risks prior to taking action (6.1)
- Communicate documented information to relevant workers
- Note: reporting of incidents without delay can assist in removal of hazard

NSAI

10.3 Continual improvement

10.3 Continual improvement

- Enhance OH&S performance
- Promote a positive OH&S culture
- Promoting the participation of workers in implementing actions
- Communicate results
- Retain documented information

NSAI

Migration to ISO 45001

- 3 year migration period from date of publication to 12th March 2021

- NSAI technical questionnaire AD-19-06 on website in PDF

NSAI

Continued options to migrate

- Upgrade at reassessment with days assigned for reassessment – **in cycle**
- Upgrade at surveillance audit with additional time – **in cycle – focus on key changes**
- Special audit upgrade at surveillance with additional time, this will start a new registration cycle – **new certificate**

NSAI

Technical Questionnaire

Thank you.

WWW.NSAI.IE

certification@nsai.ie

Search "NSAI"