



Transition plan for Global Certification Pty Ltd ISO 45001 Bruce Smith

New Standards in 2018

ISO 45001 was published in March 2018.

Both JAS-ANZ and the IAF have agreed to a transition from OHSAS 18001:2007, but not AS/NZS 4801:2001 (it is expected that this will also be adopted by March 2021). This transition is allowed for three years meaning that if you have an 18001 certificate covering the current standards they will all expire no later than 13th March 2021.

The IAF and JAS-ANZ have made a requirement that all Certification Bodies must have finalised the transition at least six months prior to end of the transition period (13th September 2020). This means that all Organisations must have been successful in meeting the ISO 45001 standard by September 2020.

A time frame has been set for the issue of new certificates for clients using the OHSAS 18001 certificate. This cut off point is 13th March 2020 i.e. One year prior to the expiry date. Only in special circumstances requiring JAS-ANZ approval would this requirement be relaxed.

So there is no need to panic, we can still provide certification and recertification with an expiry date no later than 13th March 2021 and work with you to make the transition as easy as possible.

So what should you do now?

- Organizations currently certified to OHSAS 18001:2007 (and AS/NZS 4801:2001) are recommended to take the following actions:
- Identify organizational gaps which need to be addressed to meet new requirements.
- Develop an implementation plan.
- Provide appropriate training and awareness for all parties that have an impact on the effectiveness of the organisation.
- Update the existing occupational health and safety management system (OHS) to meet the revised requirements and provide verification of effectiveness.
- At each surveillance or recertification audit from January 2019 we will complete a gap analysis against ISO 45001 to assist this process

Transition Plan to ISO 45001:2018

As stated in the previous slide, we will commence auditing with the outcome recorded on a stage 1 report based on the ISO 45001:2018 versions to assist our clients meet the new requirements ASAP.

Our auditors have already been trained internally in the requirements of the new standard and we are currently modifying our documentation to assist the audit process and are completing training in the transition process and time frames for all our auditors.

Transition Plan to ISO 45001:2018

As companies go through their surveillance program, you may update the program at any time and your certificate will be updated to the new standard if the auditor and certification panel member agree that the ISO 45001:2018 requirements have been met.

Generally, there will be little if any additional cost from our perspective, depending on the extent of the documented changes that you have made as our audit process always looks at what document changes you have made since the last audit.

No Scope reductions are applicable in this standard.

Transition Plan to ISO 45001:2018

We have developed report / checklists based on the new standard.
These are available on request from our Head office.

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New standards in 2018

The new OHS standard will now be aligned in numbering with ISO 9001:2015 and ISO 14001:2015, with all 3 standards now following the structure known as Annex SL, so this will make it easier to integrate the three standards should your company have / obtain all 3.

As most of our clients who hold safety certification also hold quality and / or environment certification, this will be an easy adoption as you will have already transitioned to Annex SL.

However, the intent of the OHS standard has not changed over the current standard to any great extent. In the new standard;

- there is a greater focus on the environment in which the organization operates, as well as a greater role assigned to the top management
- Easier integration with other standards since the structure (HLS) will be identical
- Easier integration with ISO 14001, since many organizations, especially small ones, assign a person who follows both aspects of environmental and OH&S because they are commonly considered as related areas
- ISO 45001:2018 standard provides additional focus on process approach, and clarifies why it is essential to implement it in each business process of the organization
- 45001 will maintain the same commitments of 18001 to regulatory compliance, but strengthening the basic concepts
- Leadership and culture: Specific requirements for top management in terms of demonstrating leadership, commitment and encouraging a positive occupational health and safety culture within the organization
- Risk-based thinking is one of the major changes in ISO 45001 compared to OHSAS 18001. It requires from organizations to consider the risks and opportunities associated with the issues that are identified in clause 4.1, more specifically with regards to the interested parties. This clause has brought a significant change to the standard, by replacing preventive actions and reducing the need for corrective actions.

