ISO 450001: 2018 TRANSITION PROCESS FROM BSOHSAS 18001:2007

13 Steps of transition process to ISO 45001

QCS Management Quality Assurance Department

2019

ISO 45001 Transition process

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Resources for helping in the Transition process

- **Free White paper on ISO 45001 – Transition process**
- **Free White paper on ISO 45001- clause by clause explanation**
- **Free supplementary guidelines on ISO 45001- policies & procedures**
- **Free ISO 45001 Gap analysis checklist:**
- **Basic Foundation/ awareness training(online/ classroom) on ISO 45001**

ISO 45001 Transition process

Executive summary

With the release of ISO 45001:2018, companies have been given three years to finish their transition to the new standard. All organizations currently certified against OHSAS 18001 will need to transition to the new requirements by March 2021. This means that after the end of March2021, a certificate based on OHSAS 18001 will no longer be valid. Considering the complexity of the standard and its importance for ensuring a healthy and safe working environment, the transition process needs to be planned thoroughly. This whitepaper provides you with an outline of the transition process and the steps to be taken in order to achieve compliance with the new standard.

Introduction

Time is the most important factor for making the transition from OHSAS 18001 to ISO 45001. In order to transition successfully, a company needs to start on time and avoid waiting until near the deadline. Waiting until the last minute will leave less time to correct problems – increasing the chances of not being certified on time. It is important to transition early, to reduce the risks and costs to your business.

This whitepaper will show you the timeframes and the necessary activities to be done for a successful transition.

Timing for the transition

The ISO 45001:2018 standard was published in March2018. Organizations are granted a three-year transition period from that date to comply with the new standard, at which time the OHSAS 18001 certificates and any certification pertaining to it will become obsolete. This means that you may have surveillance audits against the OHSAS 18001 standard until March2021, although some certification bodies have announced that they will stop issuing new certificates against OHSAS 18001 by February 2019, so it is advised that you consult your own certification body regarding your organization's circumstances if you are pursuing your initial ISO 45001 accreditation, or if your current OHSAS 18001 certificate expires in 2019.

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Thirteen –steps of the Transition process

The easiest way to make the upgrade to the ISO 45001 standard is by following these 13steps:

1. Identify the context of the organization

Identification of the context of the organization is a completely new requirement. When defining the context of the organization, you must consider internal and external issues relevant to your company's purpose, its strategic direction, and its ability to achieve the intended results of the Occupational Health and Safety(OH&S) Management System. The context of the organization as described in the ISO 45001standard requires you to describe the influences of various elements on the organization and how they reflect on the OH&S Management System; as well as defining the company's size, culture, customers, markets, objectives and goals, complexity of products, flow of processes and information, etc. These are considered to be factors that will influence the organization's objectives, purpose, and sustainability. It is advised that the consideration and outcome of this process be demonstrated within your OH&S Policy, or equivalent document. It is also a means to detect risks and opportunities regarding the business context. The standard does not require a documented procedure or any document to be produced in order to comply with this requirement, but documenting a Procedure for Determining the Context of the Organization and Interested Parties can be helpful.

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2.List all interested parties

This also belongs in clause 4, and it is also a new requirement.ISO 45001:2018 requires understanding who the interested parties are related to the OH&S Management System and the implications that the Occupational Health and Safety Management System might have on these parties. In order to be more detailed, the ISO 45001 standard specifies which types of parties are expected o be listed. We have both internal and external interested parties. Internal interested parties are employees, unions ,and so on, while external interested parties are customers, of course, along with suppliers, related authorities, and so on.

For example, if you made a business decision to ramp up your organization's activities by having a 24-hour shift pattern, then this change will have a great effect on your employees and subcontractors present on site. Also, it is important to distinguish between the relevant interested parties and their relevant needs and expectations, and those which are not relevant. For instance, the "need" and expectation of a customer to get your product at lower price is not relevant to your OH&S Management System, so such needs and expectations should not be addressed by the OH&S Management System. Although the standard does not require documentation of this information, having a List of Interested Parties, Legal and Other Requirements and Compliance Evaluation can facilitate the monitoring and meeting of these needs and expectations.

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3. Review the scope of the OH&S Management System

This requirement will assist your organization in better determining the scope of the OH&S Management System. Although the requirement to define the scope of the OH&S Management System existed in the previous version of the standard (OHSAS 18001), the concept in the ISO 45001:2018 standard is relatively new, and therefore will demand reference to the issues requested in paragraph 4.1 and the requirements referred to in 4.2.

