



WEBINAR: ISO 45001:2018 – Back to Basics

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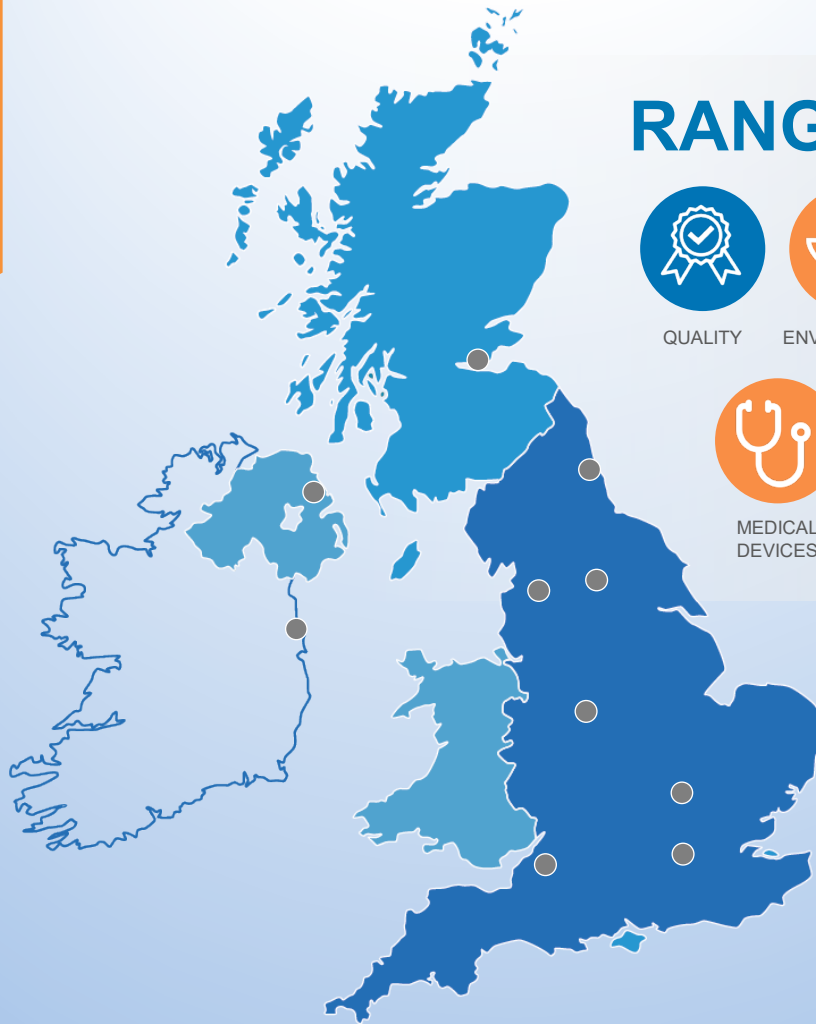
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KEY INFO

- 60 minute webinar
- Questions in the chat box
- Q&A at the end
- Recording of webinar circulated shortly

YOUR PRESENTER



Terry Fisher

ISO 9001, ISO 14001, ISO 45001,
EcoCampus, IOSH

**NQA Occupational Health
& Safety Principal Assessor**

Terry boasts an impressive length of service in a large variety of public and private organisations and industries. Including the likes of: Automotive; Heavy Engineering; Medical Manufacturing; General Manufacturing; Wallcovering & Printing; Educational Estates and Transport and Logistics.



WHAT WILL YOU LEARN?

- The structure of the standard and the Annex SL framework
 - The key concepts and benefits of ISO 45001 including the potential for integration
 - Practical guidance for the more complex clauses within the standard
 - How to plan and provide evidence
 - Addressing worker participation and how this can be demonstrated
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WEBINAR OBJECTIVES

Since the introduction of ISO 45001:2018, this standard have progressively been integrated into organisations business management systems or used as a stand-alone framework for companies.

We will in this webinar reflect on the framework of the standard and its requirements.

Confirm the relevance for organisations and how they provide a structure for improvement in OHS performance.

HOW TO PLAN AND PROVIDE EVIDENCE

One of the challenges during an assessment is knowing where relevant information is within the organisations system.