What are the changes to 18001 / 4801?

- Purpose of the standard remains the same; many of the topics covered in the OHSAS 18001 are provided in the current ISO/DIS 45001
- The new standard will follow the new format "High-Level Structure" of Annex SL, the new ISO (HLS) that introduces a mutual framework to all management systems. Which means it will be aligned with the revised versions of ISO 14001 and ISO 9001
- In the new standard, there is a greater focus on the environment in which the organization operates, as well as a greater role assigned to the top management
- Easier integration with other standards since the structure (HLS) will be identical. Easier integration with ISO 14001, since many organizations, especially small ones, assign a person who follows both aspects of environmental and OH&S security because they are commonly considered as related areas.

What are the changes to 18001 / 4801?

- ISO 45001 standard provides additional focus on process approach, and clarifies why it is essential to implement it in each business process of the organization
- The 45001 will maintain the same commitments of 18001 to regulatory compliance, but strengthening the basic concepts
- Leadership and culture: Specific requirements for top management in terms of demonstrating leadership, commitment and encouraging a positive occupational health and safety culture within the organization
- Documentation flexibility
- Greater Importance on Hierarchy of controls
- Proactive strategic approach

What are the changes to 18001 / 4801?

- ISO 45001 focuses on identifying and controlling risks, rather than hazards, as it is required in OHSAS 18001/4801
- Some of the terminology will use similar approaches of other management systems while also maintaining a different specialized approach on OH&S management system
- Risk-based thinking is one of the major changes in ISO 45001 compared to OHSAS 18001/4801. It requires from organizations to consider the risks and opportunities associated with the issues that are identified in clause 4.1, more specifically with regards to the interested parties. This clause has brought a significant change to the standard, by replacing preventive actions and reducing the need for corrective actions
- Better focus on stakeholders is another change in ISO 45001:2018. The general requirement (clause 4.1) of OHSAS 18001/4801 is also incorporated into the ISO 45001, but the changes that are made are put into two new sub-clauses: “Understanding the organization and its context” and “Understanding the needs and expectation of interested parties”

Challenge for Companies and auditors alike

- Top Management forced to become heavily involved in safety. This should increase transparency and reduce risk in Companies as Senior management become more fully involved.
- As structural changes to the standards effect a number of Company manuals and procedures, it will provide an opportunity to change your safety program to a process based approach which will more closely reflect your actual practices and provide for easier auditing and improvement opportunities.

Correlation matrix

ISO 45001 – OHSAS 18001/4801

ISO/DIS 45001:2016	OHSAS 18001:2007	Explanation
Introduction	Introduction	<p>The point of both sections is the same: explaining the purpose of the standard and emphasizing the PDCA cycle.</p> <p>ISO 45001 provides more information on the purpose and benefits of an OH&S management system and defines success factors for an effective OH&S management system.</p> <p>The last sub clause of this section provides clarification of the structure and terms of the standard.</p>
0.1 Background		
0.2 Aim of an OH&S management system		
0.3 Success factors		
0.4 Plan-Do-Check-Act cycle		
0.5 Contents of this International Standard		
Occupational health and safety management systems - Requirements with guidance for use	Occupational health and safety management systems - Requirements	
1 Scope	1 Scope	These clauses are almost the same for both standards.
2 Normative references	2 Reference publications	ISO/DIS 45001 has no normative references.
3 Terms and definitions	3 Terms and definitions	Both standards provide definitions for terms used in the text.
4 Context of the organization		
4.1 Understanding the organization and its context		<p>This is a completely new requirement; the organization will need to determine the external and internal context that affects the organization and its OH&S management system.</p>
4.2 Understanding the needs and expectations of workers and other interested parties		<p>Interested parties are mentioned several times in OHSAS 18001, but there were no explicit requirements for their identification and identification of their needs and expectations. Furthermore, ISO/DIS 45001 distinguishes workers from other interested parties in order to emphasize their importance.</p>
4.3 Determining the scope of the OH&S management system	4.1 General requirements	<p>Both standards require definition of OH&S management system scope; only ISO/DIS 45001 elaborates requirements for the scope in more detail. Documenting the scope of the OH&S management system is required by both standards. For more information, see How to determine scope of the OH&SMS.</p>