Having an effective OH&S Management System depends directly on how you define the scope and parameters in the embryonic stages. Likewise, the transition period from OHSAS 18001 to ISO 45001 provides an opportunity to ensure that this is done correctly and accurately. For example, it is easy to consider all the internal issues within your OH&S Management System definition, but do you know all you need to know in order to clearly define the external issues that are related to your outsourcing partners and supply chain? A clear understanding of all of these aspects must be demonstrated when you define the scope of your OH&S Management System.

The scope can be documented in the Scope of the OH&S Management System, or in the OH&S Manual.

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4.Demonstrate leadership

There is a significant change in the leadership requirements in the new standard, which appear in clause 5. The new standard calls for leaders to be active and responsible, rather than the more passive role that could be interpreted from the previous standard. The new standard assigns responsibility to the organizational leaders for strategic objectives, OH&S Management System scope and results, policies and processes, communication, culture, fostering a commitment to occupational health and safety, providing resources and training opportunities, and even "inspiring, encouraging and recognizing the contribution of people." Therefore, it is clear that top management involvement and inclusion in all aspects of your OH&S Management System will become a requirement. For instance, making decisions on issues like risk assessment topics will now be almost impossible without strategic leadership advice, except in the instance of responding to an incident.

The OH&S Policy is not a new document, of course, but now it must be aligned with the context of the organization and the strategic direction of the organization. This is one of the places where the top management of the company can demonstrate their leadership and create a policy that will really express their commitment to continual improvement and compliance with the requirements.

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5.Assess risks and opportunities
This is a new and key requirement of the new standard and appears in clause 6. Risks and opportunities now need to be considered for all aspects of the OH&S Management System, including all compliance requirements and even the context of the organization. After this, there should be a documented plan for how the business should address that risk. Therefore, the assessment of risk and opportunity is intended to become an integral part of all major OH&S Management System components and decision-making processes. Add this to the increased reliance on leadership mentioned above, and it is easy to see how real business benefits will be attained for most organizations.
Risk-based thinking is definitely the hottest change compared to the old standard. Many people are wondering how to do it, what methodology to use, and whether or not it should be documented. When determining risks and opportunities, the organization needs to take into account the hazards, as well as the legal and other requirements, in order to ensure the intended outcomes of the OH&S Management System, to prevent or reduce undesired effects, and to achieve continual improvement. Of course, among all risks and opportunities, the organization needs to determine which ones are relevant for the OH&S Management System, and then plan actions to address them.
In addition, the organization needs to maintain documented information on OH&S risks and opportunities, which can be done in the form of a Registry of Key Risks and Opportunities; it also needs to document the process of determining risks and opportunities, which can be combined with identification of OH&S hazards in the Procedure for Addressing Risks and Opportunities and OH&S Hazards.

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6.Identify and assess the hazards

This, of course, is not a new requirement, and the changes made are aimed at making the requirements clearer and more precise. The organization needs to establish a process for hazard identification that is ongoing and proactive. The transition is a good opportunity to reassess and update the existing assessment of occupational health and safety hazards by considering past relevant incidents, social factors, culture within the organization, routine and non-routine activities and situations, changes in knowledge, etc.

Your existing procedure for identification and evaluation of occupational health and safety hazards can be kept for the most part, and this will be conformant to the new standard; however, some changes should be made in order to align with the new requirements. This will depend on the content of the existing procedure, and the best way to approach this issue is to compare your existing procedure to the requirements of the new standard and see what are the exact changes that need to be made.

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7.Determine the compliance obligations

Complying with legal and other requirements is the bedrock of the OH&S Management System. You cannot be conformant to ISO 45001 or any other standard without being compliant with regulatory and statutory requirements. The new standard, like the old one, provides the framework for identification of, and achieving compliance with, legal requirements. The organization needs to establish a process to determine and have access to legal and other requirements that are applicable to its hazards, OH&S risks, and OH&S Management System. The process required by the standard also needs to help the organization determine how these legal and other requirements apply to the organization, and what needs to be communicated to employees and local authorities in order to achieve and maintain compliance with these requirements. And, finally, these legal and other requirements must be taken into account when establishing, implementing, maintaining, and continually improving the OH&S Management System. In order to monitor information about the legal requirements and keep them up to date, the organization must document them in some kind of List of Legal and Other Requirements.

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8.Plan actions

The processes of determining risks and opportunities and compliance obligations are meant to define the current situation of the Occupational Health and Safety Management System, and the next step is to address these issues. The organization needs to plan actions to address risks and opportunities and legal and other requirements, as well as to plan actions to prepare and respond to emergency situations. The planned actions need to be integrated into OH&S Management System processes and other business processes, and the organization needs to define the method for evaluating the effectiveness of the actions taken. The actions planned must follow the hierarchy of controls and consider best practices and technological options, as well as financial, operational, and business requirements.

