

Transitioning to ISO 45001

How To Get Started

23 January 2018

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Webinar Agenda

1. Introduction to the ISO 45001 standard – Expected schedule
2. ISO 45001 – the clause structure
3. Key changes in ISO 45001 compared with OHSAS 18001
4. Migration from OHSAS 18001 to ISO 45001
5. How can DNV GL support your migration process
6. Transitioning from OHSAS 18001 to ISO 45001 or a First Time Implementation – How To Get Started
7. Additional Resources
8. Q&A

OUR PURPOSE

**TO SAFEGUARD
LIFE, PROPERTY
AND THE ENVIRONMENT**

DNV GL - Global reach – local competence



150+
years

300+
offices

100
countries

13,500
employees

DNV GL :: Focused on your future

Tomorrow's successful companies will create value by meeting the world's **social, economic** and **environmental** needs.

We help you build **Sustainable Business Performance** through our global certification, verification, assessment and training services.

SUSTAINABLE VALUE and STAKEHOLDER TRUST

The standard – ISO 45001

“Occupational health and safety management systems — Requirements with guidance for use”

- The overall aim of the standard is to enable organizations to provide a safe and healthy workplace, by preventing work-related injury and ill health, as well as proactively improving the OH&S performance
- The standard is applicable to any organization regardless of size, type, and activity
- The standard does not state specific criteria for OH&S performance, nor is it prescriptive about the design of an OH&S management system



ISO 45001 – Some basics

- Ch. 1 “Scope” states that the intended outcomes of an OH&S management system are to:
 - continually improve the OH&S performance
 - fulfil legal requirements and other requirements
 - achieve OH&S objectives

- To prevent ill-health and injuries it is important to recognize that causes can be through:
 - immediate impacts (e.g. accidents or epidemics), or
 - longer term impacts (such as repeated exposure to radiation or carcinogenic chemicals, or to a constantly stressful working environment)



From OHSAS 18001 to ISO 45001 – DNV GLs contribution

- OHSAS 18001 and 18002 (guideline) was developed and maintained by the OHSAS Project Group
- Since its foundation (late 1990s) DNV was an active member of the Project Group and a co-author and contributor to the content of the standards (also acknowledged in the documents).
- The primary aim of the Group was to seek the development of a OH&S management system standard by ISO.
- ISO accepted mid-2013 a New Work Item Proposal from the Project Group to develop such standard
- DNV GL has actively participated in the ISO Working Group to develop the new ISO 45001, representing IIOC as Liaison Member



ISO 45001 – Schedule

Document release	Date
CD1 (Committee Draft) released for comments	July 2014
CD2 (Committee Draft) released for ballot and comments	March 2015
DIS (Draft International Standard) released for ballot and comments	February 2016
DIS 2 released for ballot and comments	May 19 2017
FDIS (Final Draft International Standard) released for ballot and comments	November 30 2017
Publication of standard	March 2018

OHSAS 18001 will cease to be valid 3 years after the publication of ISO 45001

Migration from OHSAS 18001 to ISO 45001 - Timeline

- OHSAS 18001 ceases to be valid 3 years after publication of ISO 45001. OHSAS certificates therefore need to be migrated to ISO 45001 within these 3 years, as all OHSAS certificates will cease to be valid after this period.
- DNV GL will only be allowed to issue only accredited ISO 45001 certificates, e.g. RvA, UKAS, ANAB, ACCREDIA, DAKKS etc.
- Accredited OHSAS certificates can be migrated to ISO 45001 during a scheduled OHSAS periodic or recertification audit in the 3 year period.
- A draft document from The International Accreditation Forum (IAF) indicates a minimum of 1 auditor manday to be added when migration audit is done in conjunction with a scheduled periodic or recertification audit. Additional time is to cover existing and new requirements implied by ISO 45001
- If you currently hold a DNV GL non-accredited OHSAS certificate the best approach is probably to transfer to an accredited OHSAS certificate before migrating to ISO 45001. Your local DNV GL office will inform you with more details on this process.

ISO 45001- the clause structure

ISO 45001 – adapts the High Level Structure/Annex SL

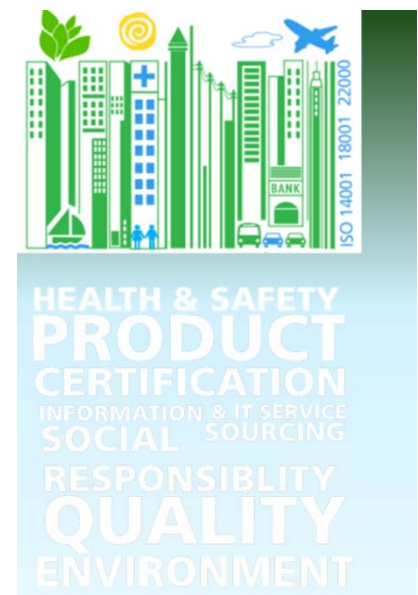
ISO decided in 2012 that all Management System standards shall use a common framework containing:

