

OHSAS 18001 TO ISO 45001 GAP GUIDE



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This document provides an overview of the key changes between the OHSAS BS 18001:2007 and the expected 2016 version of ISO 45001 – there are new requirements. You will need to prepare for change and adapt your OH&S management system to meet the new requirements and transitional timelines.

ISO 45001:2016 TIMELINE

- Draft International Standard ISO/DIS 45001 – released in January 2016
- Final Draft International Standard (FDIS) - expected October 2016
- ISO Standard - expected January 2017

If there is no requirement for public consultation after the first draft of ISO 45001 has been circulated, then we can expect the standard to be published for use by October 2016.

STRUCTURE OF ISO 45001:2016

1. Scope
2. Normative References
3. Terms and Definitions
4. Context of the Organization
5. Leadership
6. Planning
7. Support
8. Operation
9. Performance Evaluation
10. Continual Improvement

TRANSITION FROM OHSAS 18001

ISO 45001 will replace OHSAS 18001 and current users of OHSAS 18001 will need to update their systems according to the requirements of the new international health and safety standard within a three year transition period that will commence after the standard is published for use.

WE ARE HERE TO HELP

We are committed to translating the language of the new standard, to help users interpret new concepts and manage system changes more easily.

Keep updated with the changes at
www.nqa.com/iso45001

Please get in touch if you have any questions – call **0800 052 2424**

Contact us:
0800 052 2424
info@nqa.com
www.nqa.com

GAP ANALYSIS AND GUIDANCE

ISO 45001 CLAUSES

OHSAS 18001 CLAUSES

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4 Context of the organisation

4.1	Understanding your organization and its' context	New requirement!	<p>This new concept relates to the factors and conditions affecting organizational operation e.g. regulation, governance and stakeholders.</p> <p>What drives the culture of your organization?</p> <p>Be prepared to discuss the implications of your context with your assessor.</p>
4.2	Understanding the needs and expectations of interested parties	New requirement!	<p>Consider who the interested parties might be and what their relevant interests might be, e.g. workers, customers, shareholders, board members, competitors and regulators.</p> <p>Be prepared to discuss stakeholder interests with your assessor.</p>
4.3	Determining the scope of the OH&S management system	1 Scope & 4.1	<p>When determining the scope, the organization shall consider :</p> <p>a) The external and internal issues referred to in 4.1; b) Requirements referred to in 4.2; c) The work related activities performed.</p> <p>Therefore the Scope can only be defined when 4.1 - 4.2 and work related activities have been considered.</p> <p>Direct control and influence should also be considered.</p> <p>The scope once defined, shall be available as documented information.</p>
4.4	OH & S management system and your processes	4.1 General Requirements	<p>No significant change to this element of the standard.</p>

5 Leadership and worker participation

5.1	Leadership and commitment	4.4.1, 4.4.3, 4.4.6	<p>A change from Management commitment, in the 2007 standard to one requiring a strategic view. The 2015 DIS repositions some requirements to "leadership", not management.</p> <p>The emphasis has shifted from ensuring to "engaging" with workers to protect, improve performance, and support the OH&S system.</p>
5.2	OH&S policy	4.2 OH & S policy	<p>Enhanced requirements from the 2007 version: more attention to be paid to the communication and participation of workers, across the organization.</p> <p>Organizations must commit to "satisfy" legal and other requirements.</p> <p>They must apply the hierarchy of controls to OH&S risks.</p>
5.3	Organizational roles, responsibilities, accountabilities and authorities	4.4.1 Resources, roles, responsibility, accountability & authority	<p>The fundamental requirements of this clause remain unchanged.</p>
5.4	Participation and consultation	4.4.2, 4.4.3, 4.5.1, 4.5.2, 4.5.3	<p>This clause has been substantially strengthened to capture and promote worker participation, engagement and communications.</p> <p>It also promotes the participation of non-managerial roles within the OH&S system requirements, including incident investigations, risk assessments, plus control and monitoring activities including internal auditing.</p>

6 Planning for the OH&S system

6.1	Actions to address risks and opportunities	4.3.1, 4.3.2 & 4.3.3	<p>This revised clause is an amalgamation of the previous OHSAS standard and has been broadened to include opportunities and measures of effectiveness. Legal and other requirements are also identified and considered in this section of the standard.</p>
6.2	OH&S objectives and planning to achieve them	4.3.3	<p>Objectives must support the policy requirements and have been considered in line with available resources. There should be detail of who is responsible, agreed timings and measures in place to establish progress and whether proposed achievements have been met.</p> <p>Objectives and plans to achieve them will be documented information.</p>

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7. Support

7.1	Resources	4.4	The organization will determine and provide the resources needed.
7.2	Competence	4.4.2	The fundamentals of the OHSAS requirements remain, but procedures are no longer required. Documented information will be available to support competence evaluation and development. Actions will be reviewed for effectiveness.
7.3	Awareness	4.4.2	Workers will be made aware of policy requirements, hazards & risks relevant to them and their part in the OH&S performance, including results of relevant incident investigations etc.
7.4	Information and communication	4.4.3	The new clause now strengthens the previous requirements not only in terms of who, what and when but what is the objective of the communication and was it effective. Documented information replaces previous procedural requirements.
		4.4.3.2	Participation and consultation are now embodied throughout the new ISO OH&S standard.
7.5	Documented Information	4.4.4 & 4.4.5, 4.5.4	Documented information replaces the previous procedural, document and record requirements. However they can be retained within the OH&S system if they are determined necessary by the organization. Documented information will still require controls appropriate to the previous OHSAS requirements. Documented information may be both internal and external in origin.