9. Set OH&S objectives and plans for achieving them

The new standard requires the organization to ensure that the OH&S objectives are compatible with the strategic direction of the company. The standard also requires that plans for achieving these objectives must be created. Therefore, it is critical that you document this plan for audit purposes against the new standard.

The objectives must be measurable, monitored, and updated as appropriate. In addition, the objectives need to be consistent with the OH&S Policy and take into account legal and other requirements. Planning for the achievement of objectives is also very important, and the standard defines the key elements of the planning. The organization needs to define the actions necessary for achievement of the objectives, plus the responsibilities, necessary resources, and deadlines. Finally, the organization needs to determine how the achievement of the objectives will be measured, including indicators for monitoring the progress towards the objectives' achievement.

The objectives and the plan for achieving them can be documented in the OH&S Objectives and Programs.

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10.Control documented information

Procedures and records are now defined under the new term "documented information." During the process of aligning your existing documentation to the new clause numbers, the transition from OHSAS 18001 to ISO 45001 is a perfect opportunity to improve your existing documentation. For example, as "documented information" and a "process approach" are now critical, why not consider replacing some of your more wordy or cumbersome process instructions with one single process diagram? While improving your documentation is an excellent opportunity to demonstrate continual improvement, you are advised to ensure that your existing documentation still meets the needs of the new standard.

The process for document and record control is not required to be documented ;however, creating a Procedure for Document and Record Control can be beneficial.

11.Establish operational controls

Improving operational control versus the stated criteria is one of the goals of the new standard. The stated criteria are those which your organization must define for its processes, and to ensure that necessary documentation and resources are in place.

Therefore, it is important that your process documentation reflects this improved accuracy and operational control to comply with the new standard. This can be done by documenting a Procedure for Operational Control. For example, are your stated criteria and defined processes aligned to produce the targeted results and outcomes? Can you show that resources have been planned and delivered and that the product conforms to the stated requirements?

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12.Evaluate OH&S performance

And, at the end of your transition project, you will need to evaluate the performance of your OH&S management system and check whether it is compliant with the standard ,and ensure that it complies with legal and other requirements. As in the previous standard, the internal audit is the right tool for this task. Requirements for the internal audit haven't changed significantly, so the process will be the same; only the requirements to be audited against will be different. Documenting the Procedure for Internal Audit can be of great help to ensure consistency of the processes.

Compliance with the requirements of the standard is just the first step. The OH&S Management System must be effective in order to ensure health and safety in the workplace; so, therefore, the performance of the system must be monitored. This means that you need to determine what needs to be monitored, how to monitor it, and how often. If you are familiar with key performance indicators, this change will be easy for you.

Once the organization gathers information from the internal audit and performance monitoring, it can conduct the management review as an ultimate check of the system and a necessary step towards continual improvement. The standard requires the Management Review Minutes to be documented, and having a documented Procedure for Management Review can be helpful as well.

13. External audit by certification body

 After the satisfactory Internal audit & management Review, the organization can apply for certification audit during surveillance, recertification or special audit to achieve ISO 45001 certification.

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Bibliography;
ISO 45001 Academy
International organization of standardization

Free White paper on ISO 45001 :
 This will allow you to see a clause –by- clause explanation required by the ISO 45001standard.You write an email to qcsert56@yahoo.com , to get a free white paper on ISO 45001 2018 standard .

Free supplementary guidelines on ISO 45001
 This will allow you to see a sample of the policies and procedures required by the ISO 45001standard. You write an email to qcsert56@yahoo.com , to get a free copy of supplementary guidelines on ISO 45001.

Free ISO 45001 Gap analysis checklist:
You write an email to qcsert56@yahoo.com , to get a free   gap analysis audit checklist of ISO 45001 2018 standard . This will   help you to make a self evaluation of your preparedness before the external audit of ISO 45001 by the certification body.

Basic Foundation/ awareness training on ISO 45001 :
In order to help you remain on track with the implementation process of the new ISO 45001,we have developed an online/ onsite awareness program to help you make the transition process smoother.

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QCS MANAGEMENT PVT LTD
Professional empowerment

REG OFFICE: 37E/1(310)2ND STREET, MODERN PARK, SANTOSHPUR,
KOLKATA-700075.WEST BENGAL, INDIA.
CALL:+918697724963/+918902447427
Indian Branches: Mumbai(Maharashtra), Bhubaneswar(Orissa) ,
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