- Unified High Level Structure (HLS)
- Common Text and Terminology

Individual management systems standard will add additional “discipline-specific” requirements as required

Main advantages:

- Enhanced compatibility of standards
- Easier to implement new standards
- Easier to integrate standards into a management system
- Increase value for users
- Increased effectiveness in standard development for the technical committees



ISO 45001 is using the High Level Structure

Main clauses of High Level Structure (HLS)

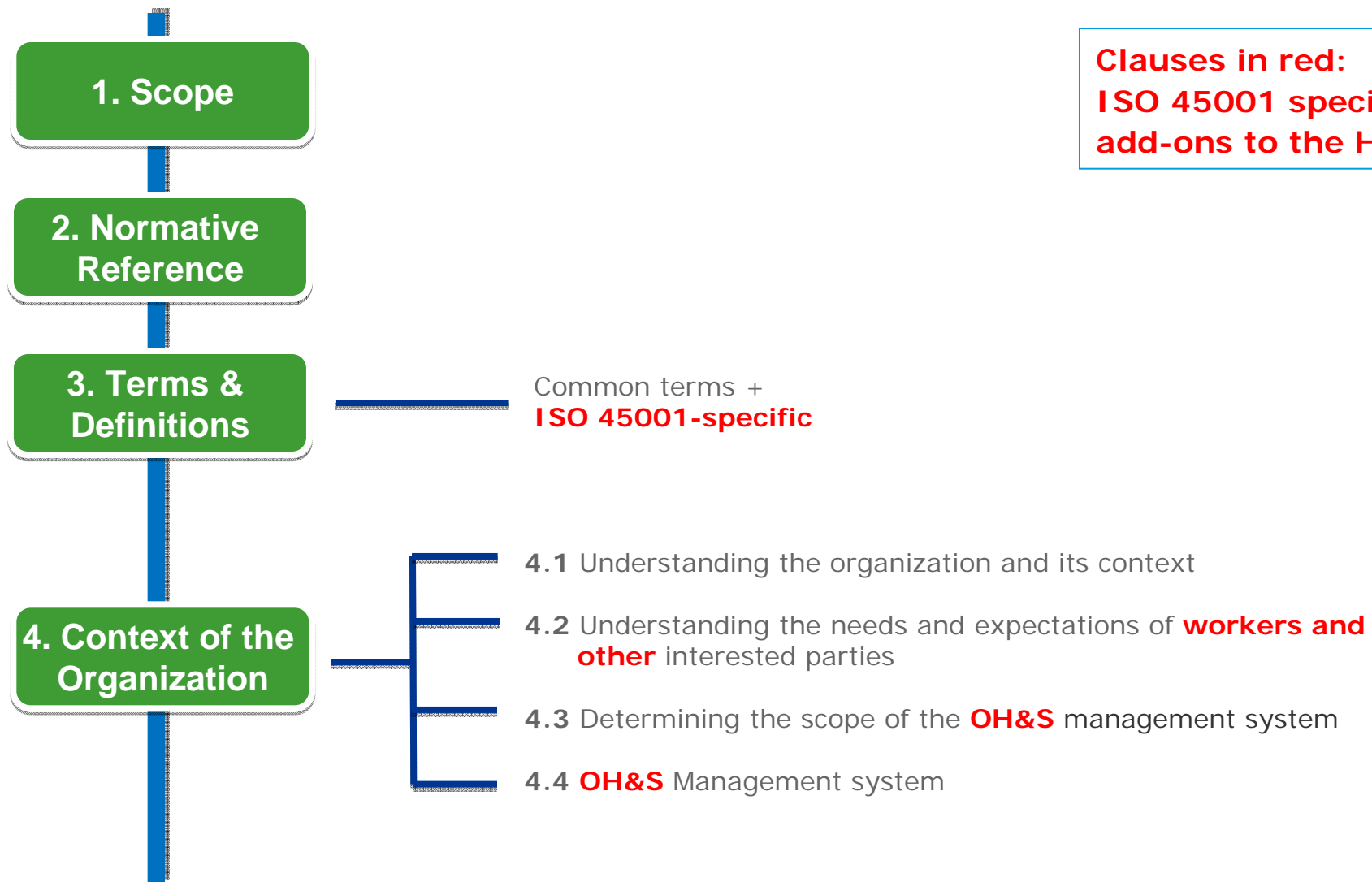
10 clause structure:

- | | |
|--------------------------------|---------------------------|
| 1. Scope | 6. Planning |
| 2. Normative references | 7. Support |
| 3. Terms and definitions | 8. Operation |
| 4. Context of the organization | 9. Performance evaluation |
| 5. Leadership | 10. Improvement |