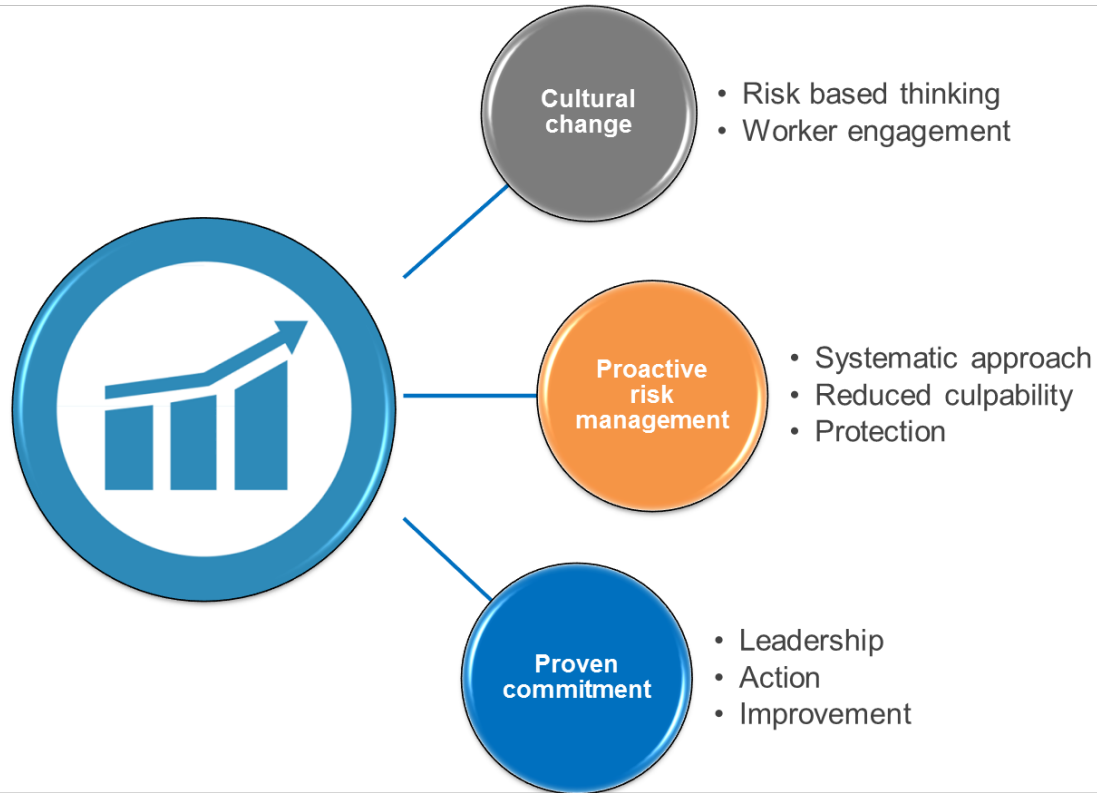
Audit plans are provided to clients before assessments to aid their preparation and resource planning for the assessment – Use them and note where the information is, who has access and how will this be demonstrated – via existing documents, demonstrations of the process, discussions with workers etc.