Correlation matrix

ISO 45001 – OHSAS 18001/4801

ISO/DIS 45001:2016	OHSAS 18001:2007	Explanation
4.4 OH&S management system and its processes	4.1 General requirements	The requirements are the same for both standards.
5 Leadership and worker participation		
5.1 Leadership and commitment	4.4.1 Resources, roles, responsibility, accountability and authority	Both standards have similar requirements regarding top management. ISO/DIS 45001 does not require the organization to appoint a member of the top management to be responsible for the OH&S management system.
5.2 OH&S policy	4.2 OH&S policy	The requirements for the OH&S Policy are the same in both standards, only better elaborated in IS/DIS 45001.
5.3 Organizational roles, responsibilities, accountabilities and authorities	4.4.1 Resources, roles, responsibility, accountability and authority	The main difference is that the new standard does not require appointing a management representative.
5.4 Participation and consultation	4.4.3.2 Participation and consultation	The requirements of both standards are almost the same; only ISO/DIS 45001 defines them in more detail.
6 Planning		
6.1 Actions to address risks and opportunities		
6.1.1 General		This is a completely new requirement compared to OHSAS 18001. When planning the OH&SMS, the organization will need to determine the risks and opportunities affecting the organization.
6.1.2 Hazard identification and assessment of OH&S risks		
6.1.2.1 Hazard identification	4.3.1 Hazard identification, risk assessment and determining controls	The requirements regarding identification and assessment of OH&S hazards are the same in both standards; only ISO/DIS 45001 provides more details.
6.1.2.2 Assessment of OH&S risks and other risks to the OH&S management system		Risks related to the OH&S management system are a new requirement compared to OHSAS 18001; this clause covers not only hazard-related risks but also risks regarding legal and other requirements and overall context of the organization.

Correlation matrix

ISO 45001 – OHSAS 18001/4801

ISO/DIS 45001:2016	OHSAS 18001:2007	Explanation
6.1.2.3 Identification of OH&S opportunities and other opportunities		Opportunities are only mentioned in ISO/DIS 45001, and this sub clause defines what kind of opportunities must be addressed.
6.1.3 Determination of applicable legal requirements and other requirements	4.3.2 Legal and other requirements	Both standards require the organization to establish a process for identification of legal and other requirements, and also to document legal and other requirements.
6.1.4 Planning to take action		The organization will have to plan actions to address the determined risks related to threats and opportunities and evaluate their effectiveness.
6.2 OH&S objectives and planning to achieve them		
6.2.1 OH&S objectives	4.3.3 Objectives and programs	The requirements remain the same, but are further elaborated in the new version. See the sample document here: OH&S Objectives and Programs .
6.2.2 Planning to achieve OH&S objectives		
7 Support		
7.1 Resources	4.4.1 Resources, roles, responsibility, accountability and authority	The requirements regarding resource provision for both standards are the same, but the new standard emphasizes resource provision by dividing them into separate clauses.
7.2 Competence	4.4.2 Competence, training and awareness	The requirements are the same, only further outlined in ISO/DIS 45001 by division into separate clauses. See the sample document here: Competence, Training and Awareness Procedure .
7.3 Awareness		
7.4 Information and communication	4.4.3.1 Communication	The requirements of both standards are pretty much the same, only elaborated in more detail in ISO/DIS 45001.
7.5 Documented information		
7.5.1 General	4.4.4 Documentation	Documents and records now belong to the same category – documented information. The requirements of both standards are equivalent.
7.5.2 Creating and updating	4.4.5 Control of documents	
7.5.3 Control of documented information	4.5.4 Control of records	
8 Operation	4.4 Implementation and operation	