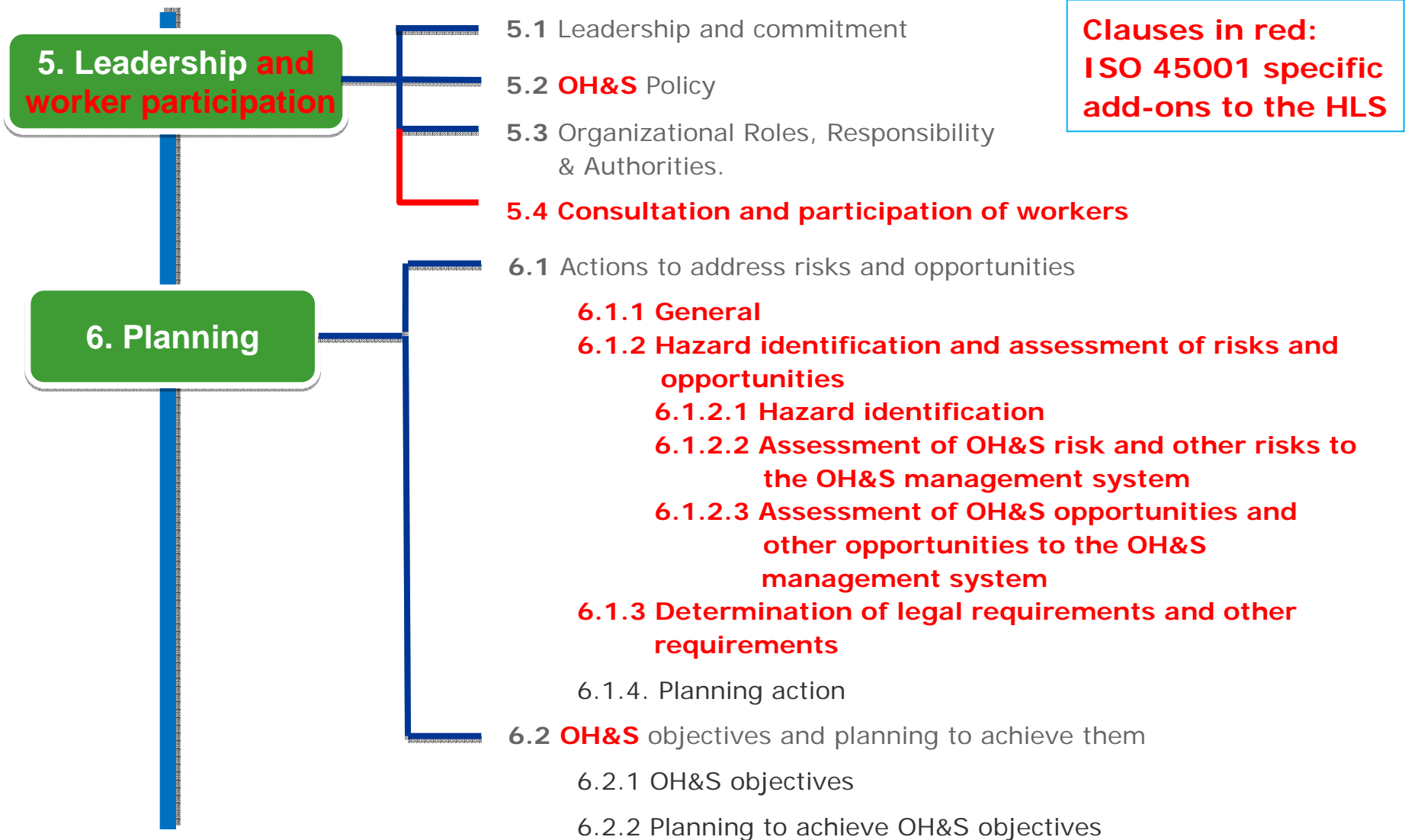
Explanations:

- Clause 3 contains a number of common terms and definitions to be used across standards
- For Clauses 4-10 there are sub-clauses with identical core text (requirements) to be used across standards.
- Standard specific terms, sub-clauses and requirements are added in Clause 3-10

ISO 45001 – Clause structure (based on HLS)

