374 million non-fatal work-related injuries and illnesses each year

HOW CAN YOU PREPARE FOR ISO 45001?

ENHANCE YOUR TRANSITION WITH THIS READINESS CHECKLIST

SGS

ISO 45001 is set to replace the current Occupational Health and Safety Standard OHSAS 18001. Upon the release of ISO 45001, organisations that hold OHSAS certification will have a three-year window to migrate to ISO 45001 to retain the validity of their certification, after which OHSAS 18001 will be withdrawn.

This checklist has been designed to help you to understand exactly what is required in addition to current OHSAS 18001 requirements in simple terms and to highlight the areas where your business activities may already comply. Working through the Readiness Checklist will provide you with valuable insights and guidance on your next steps.

It is important to note, however, that the Readiness Checklist cannot count as evidence for your migration audit, as our auditors will have to confirm compliance with the standard during your migration audit visit.

HOW DOES THE CHECKLIST WORK?

This checklist breaks each part of the new ISO 45001:2018 requirements down by clause. During each section, you will be asked whether you feel you have fulfilled key elements of the new criteria. You have the choice to mark your response as:

READY

This indicates that you feel you are ready to demonstrate this, and you should look to migrate during your next visit from SGS.

NEARLY READY

This indicates that, with guidance or support on this matter, you would be able to demonstrate this. We would recommend looking to migration during your next SGS visit.

WORK TO DO

This option means that there will need to be further preparation for your audit, or perhaps even training with the SGS Academy.

You can find the relevant next steps at the end of the checklist, where you should have a much better idea on how close you are to migrating.

"WE'VE RAISED HEALTH AND SAFETY AWARENESS WITHIN OUR ORGANISATION"

DARRYL COLLINS OF TOSHIBA MEDICAL
Systems on OHSAS 18001 Certification by SGS

CLAUSE 4 – CONTEXT OF THE ORGANISATION

The context of an organisation (sometimes called its business environment) refers to the combination of internal and external factors and conditions that can have an effect on an organisation's approach to its products and or services. As a result, the design and implementation of your organisation's occupational health and safety (OH&S) management system (MS) will be influenced by its context.

4. CONTEXT OF THE ORGANISATION			
Has your organisation determined:	READY	NEARLY READY	WORK TO DO
External and internal issues, relevant to its purpose and that affect your ability to achieve the intended outcome(s) of your OH&S MS?			
Other interested parties, in addition to workers, that are relevant to the OH&S MS?			
The relevant needs and expectations (i.e. requirements) of workers and other interested parties?			
Which of these needs and expectations are or could become applicable legal requirements and other requirements?			

DETERMINING THE SCOPE OF THE OH&S MANAGEMENT SYSTEM			
Has your organisation:	READY	NEARLY READY	WORK TO DO
Determined the boundaries and applicability of the OH&S MS to establish the scope?			
Considered the external and internal issues referred to above?			
Taken into account these requirements?			
Taken into account the planned or performed work-related activities?			
Made the scope available as documented information?			

CLAUSE 5 – LEADERSHIP

There is an emphasis on leadership rather than just management. Top management are required to demonstrate greater direct involvement in your organisation's OH&S MS. The removal of the need for a specific management representative is to ensure that 'ownership' of your organisation's OH&S MS is not simply focused on one individual but on that person or group of people who directs and controls your organisation at the highest level.

5. LEADERSHIP AND WORKER PARTICIPATION			
Does top management:	READY	NEARLY READY	WORK TO DO
Demonstrate leadership and commitment with respect to the OH&S MS?			
Ensure that the OH&S policy and OH&S objectives are established and compatible with the strategic direction of the organisation?			
Ensure the integration of the OH&S MS processes and requirements into your organisation's business processes?			
Communicate the importance of effective OH&S management and of conforming to the OH&S MS requirements?			
Ensure that the OH&S MS achieves its intended outcome(s)?			
Direct and support workers to contribute to the effectiveness of the OH&S MS?			
Ensure and promote continual improvement?			
Support other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility?			
Develop, lead and promote a culture in the organisation that supports the OH&S MS?			
Protect workers from reprisals when reporting incidents, hazards, risks and opportunities?			
Establish and implement a process(es) for consultation and participation of workers?			