Correlation matrix

ISO 45001 – OHSAS 18001/4801

ISO/DIS 45001:2016	OHSAS 18001:2007	Explanation
8.1 Operational planning and control	4.4.6 Operational control	Requirements of both standards are pretty much the same; only ISO/DIS 45001 has separate sub clauses for change management and outsourced processes.
8.1.2 Hierarchy of controls	4.3.1 Hazard identification, risk assessment and determining controls	The hierarchy is much better defined in ISO/DIS 45001 and slightly modified. While OHSAS 18001 puts it inside the clause with other requirements, ISO/DIS 45001 has it separately to emphasize its importance.
8.2 Management of change	4.4.6 Operational control	The requirements of both standards are almost the same, only elaborated in more detail in ISO/DIS 45001 and kept as a separate clause.
8.3 Outsourcing		The requirements of both standards are almost the same, only elaborated in more detail in ISO/DIS 45001 and kept as a separate clause.
8.4 Procurement		The requirements of both standards are almost the same, only elaborated in more detail in ISO/DIS 45001 and kept as a separate clause.
8.5 Contractors		The requirements of both standards are almost the same, only elaborated in more detail in ISO/DIS 45001 and kept as a separate clause.
8.6 Emergency preparedness and response	4.4.7 Emergency preparedness and response	The requirements are almost the same, but are further elaborated in the new standard. See the sample document here: Procedure for Emergency Preparedness and Response .
9 Performance evaluation	4.5 Checking	
9.1 Monitoring, measurement, analysis and evaluation	4.5.1 Performance measurement and monitoring	The new clause sublimates all requirements monitoring and measuring, including legal and other requirements, OH&S performances, operational controls, etc.
9.1.1 General	4.5.2 Evaluation of compliance	The requirements are the same. See the sample document here: Compliance Evaluation Record .
9.1.2 Evaluation of compliance with legal requirements and other requirements		
9.2 Internal audit	4.5.5 Internal audit	The requirements are equivalent, but the new standard has divided the clause into two sub clauses to emphasize some elements of the internal audit, such as the audit objective and the audit process. The main

Correlation matrix

ISO 45001 – OHSAS 18001/4801

ISO/DIS 45001:2016	OHSAS 18001:2007	Explanation
		difference is that the new standard does not require a documented procedure. See the sample document here: Procedure for Internal Audit .
9.3 Management review	5.6 Management review	The requirements are equivalent.
10 Improvement		
10.1 Incident, nonconformity and corrective action	4.5.3 Incident investigation, nonconformity, corrective action and preventive action 4.5.3.1 Incident investigation 4.5.3.2 Nonconformity, corrective action and preventive action	ISO/DIS 45001 does not have preventive actions, which aligns it with new versions of other management system standards. Also, incident investigation is merged with nonconformities and corrective actions because the same process can be used for investigation of incidents and nonconformities, and they are both resolved with corrective actions.
10.2 Continual improvement		The new standard points out the need to use all available information for continually improving the OH&S management system.
Annex A – Guidance for use		Annex A explains the new structure of the ISO/DIS 45001 standard, together with explanations of each clause and its requirements.

Key changes in ISO 45001

Clause 4: Context of the Organisation

Context of the organization is a new concept compared to OHSAS 18001. The attention to the context in which an organization operates is one of the advances that characterize the current work on the revision of another important standard on management systems. There is a broader vision, which calls into action the entire organization and in particular the role of the management. ISO 45001, places more emphasis on the organization's context.

ISO 45001 states that, organizations need to look beyond the direct meaning of health and safety and consider the company's health and safety objectives in broad terms. Organizations must certainly think when choosing their suppliers and contractors, but also need to consider, for example, how their activities can have an impact on their neighbours.