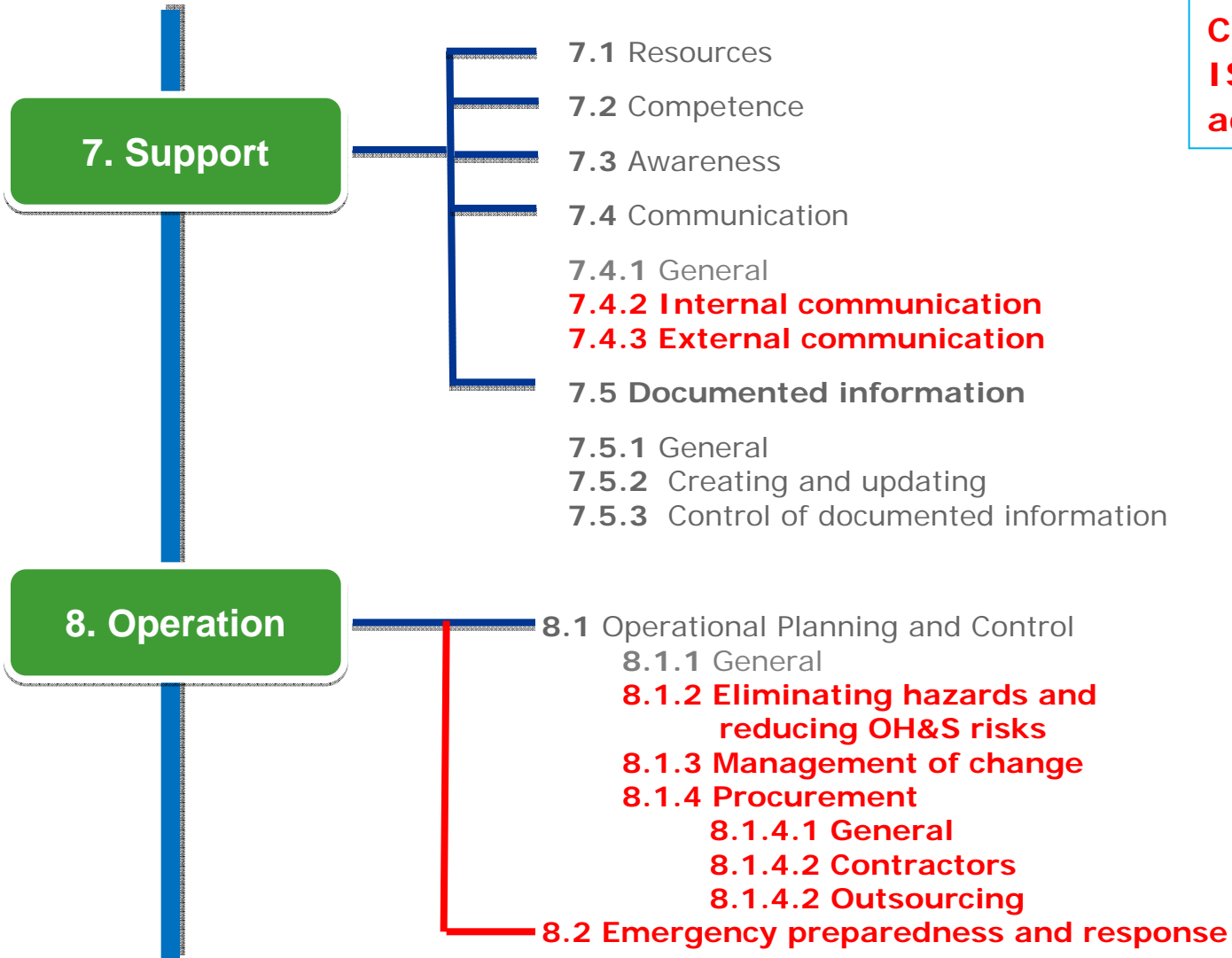


ISO 45001 – Clause structure (based on HLS)



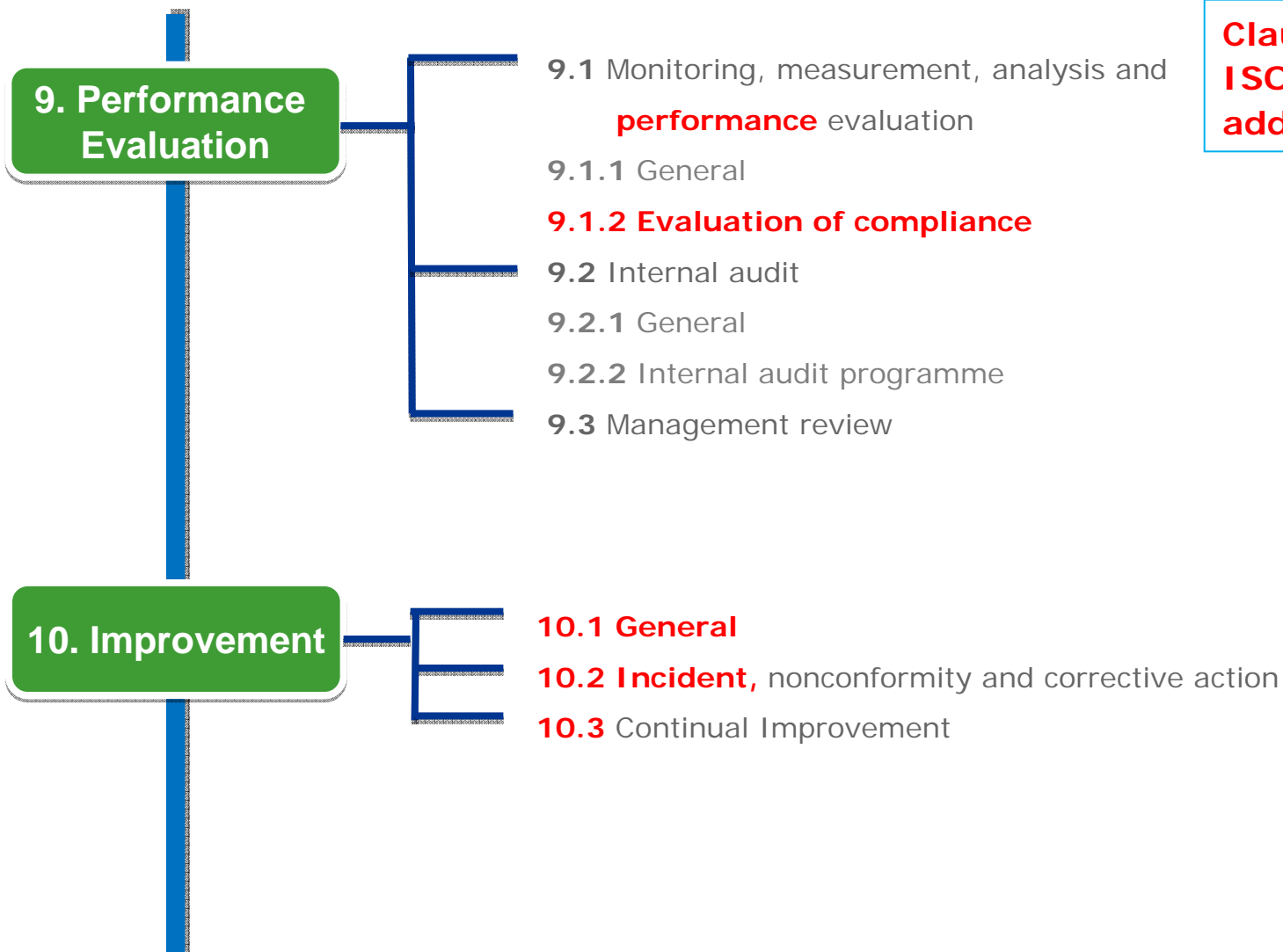
ISO 45001 – Clause structure (based on HLS)