OH&S POLICY

Has top management, established, implemented and maintained an OH&S policy that:	READY	NEARLY READY	WORK TO DO
Includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury?			
Includes a commitment to eliminate hazards and reduce OH&S risks?			
Includes a commitment to consultation and participation of workers, and where they exist, workers' representatives?			

ORGANISATIONAL ROLES, RESPONSIBILITIES, ACCOUNTABILITIES AND AUTHORITIES

Does top management:	READY	NEARLY READY	WORK TO DO
Ensure responsibilities, accountabilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organisation and maintained as documented information?			
Assign the responsibility and authority to ensure the OH&S management system conforms to the requirements of ISO 45001?			
Report on the performance of the OH&S management system?			

CONSULTATION AND PARTICIPATION OF WORKERS			
Does your organisation establish, implement and maintain processes:	READY	NEARLY READY	WORK TO DO
For consultation and participation of workers at all applicable levels and functions and where they exist, workers' representatives in the development, planning, implementation, evaluation and actions for improvement of the OH&S management system?			
Does your organisation:			
Provide mechanisms, time, training and resources necessary for participation?			
Provide timely access to clear, understandable and relevant information about the OH&S management system?			
Determine and remove obstacles or barriers to participation and minimised those that cannot be removed?			
Does your organisation emphasise the consultation of non-managerial workers on the following:			
Determining the needs and expectations of interested parties?			
Establishing the OH&S policy?			
Assigning organisational roles, responsibilities, accountabilities and authorities as applicable?			
Determining how to fulfil legal requirements and other requirements?			
Establishing OH&S objectives and planning to achieve them?			
Determining applicable controls for outsourcing, procurement and contractors?			
Determining what needs to be monitored, measured and evaluated?			

CONSULTATION AND PARTICIPATION OF WORKERS			
	READY	**NEARLY READY**	**WORK TO DO**
Planning, establishing, implementing and maintaining an audit programme?			
Ensuring continual improvement?			
Does your organisation emphasise the consultation of non-managerial workers on the following:			
Determining the mechanisms for their consultation and participation?			
Hazard identification and assessment of risks and opportunities?			
Actions to eliminate hazards and reduce OH&S risks?			
Identification of competency requirements, training needs, training and evaluation of training?			
Determining what needs to be communicated and how this will be done?			
Determining control measures and their effective implementation and use?			
Investigating incidents and nonconformities and determining corrective actions?			

CLAUSE 6 – PLANNING

Although planning has always been an integral part in establishing and maintaining an OH&S MS, ISO 45001:2018 now places a greater emphasis on the planning that your organisation does to proactively identify any circumstances that could lead to any undesired occurrences that could prevent the achievement of continual improvement. Your organisation is now required to consider both its context and interested parties when planning and implementing its OH&S management system.

6. PLANNING			
When planning for the OH&S management system:	READY	NEARLY READY	WORK TO DO
Does your organisation consider its context, interested parties and the scope of the OH&S MS and determine the risks and opportunities that need to be addressed to:			
Give assurance that the OH&S MS can achieve its intended outcome(s)?			
Prevent, or reduce, undesired effects?			
Achieve continual improvement? Does your organisation plan actions to:			
Address risks and opportunities?			
Address applicable legal requirements and other requirements?			
Prepare for, and respond to, emergency situations?			
Does your organisation plan how to:			
Integrate and implement the actions into its OH&S MS processes or other business processes?			
Evaluate the effectiveness of these actions?			

OH&S OBJECTIVES AND PLANNING TO ACHIEVE THEM

Has your organisation established OH&S objectives at relevant functions and levels to maintain and improve the OH&S management system and its performance?	READY	NEARLY READY	WORK TO DO
Are the OH&S objectives:			
Consistent with the OH&S policy?			
Measurable, if practicable or capable of performance evaluation?			
Monitored?			
Communicated?			
Updated as appropriate?			
Taking into account:			
Applicable requirements?			
The results of the assessment of risks and opportunities?			
The results of consultation with workers, and where they exist, workers' representatives?			