In this regard, it requires an organization to consider all positive or negative issues that may affect directly or indirectly the achievement of expected results, or achieve clear progress towards planned objectives as it has been intended.

Consider what surrounds the organization and evaluate how it may affect your OH&S Management System. ISO 45001 indicates to us that, when considering the context of an organization we must take into account the internal issues among which are: the organizational structure, responsibilities and distribution, personal knowledge, middle management, technology, information flows, processes of decision making, and so on.

External issues including: the cultural environment, market competition, new and old suppliers, new technology, new legislation, and so on.

Key changes in ISO 45001

Clause 4: Understanding the Needs and Expectations of Interested Parties

The organization should have a general understanding of the needs and expectations expressed by the stakeholders that the company determines as relevant. This is an important point which involves performing a reflection of work and understanding of the needs and expectations of different stakeholders.

ISO 45001 tells us that we need to identify:

- needs
- expectations

Stakeholders of an OH&S Management System may include:

- Legal and regulatory authorities
- Parent organizations
- Suppliers, contractors and subcontractors
- Workers of the organization
- Owners, shareholders, customers, visitors, local community and neighbours of the company and the general public
- Medical services and other community services, media, business associations and NGOs
- Companies engaged in safety and health at work

The needs and expectations of stakeholders are not necessarily business requirements. It is important to distinguish between the needs and requirements, such as:

- Mandatory requirements
- Requirements that must be assumed
- Other requirements that the company subscribes voluntarily

Key changes in ISO 45001

Clause 4: Determining the Scope of the OHS Management System

A company has the freedom and flexibility to define the limits considering their work-related activities. A company can choose to implement the ISO 45001 standard across the entire organization or in the most specific parts, thus defining that top management has its own roles, responsibilities and authorities to establish an OH & SMS. The scope has to be objective and representative of operations that implement OH & SMS, so that it does not mislead stakeholders.

When defining the scope of the OH & SMS the company has to consider:

- Clause 4.1 identifying external and internal issues
- Requirements of Clause 4.2 (identify the needs and expectations of interested parties)
- Organization's work related activities

Thus, the scope of OH & SMS cannot be defined without considering requirements of clauses 4.1, 4.2 and work related activities. The defined scope should be available as documented information.

Key changes in ISO 45001

Clause 5: Leadership and Commitment

ISO 45001 emphasizes that the aspects of health and safety are now integrated into the overall organization's management system, thus requiring a stronger and more involvement of its management.

Similar to ISO 9001: 2015 and ISO 14001: 2015, there is a greater role for top management in the new ISO 45001 standard. Health and safety at work become central aspects of the management system, and this requires a strong commitment by top management.

It is a significant change for those who so far have delegated these aspects to a specific department responsible for OH&S, rather than, fully integrate it into all activities of the organization. ISO 45001 requires that health and safety are a part of the entire business management system and are no longer something extra, as required by OHSAS 18001.

In addition, the organization shall identify and clearly describe, in a separate process, opportunities for improvement for health and safety at work.

Such opportunities may arise from:

- organizational changes
- elimination of health risks in the workplace and safety in the workplace
- adaptation of working conditions to the needs of employees

Key changes in ISO 45001

Clause 5: OHS Policy

The OH&S policy is a set of principles that establishes the commitments of the management of the organization, and it should support and continuously improve performance to achieve safety and health in the workplace.

Establishes a framework for the organization to set goals and take the necessary decisions to achieve the expected results within the management system. Top management must establish, implement and maintain a policy of safety and health at work in consultation with workers at all levels of the company. Organization must indicate commitment to comply with applicable legal requirements and other requirements. Also, indicate commitment to control risks related to safety and health at work using the priorities of the controls.

Different from OHSAS 18001/4801 this clause requires greater participation of the workers when developing the OH&S policy. Additionally, the communication across the organization should be improved i.e communication between top management and workers.