**Clauses in red:
ISO 45001 specific
add-ons to the HLS**



ISO 45001 – Clause structure (based on HLS)

**Clauses in red:
ISO 45001 specific
add-ons to the HLS**



Transitioning from OHSAS 18001 to ISO 45001 or a First Time Implementation

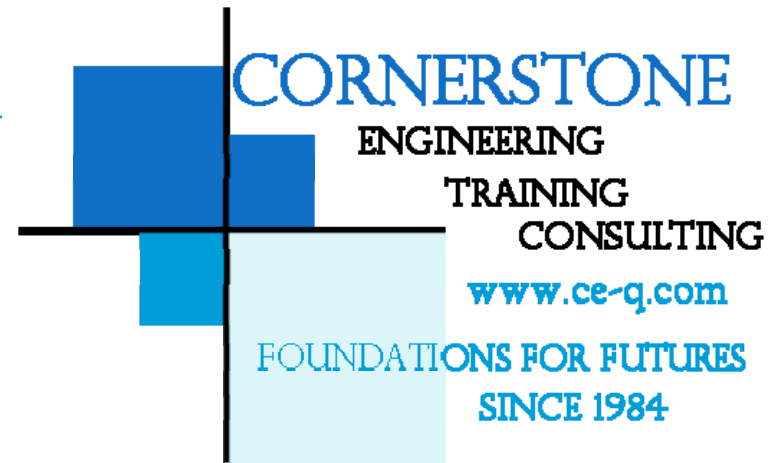
Debra Hampton, C.Q.E., P.E.

LA – QMS, EMS, OHMS

23 January 2018

Who We Are

Since 1984
Foundations for Futures –
Over 34 Years!



- Helping companies build foundations for their futures
 - Using ISO 9001 – Making Companies' Efforts More Effective and Efficient
 - Using ISO 14001 – Helping Companies Become More Aware of Protecting the Environment
 - Using OHSAS 18001 to Help Companies Ensure a Safe and Healthy Work Environment
- With ISO 45001, Help Companies **"Build Foundations for Their Future and Their People"**

ISO 45001 Brings Hope for Workers Around the World



Mushamat Sokina Begum, 27, was at her sewing machine in a fifth-floor factory when the Rana Plaza building where she worked in Savar near the Bangladeshi capital of Dhaka collapsed on the morning of April 24 , killing over 1,000 people. Begum was pulled from the rubble three hours later with an injured leg.

