

# MANAGE YOUR MIGRATION

OHSAS 18001 TO  
ISO 45001 GAP GUIDE

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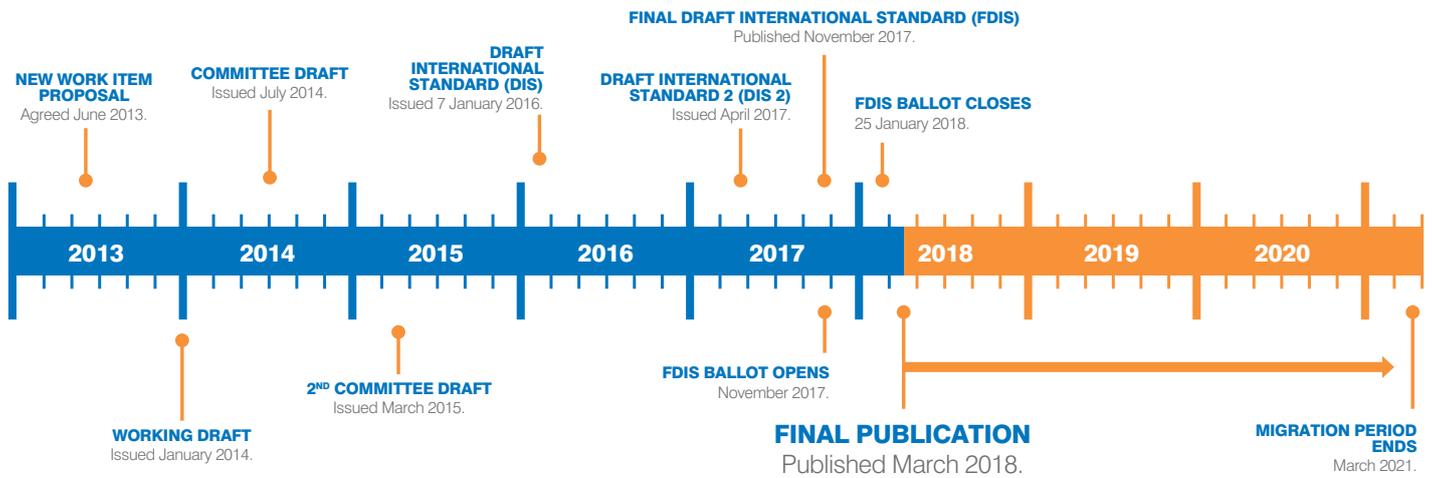
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# ISO 45001:2018 STANDARD



## TIP

Although this standard is reviewed clause by clause please consider the interaction of the different management system elements and how they relate and influence both each other to give an effective system overall.

**This document provides an overview of the key changes between OHSAS BS 18001:2007 and the 2018 version of ISO 45001 – there are new requirements.**

## ISO 45001 TIMELINE

- Draft International Standard ISO/DIS 45001 - released in January 2016
- Final Draft International Standard (FDIS) - released end of November 2017
- ISO 45001:2018 Standard - published March 2018

You will need to change and adapt your OH&S management system to meet the new requirements and migration timelines.

## STRUCTURE OF ISO 45001

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

## MIGRATE 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 occupational health and safety standard within a three year migration 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](http://www.nqa.com/iso45001)

Please get in touch if you have any questions – call **0800 522 2424**.

# GAP ANALYSIS AND GUIDANCE

## ISO 45001 CLAUSES

## OHSAS 18001 CLAUSES

## GUIDANCE

### 4. Context of the Organization

4.1	<b>Understanding your organization and its' context</b>	<b>Enhanced requirement!</b>	<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 and requirements of your organization?</p> <p>Be prepared to discuss with your assessor, how the context of the organization influences the ability to achieve the intended outcomes of your safety management system</p>
4.2	<b>Understanding the needs and expectations of interested parties</b>	<b>Enhanced requirement!</b>	<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>Consider the risks and opportunities that are generated for the context.</p> <p>Be prepared to discuss stakeholder interests with your assessor.</p>
4.3	<b>Determining the scope of the OH&amp;S management system</b>	<b>1 Scope &amp; 4.1</b>	<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</p>
4.4	<b>OH &amp; S management system and your processes</b>	<b>4.1 General requirements</b>	<p>No significant change to this element of the standard.</p>