8. Operation

8.1.1	Operational planning and control	4.4.6	The word plan has been introduced to this element of the standard and also the establishment of "criteria" based on the assessments in Section 6. In practice, this means that hazards and risk controls must be planned in to the operational controls of the activity. Other requirements have also been expanded or added.
8.1.2	Hierarchy of controls	New requirement!	The standard specifies the hierarchy of controls in order of preference with regard to risk management principles.
8.2	Management of change	New requirement!	Captures the requirements and potential sources for the planned changes of the operation.
8.3	Outsourcing	New requirement!	Specifically strengthens the previous standard requirements in relation to outsourced processes.
8.4	Procurement	New requirement!	Refers directly to the procurement of goods.
8.5	Contractors	New requirement!	The establishment of controls and communication requirements with regard to contractor's worker activities, the host company's worker activities, and anyone who may be affected by the activity in the workplace.
8.6	Emergency preparedness and response	4.4.7	The revised standard strengthens and expands on the previous requirements and also includes communications.

9. Performance evaluation

9.1	Monitoring, measurement, analysis and evaluation	4.5, 4.5.1	These requirements have been strengthened and expanded to include criteria and communication. Procedural requirements have been replaced with documented information.
9.1.2	Evaluation of compliance with legal requirements and other requirements	4.5.2	The procedural requirements have again been replaced by documented information and the clause requirement expanded to include frequency and method of evaluation.
9.2.1	Internal audit objectives	4.5.5	The procedural requirements have again been replaced by documented information.
9.2.2	Internal audit process	4.5.5	Expanding on the previous requirements, this now includes; communication with workers and worker representatives, to aid continual improvement of the OH&S system. Requirements include appropriate action to address nonconformities and retaining documented information.
9.3	Management review	4.6	This builds on the previous standard with added emphasis on improvement and communications based on risks, opportunities and system effectiveness.

10 Improvement

ISO 45001 Clause	OHSAS 18001 Clause	Guidance
10.1 Incident, nonconformity and corrective action	4.5.3, 4.5.3.1, 4.5.3.2	<p>The phrase preventative action has been dropped, as it is considered to be a fundamental requirement of the OH&S system in its entirety.</p> <p>Direct action must be taken in a timely manner to control the incident or nonconformity and deal with the consequences.</p> <p>When direct corrective action has been completed, the organisation can move on to consider whether any further action is required to prevent a similar incident or nonconformity occurring in future.</p> <p>The principles as risk assessment and risk reduction will apply.</p> <p>Root cause analysis is the key to progressive improvement and requires the organization to determine what caused or causes have been identified for the incident or nonconformity, what can be actioned to address the cause, review any risk assessments or establish a new assessment – as required before implementing an action.</p> <p>Then to consider whether the potential for a similar problem remains – possibly in another area of the operation.</p> <p>The organization is then required to implement any actions identified as needed, review their effectiveness and make changes to the management system, if necessary.</p> <p>Documented information for actions, communications and the review of effectiveness shall be retained.</p> <p>Is a summary of the previous standard.</p> <p>Should be the output of the management system and can be achieved from a variety of elements from within the system.</p> <p>Organizations will now need to demonstrate that they are using the outputs from their analysis and evaluation processes to identify areas of underperformance and opportunities for improvement.</p> <p>Appropriate tools and methodologies should be employed by the organization to support this activity.</p>
10.2 Continual improvement		
10.2.1 Continual improvement objectives		
10.2.2 Continual improvement process		

TERMINOLOGY

You will find that some of the familiar terminology of OHSAS 18001 will feature within ISO 45001. The proposed common terms are outlined below:

ISO/DIS 45001 common terms:

Interested party - Person or organization that can affect, be affected by, or perceive its' self to be affected by a decision or activity.

Documented information - Information organizations are required to control and maintain, including the medium on which information is contained.

Top management - Person or group of people who direct and control an organization at the highest level.

Injury and ill health - Adverse effect on the physical, mental or cognitive condition of a person.

Competence - Ability to apply knowledge and skills to achieve intended results.

Occupational Health and Safety Management System (OHSMS) / OH&S Management System - Management system, or part of a management system used to achieve the OH&S policy.

Policy - Intentions and direction of an organization, as formally expressed by its top management.



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Contact us

NQA, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable, LU5 5ZX, United Kingdom

0800 052 2424 info@nqa.com www.nqa.com/ISO45001