[Eleven Countries with the Worst Working Conditions in the World](#)

[Top 10 Worst Countries for Workers' Rights](#)



Percent of the World's Population Working in Industry

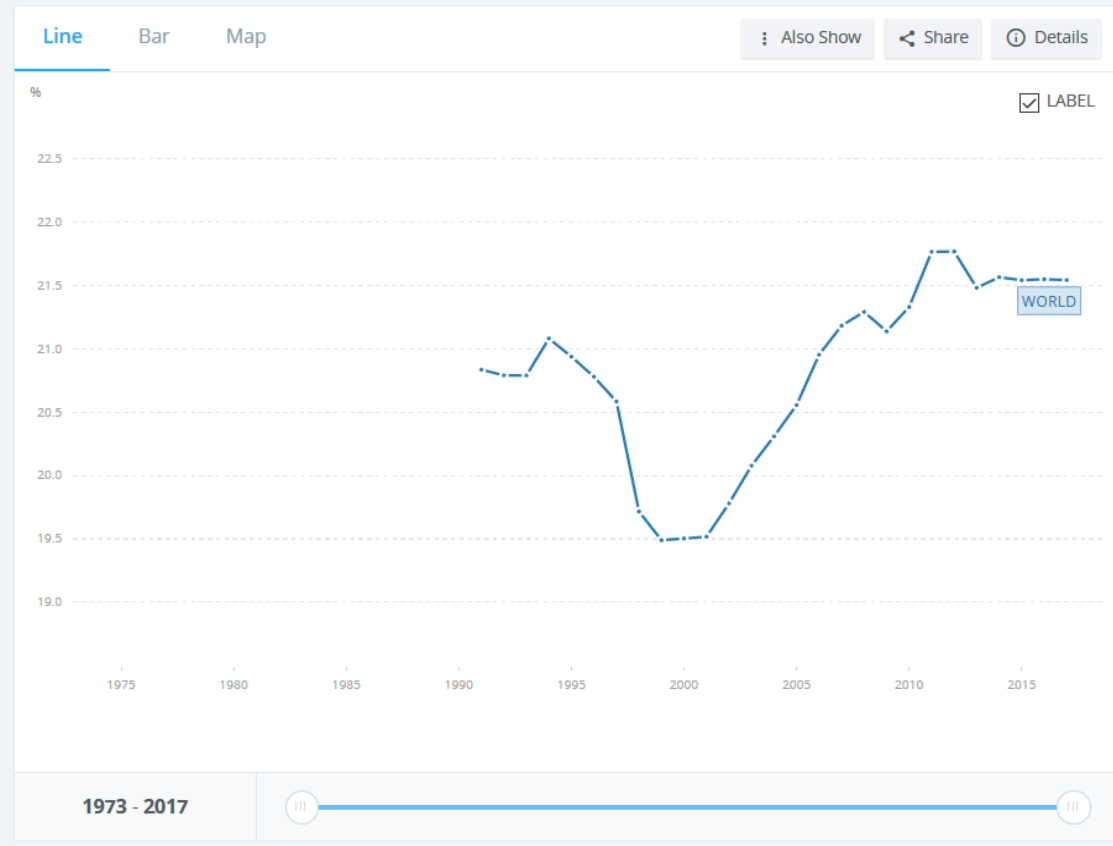
Greater
than
21.5%

Insist
Your
Suppliers
Be
Certified
to ISO
45001

Employment in industry (% of total employment) (modeled ILO estimate)

International Labour Organization, ILOSTAT database. Data retrieved in March 2017.

License: [Open](#)



IMPLEMENTING ISO 45001 – Keep It Simple

"Any intelligent fool can make things bigger and more complex... It takes a touch of genius --- and a lot of courage to move in the opposite direction." - Albert Einstein

A simple system costs less to implement and less to maintain.

Simple documents in a simple system are those documents essential to manage the system.



Documented Informational Requirements

Documented Information Definition: Information required to be controlled and maintained by an organization and the medium (paper, electronic) on which it is contained.

- Scope – Boundaries of the Organization
- Policy – Top Management's Intentions and Direction of an Organization
- Roles, Responsibilities and Authorities
- Risks and Opportunities, Processes and Actions Needed to Determine and Address Them
- Criteria for Determine Which Risks Are the Most Significant
- Legal and Other Requirements
- OH&S Objectives and Plans to Achieve Them
- Evidence of Competence
- Evidence of Communications, as appropriate
- Evidence of Controlling Processes and Plans to Mitigate Hazards
- Evidence of Emergency Responses and Plans for Emergency Responses
- Evidence of Monitoring, Measurement Analysis and Performance & Calibration
- Evidence of Internal Audits and Compliance Evaluations
- Evidence of Management Reviews
- Records of Incidents or Nonconformities and Actions Taken
- Evidence of Continual Improvement

What Not To Do

"If someone could steal the document and you wouldn't realize it, why do you have the document?"

DON'T Create a Manual!!!


DON'T create a documented procedure for each section in the standard!!!!

Steps to Implement ISO 45001

1. Determine the Risks and Opportunities of the Processes and Activities in Your Organization
2. Develop Controls to Mitigate the Risks.
3. Using Documented Criteria, Prioritize the Risks.
4. Document the Legal and Other Requirements – Establish Controls to Meet Them
5. Determine what must be monitored, measured, analyzed
6. Set Strategic and Tactical Objectives to Improve the Controls and the Management System.
7. Retain Required Documented Information of Competence, Communications, Monitoring and Measuring, Analysis and of Instruments that Must Be Calibrated, Audit Records (Internal and Compliance), Management Review, and of Incidents or Nonconformities and Actions Taken.
8. Retain Evidence of Monitoring and Measuring and Analysis for Evidence of Continual Improvement
9. Perform an Internal Audit of the System to ISO 45001 with a Focus on “Shalls” to Ensure All Requirements Are Covered. React with Corrective Actions.
10. Conduct a Management Review of the System.