CLAUSE 7 – SUPPORT

The new ISO 45001: 2018 standard provides many more specific requirements to place greater emphasis on the provision of resources necessary to establish and maintain an effective OH&S MS.

7.1 SUPPORT			
Does your organisation ensure that workers are competent (including the ability to identify hazards) on the basis of appropriate education, induction, training, or experience:	READY	NEARLY READY	WORK TO DO
Does your organisation make workers aware of:			
The OH&S policy and OH&S objectives?			
Their contribution to the effectiveness of the OH&S MS, including the benefits of improved OH&S performance?			
The ability to remove themselves from work situations that they consider present an imminent danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so?			

7.4 INFORMATION AND COMMUNICATION			
Has your organisation established, implemented and maintained the process(es) needed for the internal and external communications relevant to the OH&S management system including determining:	READY	NEARLY READY	WORK TO DO
On what it will communicate?			
When to communicate?			
With whom to communicate?			
How to communicate?			
Does your organisation: Ensure its communication process(es) enables workers to contribute to continual improvement?			

CLAUSE 8 – OPERATION PLANNING AND CONTROL

With ISO 45001:2018 you will be required to control not only implementation and planned changes to processes, but also to unintended, unplanned changes. Where unintended changes are made, you will have to demonstrate that you have identified any actual or potentially adverse effects and have taken action to mitigate them.

8. OPERATION PLANNING AND CONTROL			
Does your organisation determine, plan, implement, control and maintain the processes to meet requirements of the OH&S MS by:	READY	NEARLY READY	WORK TO DO
Maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned?			
At multi-employer workplaces, has the organisation implemented a process for co-ordinating the relevant parts of the OH&S MS with other organisations?			

MANAGEMENT OF CHANGE			
	READY	NEARLY READY	WORK TO DO
Does your organisation review the consequences of unintended changes and take action to mitigate any adverse effects, as necessary?			

PROCUREMENT			
	READY	NEARLY READY	WORK TO DO
Has your organisation established, implemented and maintained a process(es) to control the procurement and services in order to ensure their conformity with the OH&S MS?			

CONTRACTORS			
Has your organisation co-ordinated its procurement process(es) with its contractor(s) to identify hazards and to assess and control the OH&S risks arising from the:	READY	NEARLY READY	WORK TO DO
Contractors' activities and operations that impact the organisation?			
Organisation's activities and operations that impact the contractors?			
Contractors' activities and operations that impact other interested parties in the workplace?			
Has the organisation ensured that the requirements of its OH&S MS are met by contractors and their workers?			
Does the organisation's procurement process(es) define and apply OH&S criteria for the selection of contractors?			

OUTSOURCING			
	READY	NEARLY READY	WORK TO DO
Has your organisation ensured that outsourced functions and processes are controlled?			
Has your organisation ensured that its outsourcing arrangements are consistent with legal requirements and other requirements and with achieving the intended outcomes of the OH&S MS?			
Has your organisation clearly defined the type and degree of control to be applied to these functions and processes within the OH&S MS?			

CLAUSE 9 – PERFORMANCE EVALUATION

The newly introduced ISO 45001:2018 recognises the importance of managing through the gathering and analysis of data and there is increased requirement placed on you to implement indicators. This will lead to a far more structured assessment of OH&S management systems and you will be expected to establish monitoring and measuring that is relevant and reliable and that the results are evaluated and analysed.

9. PERFORMANCE EVALUATION			
Has the organisation determined:	READY	NEARLY READY	WORK TO DO
What needs to be monitored and measured?			
The methods for monitoring, measurement, analysis and performance evaluation, as applicable, to ensure valid results?			
The criteria against which the organisation will evaluate its OH&S performance?			
When the monitoring and measuring shall be performed?			
When the results from monitoring and measurement shall be analysed, evaluated and communicated?			
Does your organisation retain appropriate documented information:			
As evidence of the monitoring, measurement, analysis and performance evaluation results?			
On the maintenance, calibration or verification of measuring equipment?			

