



UNDERSTANDING THE TRANSITION TO

ISO 45001



**BUREAU
VERITAS**

Contents

— P1 —

Introduction

— P2 —

Setting the
standard

— P3-6 —

What's changing?

— P7 —

A guide to
milestones

— P8 —

Train and certify
with ease

The new standard for **HEALTH AND SAFETY IN THE WORKPLACE**

ISO 45001:2018 is the new international standard in Occupational Health and Safety Management Systems (OH&SMS). Replacing the current OHSAS 18001, it is intended to help organizations of all types and sizes create and implement systems that proactively prevent work-related injury and ill health.

This white paper fully explains the benefits of adopting a Health and Safety Management System. It lays out the requirements of the new ISO 45001:2018 standard and explores the advantages of achieving certification. It also provides specific information on key differences with existing OH&S standards.



MARCH 2018

Standard
publication date

3 YEARS

Your window to
make the transition

MARCH 2021

Deadline for
transition



6000

Fatalities each day through work-related accidents or disease: that's more than 2.2 million work-related fatalities per year

→ Source: ILO



374 million

Yearly incidences of non-fatal work-related injury and illness, many resulting in extended absences from work

→ Source: ILO



270 million

Workers suffering occupational accidents each year that lead to absences from work for 3 days or more

→ Source: ILO

SETTING THE STANDARD

for better business and a healthier society

Consumers are becoming more and more demanding of the companies from which they buy products and services as well as the organizations that structure and run our society. In particular, they expect them to uphold strong standards in environmental and social responsibility, financial transparency, and the treatment of employees. Negative perception of an organization's management of occupational health and safety (OH&S) can have an impact on reputation, consumer confidence and, ultimately, revenue.

Turnover is also directly affected by OH&S. It is estimated that around 4% of the world's GDP is lost in the cost of injury, fatalities and disease through absence from work, sickness treatment, disability, and survivor benefits (→ Source: ILO). Furthermore, for society, the potential impact on social security systems, emergency care infrastructure, and the cost of unemployment due to inability to work is significant.

4 %
OF THE WORLD'S GDP

IS LOST IN THE **COST OF INJURY, FATALITIES AND DISEASE** THROUGH ABSENCE FROM WORK, SICKNESS TREATMENT, DISABILITY, AND SURVIVOR BENEFITS.



WHY ADOPT A HEALTH AND SAFETY MANAGEMENT SYSTEM, AND WHY ADOPT ISO 45001?

Adopting an internationally recognized standard enables organizations of all sizes in any sector to put health and safety concerns at the heart of sound business practices. ISO 45001:2018 has been developed to support organizations as they implement or improve existing OH&S Management Systems.

The standard enables organizations to:

- Develop and **implement OH&S policy** and objectives;
- **Determine the hazards and risks** associated with their activities;
- **Establish processes** that consider their context, risks and opportunities, as well as legal and other requirements;
- **Implement operational controls** to manage OH&S risks, legal and other requirements;
- Evaluate and **improve OH&S performance** through appropriate action;
- Ensure workers take an active role in OH&S, and **raise employee awareness** of OH&S risks;
- **Reduce downtime**, the cost of incidents and insurance premiums;
- Enhance their reputation through international OH&S certification.

From OHSAS 18001 to ISO 45001: **WHAT'S CHANGING?**

For many years, OHSAS 18001 has been used by companies looking to implement a framework and guidelines to identify and control risks and prevent accidents, and to assess their OH&S performance. While the standard has played a key role in improving occupational health and safety regulations and requirements around the world, ISO 45001 goes much further, creating a new international standard and aligning OHS&S certification with other ISO-certified management systems.

Attention has also been paid to align ISO 45001 with existing standards such as the International Labour Organization OSH Guidelines, as well as to the ILO International Labour Standards and Conventions (ILSs). Organizations adopting ISO 45001 will find migration relatively easy as its requirements are consistent with other standards.

The HLS makes it easier for organizations to implement several ISO management system standards at once. It also simplifies the certification process for organizations that need to meet the requirements of several standards simultaneously, for example by enabling audits for different standards to be combined. This enables you to achieve and maintain multiple certifications that drive performance across your business in a cost-effective way.

ISO 45001

is set to replace

OHSAS 18001

from 2018

CREATING SYNERGY THROUGH A HIGH-LEVEL STRUCTURE IN COMMON WITH OTHER STANDARDS

Certain parts of the new standard, such as Operation, Performance Evaluation, and Improvement, will be familiar to those already certified to OHSAS 18001. However, in many ways, ISO 45001 shares more in common with the ISO 9001 and ISO 14001 standards for quality and environmental management than it does with OHSAS 18001. It follows the same High-Level Structure (HLS) approach as other ISO management system standards. It is based on the same core text, terminology and definitions and includes the same new concepts, notably Context of the Organization, Leadership, and Planning.

