

# CQI Policy for migrating to ISO 45001 (POLI/1.0)

30 November 2017

**ISO/FDIS 45001 - Occupational health and safety management systems - Requirements with guidance for use.**

This document has been prepared by the CQI Policy Directorate to describe the position the CQI has adopted regarding the publication of ISO 45001 and migration training requirements for IRCA Certificated OHSAS auditors.

Detailed migration information will be communicated to Approved Training Partners and IRCA Certificated auditors directly.

Enquiries relating to this policy should be directed to [awoods@quality.org](mailto:awoods@quality.org)

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## Introduction

The imminent publication of ISO 45001 represents a significant shift in management systems standards, arguably second only to the revisions to ISO 9001 in 2015 and the introduction of Annex SL.

An organisation's responsibility for looking after those who work for it extends far beyond simple duty of care: it is crucial to its effective operation.

In 2016/17, in the UK alone, 31.2 million working days were lost due to work-related illness and workplace injury. This equates to an estimated cost of £14.9 billion in one year. More importantly, 1.3 million people suffered from a work-related illness, 137 workers were killed at work and over 600,000 injuries occurred. The International Labour Organisation estimates that globally 6,000 people die as a result of occupational health-related issues every day.

It may, therefore, seem that the publication of an international standard for occupational health and safety is long overdue. While numerous national guidance documents exist, OHSAS 18001 is the only one that has been adopted worldwide, by over 90,000 organisations in nearly 130 countries across 39 different sectors.

## **ISO 45001**

In 2013, ISO PC 283 was established to produce an international standard addressing occupational health and safety management systems. The CQI and its representatives have been involved in the development process at national and PC level and are in no doubt of the significance of the standard to management systems professionals and auditors.

ISO/FDIS 45001 was released for ballot on 30 November 2017. The ballot will close in January 2018, with the ISO standard published in spring of the same year.

ISO 45001 has been developed to:

- enable organisations to improve their occupational health and safety performance
- prevent work-related injury and/or ill health
- provide safe and healthy workplaces.

The CQI has closely followed the work of the working group within ISO/PC283, the ISO Committee responsible for producing the new standard ISO 45001. Accordingly, we have specific insight into both the contents of the new standard and also the intent behind it.

Those leading, managing and auditing OH&S management systems will need to revise their current thinking and work practices in order to maintain organisational compliance, and most importantly, to reap the benefits of an effective OH&S management system.

A summary of the content and key features of ISO/FDIS 45001 is included as an appendix to this statement.

## **ISO 45001 Migration**

While ISO 45001 draws on OHSAS 18001, it is a new and distinct standard not a revision or update. As there is no previous version of the ISO standard to transition from, organisations will have three years to migrate from OHSAS 18001 to ISO 45001.

While the terminology is different, the process will be similar to the process for ISO 9001:2008 – ISO 9001:2015 transition.

## Migration requirements for IRCA Certificated OHSAS auditors

All IRCA Certificated OHSAS auditors, irrespective of grade, are required to successfully complete IRCA Certified ISO 45001 Migration Training in order to be certificated as competent to audit against ISO 45001. This must be completed by the end of the three-year OHSAS 18001/ISO 45001 migration period in 2021.

Migration training will include:

- A one-day module covering Annex SL
- A module covering the audit skills applicable to ISO 45001

Auditors who have successfully completed the Annex SL module of IRCA Certified ISO 9001:2015 or ISO 14001:2015 transition training, or IRCA Certified ISO 9001:2015 or ISO 14001:2015 training are not required to retake the Annex SL module.

IRCA will only consider accepting other migration training routes under exceptional circumstances, and where the auditor can demonstrate this training meets the IRCA migration training requirements.

Certificates of successful completion of OHSAS 18001 training and audits against OHSAS 18001 are not accepted for ISO 45001 auditor certification.

CQI members with responsibility for occupational health and safety management systems are also strongly encouraged, as part of their CPD, to acquire the necessary knowledge, skill and understanding.

### **ISO/FDIS 45001:2018 - Understanding the International Standard**

The CQI report *ISO/FDIS 45001:2018 - Understanding the International Standard* contains an analysis of the standard and commentary on the implications for those who audit or oversee the operation of OH&S management systems.

The report is intended to assist CQI members and IRCA auditors in preparing for the new standard – preparation that should take place as soon as possible. It will also advise executive teams and boards on the implications of and opportunities presented by ISO 45001. It will be published in January 2018 and is recommended reading for all CQI and IRCA members.

*Note: This document is based on our current understanding that ISO 45001 will be published in February/March 2018.*

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### **Training and membership queries**

For training queries, email [training@quality.org](mailto:training@quality.org)

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## Annex

### ISO/FDIS 45001 - Summary of key themes

Here follows a summary of the key themes appearing in ISO/FDIS 45001.

#### 1. Adoption of Annex SL

ISO/FDIS 45001 adopts Annex SL, thus sharing a high-level structure, identical core text, and terms and definitions with recently revised ISO management systems standards, e.g. ISO 9001:2015 and ISO 14001:2015.

The implications of this are significant. The common structure, content and themes (e.g. risk-based thinking, process approach, leadership and top management commitment) will greatly support organisations wishing to align or integrate their management systems.

#### 2. Leadership and worker participation

Top management is accountable for OH&S management and needs to demonstrate both leadership and commitment; indeed, this is explicitly identified as a critical success factor.

Consultation and participation of workers in identifying hazards and risks, and the development and operation of the OH&S management system may extend beyond operating the OH&S management system into its design review and improvement. It is considered essential to the success of the OH&S management system.

#### 3. Management representative

The role of 'management representative' has been removed, although it is a legal requirement in many countries such as the UK. All managers will need to be able to demonstrate their commitment to OH&S. ISO/FDIS 45001 is not just about accidents in the workplace – issues such as stress can affect all parts of the organisation. This is not something the nominated management representative can necessarily take on board.

#### 4. Definition of worker

Everyone is classed as a worker, including top management and contractors. All are subject to risk when undertaking their day-to-day activities and it is not acceptable to use external resources without ensuring that the requirements of its OH&S management system are met by contractors and their workers. The organisation's procurement processes are required to define and apply OH&S criteria for the selection of contractors and outsourcing.

#### 5. Context

The expectations of 'interested parties' (or stakeholders) – those individuals and organisations that can affect, be affected by, or perceive themselves to be affected by, the organisation's decisions or activities – must be considered.

Many organisations will have tackled or will be tackling the issue of context and interested party issues as part of the transition process to their new quality and environmental management systems. The processes that they have used here should be helpful when implementing ISO 45001.

## **6. Scope**

The boundaries for the system scope are determined by the organisation's context, recognising that it is not acceptable to subcontract your risk without exercising a duty of care.

## **7. Risk-based thinking and process approach**

Risk-based thinking and adopting a process approach are both emphasised throughout the standard. This is consistent with Annex SL management systems standards and considered essential to the success of the OH&S management system.

There is no reference to preventive action. The organisation must show that it has determined, considered and, where necessary, taken action to address any risks and opportunities that may impact the ability of the OH&S management system to deliver its intended outcomes.

## **8. Preventing ill-health and injury**

An organisation must take into account factors with a potential to cause injury and ill health. This explicitly includes the mental and cognitive condition of people, as well as their physical condition.

Causes of ill health and injury can be immediate (e.g. accidents), or long term, such as repeated exposure to harmful substances or a stressful working environment.