The policy of OHSMS must:

- Be available as documented information.
- Communicated to employees of the organization.
- Be available to all interested parties.
- Periodically reviewed to ensure that is kept updated.

Key changes in ISO 45001

Clause 5: Organisational Roles, Responsibilities, Accountabilities

The essentials of this clause remain the same as in OHSAS 18001/4801. Management has to ensure that the responsibilities, accountability and authorities for relevant roles within the OH&S

Management System have been communicated and designated, and keep as documented information. Workers at every level of the company have to take responsibility for those aspects of the management system over which they have control.

Key changes in ISO 45001

Clause 5: Participation and Consultation

The company must establish, implement and maintain different processes for participation in the development, planning, implementation, evaluation and action for improvement of the OH&S Management System. Employees at all levels and functions applicable, must be involved.

Different from OHSAS 18001/4801 this clause requires organizations involve participation of non -management workers. The organization should provide an additional importance on the presence of non – managerial workers in the consultation that relates to the determination of the needs and expectations of stakeholders, also when establishing the policy, allocating roles and when determining how to apply the legal requirements.

Key changes in ISO 45001

Clause 6: Actions to Address Risks & Opportunities

This clause has been revised and combines some of the clauses of OHSAS 18001/4801 resulting in a broader concept that includes opportunities and measures of effectiveness.

Key changes in ISO 45001

Clause 6: Hazard Identification and Assessment of OHS Risks

This clause and its sub clauses offer all the requirements for identifying hazards and assessing OH&S risks, and in general, this process is the same as required in the OHSAS 18001/4801 standard.

In order for an OHSMS to work effectively a company has to identify all the risks presented by its processes and then assess the risk in the hazards.

Key changes in ISO 45001

Clause 6: Hazard Identification

ISO 45001 requires a company to design the identification process in a proactive manner based on the possible risks that may arise from the operations of the company. This identification of risks and hazards must take into account the following:

- Routine and non-routine activities
- Emergency situations
- People who are involved
- Other issues that include the design of the workplace
- Changes in the company
- Changes in information about the dangers
- The incidents of the past
- Social factors of the company

Key changes in ISO 45001

Clause 6: Assessment of OHS Risks and other Risks to the Management System

The risk assessment still requires that the risks of hazards are identified and lead to the prevention of occupational hazards and its operations. These criteria must be defined by the company, as it will be different from one company to another.

OH&S objectives and planning to achieve them

This component of the standard remains basically the same as it was in OHSAS 18001/4801.

Key changes in ISO 45001

Clause 7: Support – Resources / Competence / Awareness

The organization should determine and provide the resources that are needed to successfully implement an OH&S Management system.

The essentials of this clause remain the same as in OHSAS 18001/4801, however procedures are no longer required. Documented Information should be accessible to support competence evaluation and development. Actions will be assessed to check their efficiency.

Employees should be aware of risks & hazards related to them and how their tasks affect the overall performance of OH&S MS. Employees should also be aware of policy requirements and outcomes of relevant incident investigations.

Key changes in ISO 45001

Clause 7: Support – Information & Communication

The organization has to establish information and relevant internal and external communications of OH&S Management System. It must clearly define what to report, when to report it, how to report it and to whom to report it, in order to make and keep all information up-to-date. Additionally it should determine the objective of the communication and evaluate its effectiveness.

Key changes in ISO 45001

Clause 7: Support – Documented Information

One of the key changes is the approach that is given to documented information, which is the new operational terminology applied to all documents and records of the ISO 45001 standard. This terminology is based on Annex SL similar to other ISO standards that have been recently reviewed; it appears that the documented information requirements are less demanding than in OHSAS 18001/4801. But it should be noted that ISO 45001 has different requirements that the organization will need to comply to.

The procedures and technical requirements of documents and controls are replaced with documented information. But if the organization sees them as necessary they can be retained. However, documented information still requires control similar to OHSAS requirements.