### 5. Leadership and Worker Participation

5.1	<b>Leadership and commitment</b>	<b>4.4.1, 4.4.3, 4.4.6</b>	<p>More emphasis has been placed on the accountability of leaders to ensure consultation and participation with workers to protect, improve performance, and support the OH&amp;S system and its integration into other business processes.</p>
5.2	<b>OH&amp;S policy</b>	<b>4.2 OH&amp;S policy</b>	<p>Enhanced requirements from the 2007 version: more attention to be paid to the communication and participation of workers, across the organization and commit to provide safe and healthy working conditions.</p> <p>Organizations must commit to fulfill legal and other requirements.</p> <p>The fundamental requirements of this clause remain unchanged, however the policy must be relevant, appropriate and retained as documented information.</p>
5.3	<b>Organizational roles, responsibilities, and authorities</b>	<b>4.4.1 Resources, roles, responsibility, accountability &amp; authority</b>	<p>The fundamental requirements of this clause remain unchanged but information on roles, responsibilities and authorities must be documented.</p> <p>Accountability is retained by top management and cannot be delegated.</p>
5.4	<b>Participation and consultation</b>	<b>4.4.2, 4.4.3, 4.5.1, 4.5.2, 4.5.3</b>	<p>This clause has been substantially strengthened to capture and promote worker participation, engagement and communications and requires documented information to support the roles and responsibilities. Workers at all levels must be aware of their responsibilities applicable to their area of control.</p> <p>It also promotes the participation of non-managerial roles within the OH&amp;S system requirements, including incident investigations, risk assessments, plus control and monitoring activities including internal auditing. The organization is required to provide necessary mechanisms including time, resources and information to support effective implementation of the management system.</p>

# GAP ANALYSIS AND GUIDANCE (CONTINUED)

## ISO 45001 CLAUSES

## OHSAS 18001 CLAUSES

## GUIDANCE

### 6. Planning for the OH&S System

6.1	<b>Actions to address risks and opportunities</b>	4.3.1, 4.3.2 & 4.3.3	Risks and opportunities identified in section 4 become inputs to a comprehensive planning approach.
6.2	<b>OH&amp;S objectives and planning to achieve them</b>	4.3.3	Objectives must support the policy requirements and have been considered in line with the strategic direction and context of the organization. There should be detail of who is responsible, agreed timings and measures in place to establish progress and whether proposed achievements have been met.  Objectives and plans to achieve them will be documented information.

### 7. Support

7.1	<b>Resources</b>	4.4	The organization will determine and provide the resources needed.
7.2	<b>Competence</b>	4.4.2	The fundamentals of the OHSAS requirements remain, but procedures are no longer mandated. Documented information will be available to support competence evaluation and development of workers. Actions will be reviewed for effectiveness.
7.3	<b>Awareness</b>	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. Workers shall also be made aware of their ability to remove themselves from what they consider imminent danger.
7.4	<b>Communication</b>	4.4.3	The New clause strengthens the previous requirements including, what, when and with whom to communicate.  Communication requirements are also embedded within Sections 5, 6, 8, 9, 10 and implied within section 4.
		4.4.3.2	Participation and consultation are now embodied throughout the new ISO OH&S standard.
7.5	<b>Documented information</b>	4.4.4 & 4.4.5, 4.5.4	“Documented Information” is a new vocabulary term introduced to broaden how an organization chooses to create, maintain, and retain the information required or determined necessary for the management system; Documented Information may be both internal and external in origin.  When required, organizations are free to determine if a documented procedure within a process is necessary or if another form of documented information can accomplish the intended outcome.  Documented information will still require controls comparable to the previous OHSAS requirements.

### 8. Operation

8.1.1	<b>Operational planning and control</b>	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 such as adapting work to workers.
8.1.2	<b>Eliminating hazards and reducing OH&amp;S risks</b>	<b>Enhanced requirement!</b>	The standard specifies the hierarchy of controls in order of preference with regard to risk management principles.
8.1.3	<b>Management of change</b>	<b>Enhanced requirement!</b>	Captures the requirements and potential sources for the planned changes of the operation e.g working conditions, equipment, workforce and changes to legal requirements and known hazards and risks.