Hazard and Risk Identification Process

- Normal Conditions
 - Routine Activities and Situations
- Abnormal
 - Non-Routine Activities and Situations
 - Occasional (During Maintenance, Spills, Weather Conditions)
 - Unplanned (Machine Malfunctions, Fires, Explosions)
- Human Factors
 - Hazards that Occur When Fatigue Occurs (Night Shift, End of Shift, Overtime, Boredom)
 - As Familiarity Occurs
- New or Changed Hazards
 - As Processes Deteriorate, are modified
 - When non-workers enter the area



Team Approach is Required. Workers from the area must be included.

Step 1,2, & 3: Identify Risks/Hazards, Controls, and Who is Responsible

Risk	Control	Responsibility of	Priority
Foreign Debris Could Get in Eyes	<ol style="list-style-type: none"> 1. Safety Glasses 2. Train Semi-Annually on Importance. 	<ol style="list-style-type: none"> 1. Supervisors in Each Area – Ensure Safety Glasses are Worn by All in Area. 2. HR – Training 	3
Drivers of Fork Lifts Could Run Over Someone	<ol style="list-style-type: none"> 1. Certification of Drivers 2. Training of All in Dangers of Forklifts 	<ol style="list-style-type: none"> 1. HR 2. Supervisors allow only certified drivers access to forklifts. 3. HR 	1
Earth Quake	<ol style="list-style-type: none"> 1. Emergency Plan 2. Inspection of Structural Integrity of Building 3. Training 4. Practice Emergency Response per Plan 	<ol style="list-style-type: none"> 1. HSE Mgr 2. Facility Mgr 3. HR Mgr 4. HSE Mgr 	2

Step 4 – Registry of Legal and Other Requirements

Requirement	Reference	Controls to Meet	Responsibility
Ladders be inspected	29 CFR 1910.23	<ol style="list-style-type: none"> Ladder Registry Records of Inspections 	<ol style="list-style-type: none"> Facility Mgr Maintenance Mgr
Acceptable Noise Levels	29 CFR 1910.95	<ol style="list-style-type: none"> Noise Level Analysis Calibrate Noise Meter Retain Records 	<ol style="list-style-type: none"> HR Mgr Quality Mgr HSE Mgr
Selection, Installation, Inspection, Maintenance, Recharging, and Testing of Portable Fire Extinguishers	NFPA 10	<ol style="list-style-type: none"> Plan for Installation Inspection, Maintenance, & Testing 	<ol style="list-style-type: none"> Facility Mgr Outside Contractor Hired by Maintenance Mgr.

Criteria for Prioritizing Must Be Documented

- Create a policy/criteria:
 - all legal requirements are significant and must be met to avoid fines and embarrassment as well as to ensure the safety and health of our people – No Options – Musts be Done
- Lacking in Resources to Do All at Once – Create a Plan for Addressing All Legal Risks
 - Start with Highest Potential for Causing Risk to People
 - In a shop with much debris flying and safety glasses don't require a large investment, start there.
 - Low potential for fire, zero flammable chemicals, building of steel, fire extinguishers could postpone implementation
- Rank all Other Items that are NOT Legal Requirements by Priority
- Retain Evidence of Criteria

Step 5: Determining What Will be Monitored, Measured, and Analyzed

Risk	Control	Responsibility of	Priority	Monitored, Measured, and Analyzed	Responsibility of
Foreign Debris Could Get in Eyes	<ol style="list-style-type: none"> 1. Safety Glasses 2. Train Semi-Annually on Importance. 	<ol style="list-style-type: none"> 1. Supervisors in Each Area – Ensure Safety Glasses are Worn by All in Area. 2. HR – Training 	3	Collect data on number of issues with debris in eye, include time occurred and location	HSE Mgr
Drivers of Fork Lifts Could Run Over Someone	<ol style="list-style-type: none"> 1. Certification of Drivers 2. Training of All in Dangers of Forklifts 	<ol style="list-style-type: none"> 1. HR 2. Supervisors allow only certified drivers access to forklifts. 2. HR 	1	Not Analyzed	
Earth Quake	<ol style="list-style-type: none"> 1. Emergency Plan 2. Inspection of Structural Integrity of Building 3. Training 4. Practice Emergency Response per Plan 	<ol style="list-style-type: none"> 1. HSE Mgr 2. Facility Mgr 3. HR Mgr 4. HSE Mgr 	2	Performance during Emergency Response; How long; What Missed	HSE Mgr

Step 6: Set Objectives and Make a Plan for How They Will Be Met

- Where possible, for each item monitored and measured, set a tactical objective/target. What are you trying to meet? These are the objectives for the controls. Examples
 - Decrease incidents of foreign debris in eyes by 10% during this year.
 - Be able to evacuate the building in 20 minutes or less and have all critical equipment turned off.
- Set Strategic Objectives for the System.
 - Decrease incidents by 10%.
 - Improve scores for number of employees with loss of hearing by 50% this year.