INTERNAL AUDIT			
Has your organisation:	READY	NEARLY READY	WORK TO DO
Planned, established, implemented and maintained an audit programme(s) including the consultation requirements, which takes into consideration the importance of the processes concerned and the results of previous audits?			
Selected competent auditors and conducted audits to ensure objectivity and the impartiality of the audit process?			
Ensured that the results of the audits are reported to relevant managers, workers, and where they exist, workers' representatives, and other relevant interested parties?			

MANAGEMENT REVIEW			
	READY	NEARLY READY	WORK TO DO
Does management review include consideration of: changes in external and internal issues that are relevant to the OH&S management system including risks and opportunities?			
Do the outputs of the management review include decisions related to: Opportunities to improve integration of the OH&S MS with other business processes?			
Has top management communicated the relevant outputs of the management review to its relevant workers, and where they exist, workers' representatives?			

CLAUSE 10 – IMPROVEMENT

This section emphasises the general need to continually improve planning, processes and operations. To comply, you will need to demonstrate that you actively look for opportunities for improvement and implement any necessary actions identified to achieve a better OH&S MS.

10. IMPROVEMENT			
Have you determined:	READY	NEARLY READY	WORK TO DO
What to do when an incident or a nonconformity occurs; does the organisation react in a timely manner to the incident or nonconformity and as applicable: 1. Take action to control, and correct it? 2. Deal with the consequences?			
Does the organisation evaluate, with the participation of workers (see 5.4) and the involvement of other relevant interested parties, the need for corrective action to eliminate the root cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by: 1. Investigating the incident or reviewing the nonconformity? 2. Determining the cause(s) of the incident or nonconformity? Determining if similar incidents or nonconformities exist, or could potentially occur?			
Does the organisation communicate this FDIS documented information to relevant workers and where they exist, workers' representatives and other interested parties?			

YOUR NEXT STEP

Hopefully this ISO 45001:2018 Readiness Checklist has helped you to understand more about the changes of the new standard, and what is required from you to achieve a successful migration. Below is an indication of what your results indicate in terms of your next step.

IF THE MAJORITY (OR ALL) OF YOUR ANSWERS ARE READY, WITH NEARLY READY MAKING UP THE MINORITY:	IF THE MAJORITY OF YOUR ANSWERS ARE NEARLY READY, WITH A MIX OF READY AND WORK TO DO MAKING UP THE MINORITY:	IF THE MAJORITY OF YOUR ANSWERS ARE MARKED AS WORK TO DO, WITH THE MINORITY SHOWING EITHER READY OR NEARLY READY:
Congratulations! You are ready to book your transition audit with SGS. Please get in contact with your regional office, who will be able to help progress your transition.	In this instance, your organisation would benefit from a gap analysis to help identify the areas that need to be addressed and to provide practical ways in which this can be achieved. To do this, please contact your SGS Auditor or regional office directly.	It seems there are still some areas of the new standard that you are not quite up to date with yet, but this can be resolved in a variety of ways. **SGS Academy** The SGS Academy hosts a variety of transition training courses. Aimed at organisations already certified to the various standards and / or OHSAS 18001. The migration courses last for one day and offer a time-efficient way of understanding the recent changes. **SGS Product Expert Consultation** Another way to increase your knowledge of the new standard is to schedule a consultation with one of our product experts over the phone. **Gap Analysis Audit** A gap analysis is a great method of identifying areas that need attention and understanding the ways in which they can be addressed.

RESOURCE MATERIAL TO HELP SUPPORT YOUR MIGRATION

The decision to book your migration audit should be a simple one, however aspects surrounding the publication of a new standard can seem daunting. SGS is committed to making the migration as easy as possible for our customers, and provide continuously updated information and resources at www.sgs.co.uk/iso45001.

CONTACT US

To know more about the new ISO 45001 Occupational Health and Safety Management System, contact us through the following:

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WHEN YOU NEED TO BE SURE

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