Mandatory documents and records can now be consolidated as documented information; according to the new standard it is advised that this information is used in the certification audit of the standard itself to ensure that it meets the requirements of the ISO 45001 standard.

Key changes in ISO 45001

Clause 8: Operation – Planning & Control

Planning component is an addition to this clause. The new standard requires planning,

instead of just control as it was required in OHSAS 18001/4801. The planning criteria should be based on the requirements defined in Section 6.

Hierarchy of Controls

In the hierarchy of controls, the need to have controls to reduce the risks in terms of safety and health at work at the lowest level possible, is introduced. The hierarchy of controls is based on risk management principles.

Key changes in ISO 45001

Clause 8: Operation – Management of Change

This clause introduces the requirements for planned changes that impact OH&S performance. The company has to implement and use a proper applicable methodology for risk and opportunity assessment that may rise as an outcome of change. This process depends on the nature of the foreseen change.

The organization has to ensure that unexpected hazards and an increase on risk profile do not happen as a result of change recently implemented in the company. The organization has to ensure that all employees that are affected from a change implemented in the company, are appropriately informed and capable to cope with the transformation.

Key changes in ISO 45001

Clause 8: Operation – Outsourcing (new)

ISO 45001 requires that outsourcing processes shall be controlled and monitored and also reduce the possible impact of outsourced activities. ISO 45001 requires that any outsourced process should be under the OHSMS control. The organization should define the controls that will apply to the outsourcing company and the result of the outsourcing activities (how will you control sub-contractors and what conditions are they required to meet under your OHSMS?)

The organization should evaluate the outsourcing provider and check what controls they implement within their company and check their effectiveness. The organization also must consider the risk involved when outsourcing its activities.

Key changes in ISO 45001

Clause 8: Operation – Procurement(new)

This clause refers directly to the procurement of goods and services. ISO 45001 requires organizations to implement controls in order to ensure that when the company purchases goods such as raw materials, hazardous substances, or any equipment, they conform to the requirements of its OHSMS.

These controls also apply to any product or services that the organization purchases. Proper controls should be defined and implemented before the company purchases any goods or services. These controls should be able to identify and evaluate potential health and safety risks related with the goods or services prior to their introduction at the workplace.

Key changes in ISO 45001

Clause 8: Operation – Contractors (new)

This section, delves into the establishment of the coordination of activities. A distinction between coordination with contractors on the basis of whether they have or not implemented an OHSMS, if the contractor has not implemented an OHSMS, the organization has to specify how the coordination of the contractor will be made with activities and processes of the management system.

A very important part of the coordination will require verification that the contractors are able to perform their tasks before allowing them to proceed with their work, examples:

- Performance records of safety and health
- Specify all criteria used to qualify, gain experience and control the competence of employees.
- Training requirements and other requirements of employees are carried out.
- Should take into account all resources, equipment and work preparation they are adequate and are ready to start work.

An organization has to ensure that the contractors comply with the company's OHSMS. These procedures must include proper health and safety criteria when selecting a contractor.

Key changes in ISO 45001

Clause 8: Emergency Preparedness & Response

This clause remains similar to its predecessor in OHSAS 18001/4801, however the requirements have been strengthened and expanded and also include the communication component.

Potential emergency situations should be identified. The company should evaluate OH&S risks related to emergency situations. The company should have a plan to respond to emergency situations. The emergency response plan should be periodically tested and exercised to check its competence.

Key changes in ISO 45001

Clause 9: Performance Evaluation – Monitoring, Measurement, Analysis

The requirements of this clause have been revised and extended. Different from OHSAS 18001/4801, this clause now also includes communication and criteria. Documented information replaces the procedural requirements that were part of this clause in OHSAS 18001/4801.

Evaluation of compliance with legal requirements and other requirements

Again, documented information replaces the procedural requirements that were part of this clause in OHSAS 18001/4801. This clause has also been revised and extended to include evaluation method and frequency.