ISO 45001 STRUCTURE

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



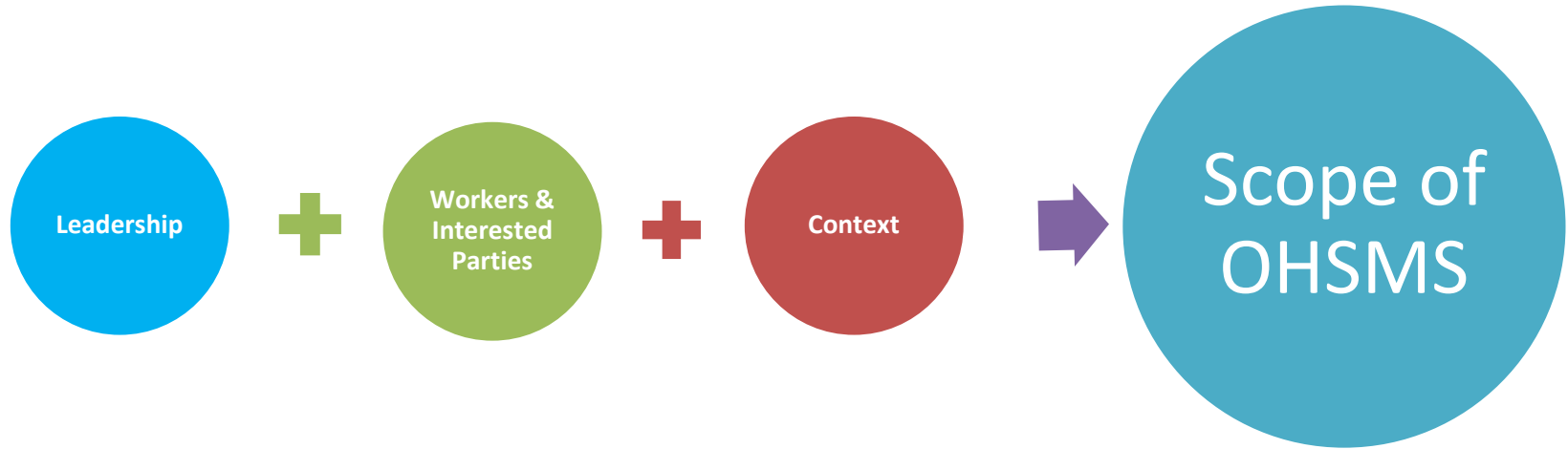
THE CONCEPTS AND BENEFITS OF ISO 45001



CULTURE



STARTING POINT OF THE OHSMS = SCOPE



4. CONTEXT OF THE ORGANISATION

EXAMPLES

Think about of the different contexts of the following types of organization:

- Water company (public limited company)
- University (educational establishment)
- Food manufacturer (limited company)
- Family owned engineering (small enterprise)

Each is very different in terms of its organizational conditions, external and internal issues and its interested parties.



SCOPE OF THE MANAGEMENT SYSTEM

Define the boundaries and applicability of the OH&S management system to establish its scope.

To be defined after considering:

- Context
- Workers and Interested Parties



Question: Where does it say in the standard that 4.1. & 4.2 have to be documented?

Answer: It doesn't, however a large number of organisations find it useful to document this in a number of ways, to aid it being circulated, communicated and revised by relevant staff and top management.

CONTEXT OF THE ORGANISATION

Question: How important would you say linking within ‘Context’ the internal and external issues that affect the business and understanding where these issues can link to other areas within the MS?

Answer: Context of the organisation is really important, as it links the workers and other interested parties with what the organisation does and what it may want or need to do in the future.

It would link directly to the policy commitments, legal and other requirements, strategy, workers and operations, resources and technology, operational controls, emergency preparedness etc.

CONTEXT OF THE ORGANISATION

Question: How would you create and demonstrate a risk / opportunities register?

Answer: There is no specified method, however it is common to see a table like document.

The level of details depends on the organisation.

A register can provide a useful prompt for review and updates to indicate why an organisations is taking action or implementing controls.