Planning to Meet Objectives

Objective	What Will Be Done	Resources Required	Responsibility of	Expected Completed	How Results Evaluated	How Integrated into Business Processes

- Documents Objectives
- Documents the Plan for Meeting the Objectives
- Possibly Use a Dashboard to Track Progress
- Objectives Can Be Very Different from Year to Year

Prior Planning Prevents Poor Performance

(My Version of a US Army Quote)

Step 7, 8, 9, & 10: Ensure Other Requirements Are Met

- Competencies Needed
- Communications Needed
- Controls for Processes
- Emergency Responses and Plans Needed
- What Should be Calibrated

Other Processes Help Us Improve

- Internal Audit of All “Shalls”
- Compliance Audits
- Management Reviews
- Incident and Nonconformity Tools

Creates the Required
Evidence of Continual
Improvement



Success of a Consultant

“Never tell them so much they can do “it” without you”

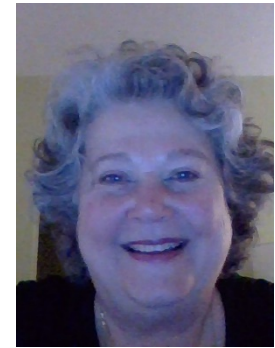
— Dorian Shainin



Your Success Depends on Understanding the ISO 45001 Standard

“If someone says it’s a requirement, don’t believe them. Find the requirement. If it isn’t there, it isn’t required.”

— Debra Hampton



Take Advantage of Resources

- Seminars, webinars, e-learning etc. comparing the migration process from OHSAS 18001 to ISO 45001
- Attend Public and Private Training courses on ISO 45001 (Accredited Courses)
- Ask for a Gap Assessments (Online or Onsite)
 - Similar to an audit but focused on weaknesses that need to be addressed
 - Used to establish an implementation plan.
- Consider consulting services to help you design, implement, and evaluate your organization.

**Your Success Depends on
Understanding the ISO 45001
Standard –
Take Advantage of These**

Reviewing What We've Learned



- It is a systematic approach to improving the health and safety of workers in the world!!!!
- Keep it simple. Remember *"any fool can make it complicated. It takes a stroke of genius and a lot of courage to make it simple."*
- Know the ISO 45001 standard
 - Learn all you can

Additional Resources

DNV GL Resources:

- A smooth guide to an effective transition
www.dnvgl.us/assurance/Management-Systems/new-iso/transition/migration-to-45001.html
- Live and OnDemand Webinars
www.dnvgl.us/assurance/webinars/index.html
- Online Self-Assessment Suite
www.dnvgl.us/assurance/Products/index.html
- Training (Public and Private)
www.dnvgl.us/assurance/Training/qualitytraining.html

CORNERSTONE ENGINEERING, TRAINING, CONSULTING Resources:

- Webinars about Transitioning and Implementing ISO 45001 available at www.CE-Q.com
- Public and On-Site Consulting & Training (Reviews of Documentation, Gap Analysis, Implementation of Systems) Debra@CE-Q.com
- Free documents: [Corrective Action Form, Management Review Form](#)

Polling Question

What type of guidance
do you feel you need?

Question & Answer

Contact Us

Ismael Belmarez, Accreditation Technical Manager
DNV GL Business Assurance NA
ContactUs@dnvlg.com
(877) 368-3530

Debra Hay Hampton, President
CORNERSTONE ENGINEERING, TRAINING, CONSULTING
Debra@CE-Q.com
(229) 798-0277

GUIDANCE

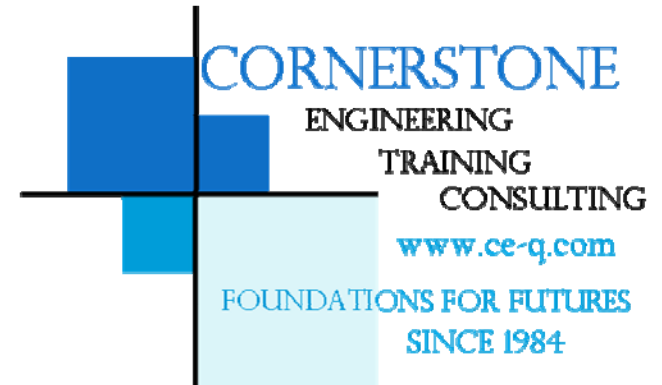


The new ISO standards
Partner with us to ensure a smooth transition to the new ISO 9001, 14001 and the upcoming 45001



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