Key changes in ISO 45001

Clause 9: Internal Audit Objectives

Again, documented information replaces the procedural requirements that were part of this clause in OHSAS 18001. Internal audit objectives remain the same as in OHSAS 18001.

Clause 9: Internal Audit Process

This clause has also been revised and extended to include:

- Established communication with workers and their representatives
- Assist in continual improvement of the overall OHSMS.

The requirements of this clause also include proper action when retaining documented information and addressing nonconformities.

Key changes in ISO 45001

Clause 9: Management Review

The requirements of this clause are based on the previous standard. However, the new standard sets a greater importance in communication and improvement based on the effectiveness of the system and risk opportunities.

Management should review the OH&S performance by monitoring trends for example in:

- incident occurrence
- participation of workers and the results of discussions
- OH&S risks and opportunities and so on.

Management should also review relevant communication with stakeholders and determine the actions that need to be taken when the objectives have not been achieved. The company has to retain documented information as evidence of the results of management reviews.

Key changes in ISO 45001

Clause 10: Improvement

This clause has brought a significant change to the standard, by replacing preventive action and reducing the need for corrective actions. The reason for the disappearance of the concept of preventive action, is that the structure of Annex SL introduces the concept that the company needs to examine its business risks while developing its OH&S Management System, and use it as a tool to prevent the risk occurrence. That is, if a company is using an OHS Management System under ISO 45001 to control risks, it is considered that the entire management system itself is a prevention tool. Requirements of this clause include (next page)

Key changes in ISO 45001

Clause 10: Improvement

- Incidents should be reported on time
- Documented information related to this clause should be communicated to relevant workers
- Direct actions should be taken to control and correct incidents or nonconformities. These actions should be conducted in a timely manner in order to deal with the consequences as soon as possible. After a corrective action has been performed, the organization may investigate and consider if any additional action is required to prevent the occurrence of a similar nonconformity or incident
- Risk reduction and risk assessment principles should be applied
- OH&S risk assessment performed in clause 6.1 should be reviewed
- Organizations are required to identify what caused the nonconformity or incident. The organization has to determine what actions can be taken to approach the cause or the problem, evaluate any risk assessments or launch a new assessment – following the requirements for implementing a corrective action. The organization has also to consider if there are any potential similar problems remaining possibly in other parts of their operations.

After that the implementation of any corrective action seen as necessary is required, evaluate its effectiveness and if necessary implement changes to the management system. Root cause analysis is a significant factor for continual improvement.

Key changes in ISO 45001

Clause 10: Improvement

Opportunities for improvement of safety and health at the workplace coming from the hazard identification, risk assessment and other activities of the company should be identified. This clause addresses the need to act on all opportunities to increase or improve the management system. This clause also requires the retention of documented information related to actions, evaluation of effectiveness and communications.

Continual improvement process should result from the management system. This can be realized from a range of components within the system. ISO 45001 requires the organizations to demonstrate the usage of the results from their evaluation and analysis processes that are used to identify areas of deficit and opportunities for improvement. This clause also requires:

- Communication of results
- Maintain documented information

Relevant methodologies, techniques and tools should be implemented from the organization to support this process.

Key changes in ISO 45001

Useful Tips

Most mid-sized companies can consider the following hierarchy in terms of documentation and streamlining method for documented information:

- An organization must include the scope of the OH&S Management System, in which the methods and processes used to address the opportunities and risks, controls operations and planning are included, all necessary requirements to establish leadership and communication, as well as preparing the organization to face emergency situations.
- It should be documented that there are processes that must be incorporated for your company, for example, perform a management review, internal audit or corrective action processes.
- An organization can develop a matrix with the results of the outputs of the processes recorded, and use the results for evaluation, analysis, improvement, and objectives. This may be your day to day working processes, while the manual contains more details on all individual process documents.