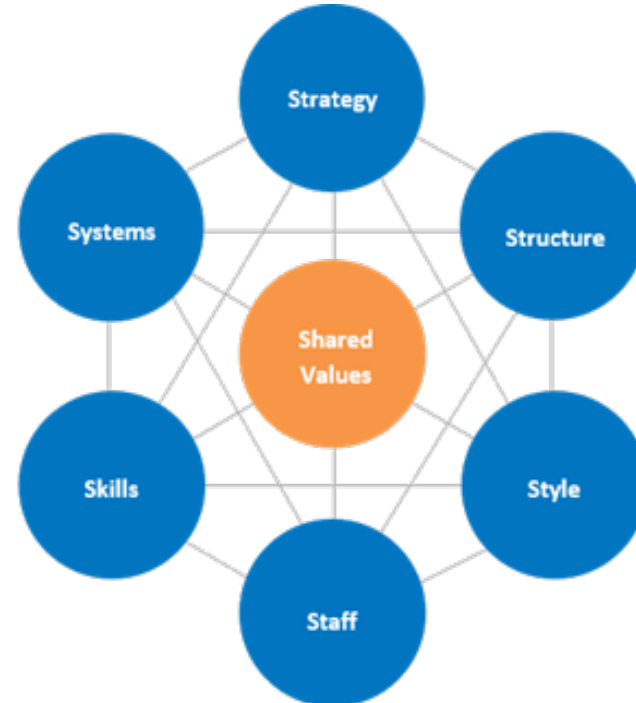


EXTERNAL AND INTERNAL FACTORS

External Factors



Internal Factors

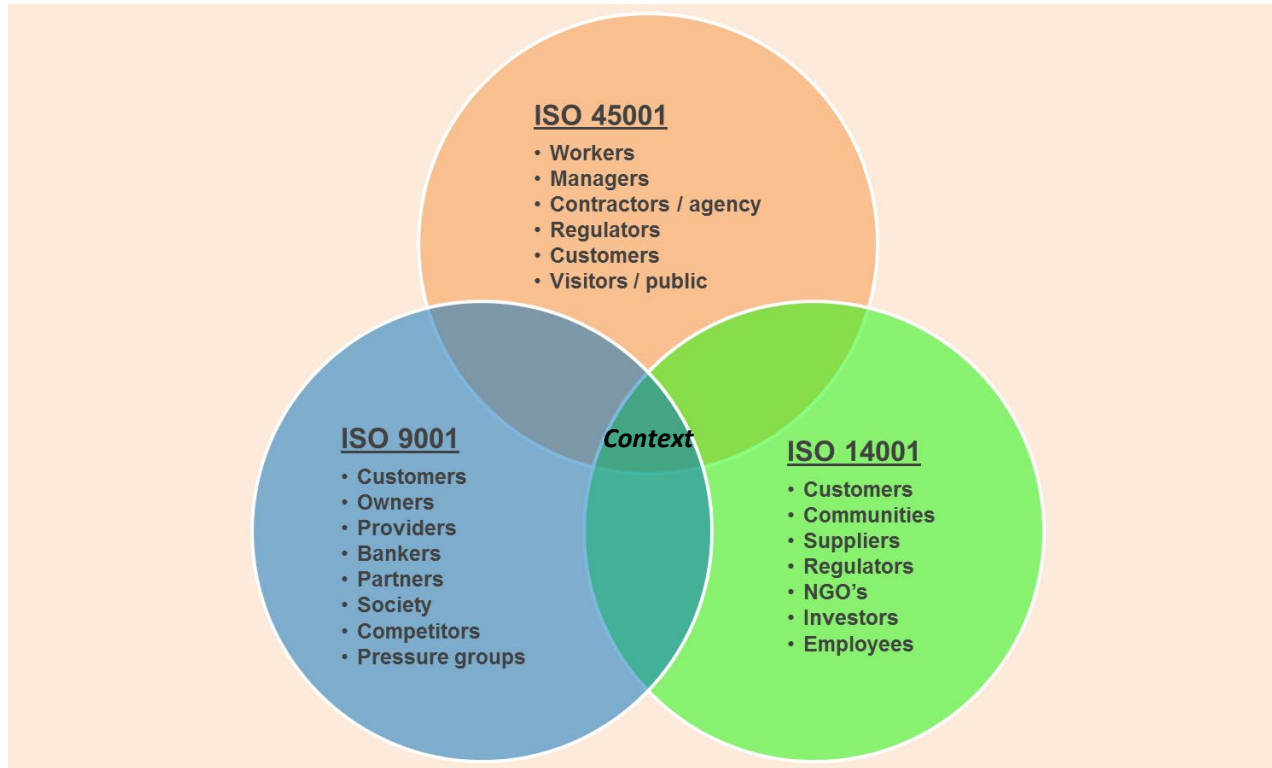


4. CONTEXT CLAUSES

- 4 **Context of the organization**
- 4.1 **Understanding the organization and its context – What does the organization do and why?**
- 4.2 **Understanding the needs and expectations of workers and other interested parties**
- 4.3 **Determining the scope of the OH&S management system**
(The scope shall be available as documented information).
- 4.4 **OH&S management system**



WORKERS AND INTERESTED PARTIES



5. LEADERSHIP

The emphasis is on leadership, not just management, to enhance participation and engagement with workers and other interested parties to provide safe and healthy working conditions.

5 Leadership and worker participation

5.1 Leadership and commitment

5.2 OH&S policy – (to be available as documented information)

- The system requires and is intended to provide; Commitment to safe and healthy working conditions by **prevention** of work related injury and ill-health
- NB: not just accidents!



5. LEADERSHIP CLAUSES

5.3 Organizational roles, responsibilities and authorities - The phrase accountabilities has been dropped from the title

- To be available as documented information

5.4 Consultation and participation of workers - a key OH&S element:

- *Mechanisms and removal of barriers*
- *Time and resource*
- *Information, communication and training*
- *Non-manager participation to identify hazards and controls and establishment of various elements of the system including Policy*
- *To engage with the whole management system*