# GAP ANALYSIS AND GUIDANCE (CONTINUED)

## ISO 45001 CLAUSES

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## GUIDANCE

### 8. Operation Continued

8.1.4	Procurement	<b>Enhanced requirement!</b>	Refers directly to the procurement of goods, services to conform with management system requirements.
8.1.4.1	General		
8.1.4.2	Contractors	<b>Enhanced requirement!</b>	The establishment of controls and communication requirements with regard to contractor's worker activities, the host company's worker activities. Consideration shall be given to competence and other requirements for contractor workers in relation to OH&S criteria.
8.1.4.3	Outsourcing	<b>Enhanced requirement!</b>	Specifically strengthens the previous standard requirements in relation to outsourced processes.
8.2	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 performance evaluation	4.5, 4.5.1	These requirements have been strengthened and expanded.
9.1.2	Evaluation of compliance	4.5.2	Clause requirement expanded to include frequency and method of evaluation and maintaining knowledge and understanding of compliance status.
9.2.	Internal audit and programme	4.5.5	The procedural requirements have again been replaced by documented information and results of audit shall be communicated with workers.
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.  Reviews include legal and other requirements, interested parties, organizational risk and opportunity. Trending of performance data is to be evaluated for continuous improvement and alignment to strategic direction.

### 10. Improvement

10.1	General		
10.2	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&amp;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 organization 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 of risk assessment and continual improvement will apply. 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. 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 is required for this clause of the standard.</p>
10.3	Continual improvement		Organizations will now need to demonstrate that they are using the outputs from their analysis and evaluation processes to identify areas of under-performance and opportunities for improvement.

## WHERE TO START

### **NQA ISO 45001 OH&S (Health & Safety) Migration E-Learning Course**

#### **Online - In Your Own Time**

Need to get up to speed with the new 2018 standard? This e-learning course will give you an overview of the 2018 changes from OHSAS 18001:2007 and the knowledge and skills to manage the migration effectively.

**Duration: 3-4 Hours**  
**Now £170**

### **NQA ISO 45001 OH&S (Health & Safety) Migration & Implementation Course**

#### **Various Locations - Nationwide**

Need to get up to speed with the highly anticipated 2018 health and safety standard? This overview of the expected changes from OHSAS 18001:2007 to ISO/FDIS 45001 will give you the knowledge and skills to manage the migration effectively.

**Duration: 1 Day**  
**Now £399**

**BOOK ONLINE: [www.nqa.com/training](http://www.nqa.com/training)**

## 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:

### **Acceptable risk**

The acceptable risk is one that has been reduced to a level that can be tolerated in accordance with an organization's OH&S policy and its legal responsibilities.

### **Accident**

This defines an unwanted case that results in a fatality, injury, disease or other loss.

### **Harmful**

This term refers to a potential resource or situation that could lead to injuries, illness or damage of goods in the workplace.

### **Hazard**

This term denotes any situation, substance, activity, or event that has the potential to cause ill health or injury. Examples include cramped working conditions, badly ventilated areas, toxic chemicals, dangerous gases, repetitive work, intimidation and bullying, explosions and equipment malfunctions.

### **Incident**

An incident identifies a work-related event that could have caused injury, ill health or death.

### **Hazard identification**

This process involves identifying that a hazard exists and then creating a description of its characteristics.

### **Ill health**

This refers to an adverse physical or mental condition, which is identifiable and can be the result of or aggravated by a work activity or work-related situation.

### **Occupational health & safety objective**

These are the performance goals that an organization establishes and plans to achieve. These objectives must be measurable and consistent with the organization's OH&S policy.

### **Occupational health & safety performance**

These are measurable controls that show how effectively an organization manages their OH&S risks and the results they achieved, compared to its OH&S policy, objectives or any other appropriate OH&S performance requirements.

### **Occupational health & safety policy**

This is a statement of the organization's commitment to the implementation of and on-going maintenance of its OHSMS as well as the improvement of its overall OH&S performance. Management should use the policy to demonstrate their commitment, to guide and fuel the implementation and maintenance of the OHSMS, to develop OH&S goals and to inspire action.

### **Workplace**

Describes a physical location, under the organization's control, where employees, contractors and others perform the organization's work. To manage their OH&S risks effectively, companies may extend their controls to include traveling, working at home or working at a customer's location.



### **Contact us**

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