6. PLANNING/8.1.2 HAZARDS & RISK REDUCTION

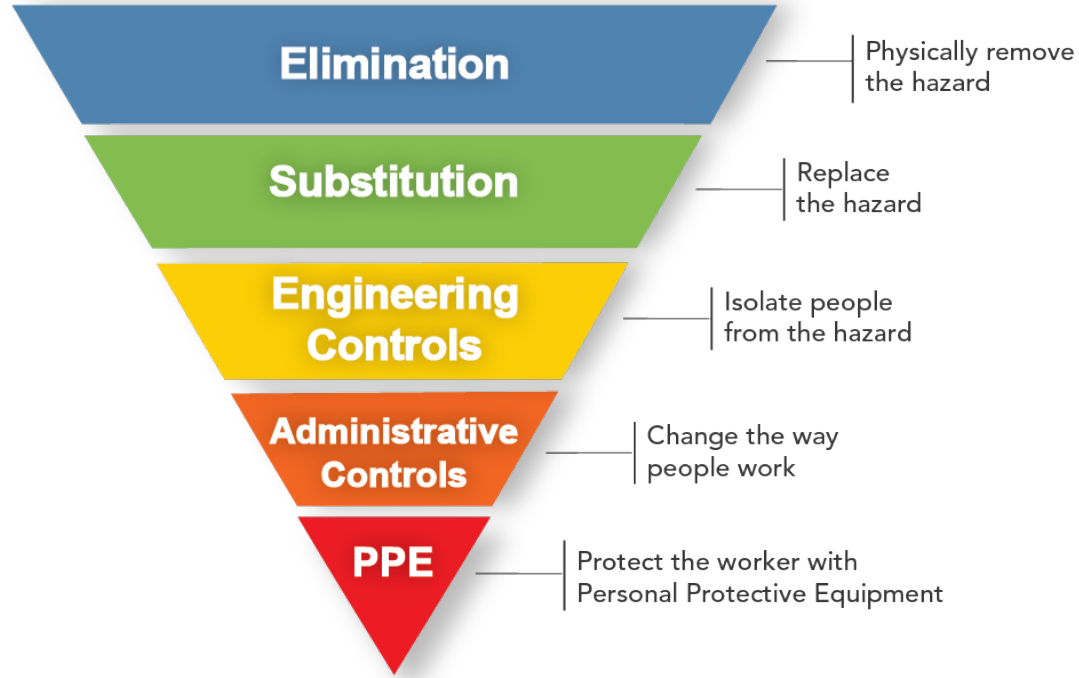
Planning is about defining the actions required to successfully achieve OH&S outcomes & objectives, address risks and opportunities and meet legal and compliance obligations whilst engaging with workers.

Hierarchy of Controls

Most effective



Least effective



6. PLANNING CLAUSES

6.1 Actions to address risks and opportunities

6.1.1 General

6.1.2 Hazard identification and assessment of risk and opportunities (shall be maintained as documented information)

6.1.3 Determination of legal and other requirements (maintained and retained as documented information)

6.1.4 Planning to take action

6.2 OH&S objectives and planning to achieve them

6.2.1 OH&S objectives (maintained as documented information)

6.2.2 Planning to achieve OH&S objectives (maintained as documented information)



RISK ASSESSMENT



7. SUPPORT CLAUSES

- 7.1 **Resources**
- 7.2 **Competence** (also applies to external workers and contractors – link to procurement process and shall be maintained as documented information).
- 7.3 **Awareness** – including the ability to remove themselves from work situations that they consider present an imminent and serious threat to life or health and protecting them from undue consequences for doing so.
- 7.4 **Communication** – clause expanded and needs to include external and internal communications – shall be retained as documented information.
- 7.5 **Documented information** – can be on a range of media – not just hard copy paper based information and must be suitably controlled.



8. OPERATION

The organization needs to plan, implement, control and maintain the processes needed to meet compliance obligations, manage risk effectively and meet the requirements of the OHS system:

8.1 Operational planning and control

8.1.1 General – *including maintaining documented information and adapting work to workers.*

8.1.2 Eliminating hazards and reducing OHS risks.

8.1.3 *Management of change.*

8.1.4 **Procurement** now includes; **General, Contractors and Outsourcing** requirements.

8.2 **Emergency preparedness & response** (*shall be maintained and retained as documented information*).



9. PERFORMANCE EVALUATION

Having carried out the activities within Clause 8 it is time to monitor, measure, analyse and evaluate OH&S performance.

9.1 Monitoring, measurement, analysis and *performance* evaluation

9.1.1 General (retain as documented information)

9.1.2 Evaluation of compliance (retain as documented information)

9.2 Internal audits

9.2.1 General

9.2.2 Internal audit programme (retain as documented information)

9.3 Management review – *wording changes* (retain as documented information)



10. IMPROVEMENT

Enhancement of OH&S performance is a fundamental objective of the management system and Section 10 requires action to achieve this.

CLAUSES:

- 10.1** **General** – determine opportunities for improvement and implement actions to achieve the intended outcomes.

- 10.2** **Incidents, non-conformity and corrective action** (*retain as documented information*) and **requires worker participation** in investigating / reviewing accidents / incidents and the assessment of risk prior to taking action.

- 10.3** **Continual improvement** (by enhancing performance, promoting a culture of support, worker participation in improvements, communication and retaining documented information).





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Q&A



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THANK YOU

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