Injuries and illness: **HOW DOES YOUR BUSINESS STACK UP?**

Workplace injuries and illness have fallen dramatically since the beginning of the century. In 2016 in the USA*, there were approximately 2.9 million nonfatal workplace injuries and illnesses reported by private industry employers – around 42% lower than in 2003. The biggest improvements have been in high-risk industries such as construction and manufacturing, with industries such as trade and retail seeing more modest improvements. Health and safety management standards emerged in the late 1990s. The fall in workplace injuries and illness coincides with the period since their introduction, and can be viewed as a result of companies' efforts to manage health & safety risk through their use.

*Source: US Bureau of Labor Statistics





INCREASING PARTICIPATION TO IMPROVE MANAGEMENT SYSTEM EFFECTIVENESS

The new standard requires you consider all internal and external issues relevant to your Occupational Health & Safety Management System, including the needs and expectations of a variety of stakeholders. These include your employees and managers, but also any contractors performing work under the control of the organization. Indeed, the reinforced role of workers is perhaps the most significant new concept of ISO 45001. It requires that they participate in, and are consulted on the management system, making them a crucial factor in its success.

ISO 45001 places particular emphasis on the processes by which workers can take part in determining risks. This might, for example, take the form of a representative team including participants ranging from OH&S administrators and managers, top management and employee representatives to union members. A diverse forum will not only ensure different points of view are represented but also allow members to provide a communications channel with their respective teams, ensuring that information and ideas travel in both directions and that hazards and risks are identified at all levels of the organization.

The standard also requires senior management demonstrate a clear commitment to addressing matters of health and safety. It states that while certain responsibilities and authority can be assigned to workers, ultimately, senior management is responsible and accountable for the operation of the OH&S management system.

“ To be effective, any safety and health program needs the meaningful participation of workers and their representatives. Workers have much to gain from a successful program and the most to lose if the program fails. They also often know the most about potential hazards associated with their jobs. Successful programs tap into this knowledge base.

**Occupational Safety and Health Administration,
US department of Labor**



MAKING RISK-BASED THINKING AN OPPORTUNITY FOR IMPROVEMENT

Some of the concepts that form the backbone of ISO 9001:2015 and ISO 14001:2015 are also central to ISO 45001. Risk-based thinking, for example, is a key concept and has been introduced, explicitly or implicitly, into all the clauses of the new standard.

Risk-based thinking is something we all do automatically and, often, unconsciously. While the word *risk* has negative connotations and implies a threat, risk-based thinking can actually be positive and help identify opportunities for improvement. This type of approach makes organizations proactive rather than reactive; once a management system is risk-based, preventive action is automatic. It is hoped that the global adoption of this standard will drive a significant reduction in fatalities in the workplace and other workplace-related incidents.

OH&S What are the risks of not taking it seriously?

-  **DAMAGE TO COMPANY REPUTATION**
-  **EROSION OF YOUR TALENT BASE**
-  **DIFFICULTY HIRING TOP WORKERS**
-  **LITIGATION AND COMPENSATION COSTS**
-  **LOSS OF REVENUES DUE TO EMPLOYEE ABSENCE**

WIDENING THE DEFINITION OF HAZARDS AND TOUGHENING UP PLANNING

Planning requirements are more detailed than in the previous OHSAS 18001 standard. The organization must identify risks and opportunities that are OH&S focused - but also any other risks and opportunities that may have an impact on the OH&S approach. Hazard identification is better organized than in OHSAS 18001, and goes much further.

Robust OH&S management has long been a hot-button issue in, for example, the construction, nuclear and petrochemical industries, where it can be a matter of life or death. However the new standard covers in detail the hazards present in less obviously dangerous jobs and workplaces such as offices where, for instance, repetitive strain injury and back pain from ill-adapted workstations are common problems. In the USA, work-related musculoskeletal disorders account for well over half of all reported occupational illnesses, and according to the United States Bureau of Labor Statistics, about one-third of all occupational disorder cases are due to overexertion or repetitive movements.

ISO 45001:2018 also widens the scope from purely physical safety to acknowledge the importance of workers' psychological wellbeing - the dangers of burnout, harassment, bullying or stress-related illness, for example. This clause makes a significant change to the standard by replacing preventive with ongoing proactive action thus reducing the need for corrective actions.

Stress COSTS MONEY

IN 2015-16 IN THE UK, WORK-RELATED STRESS ACCOUNTED FOR:

37%

OF ALL WORK-RELATED ILL HEALTH CASES

45%

OF ALL WORKING DAYS LOST DUE TO ILL HEALTH*

*Source: Deloitte

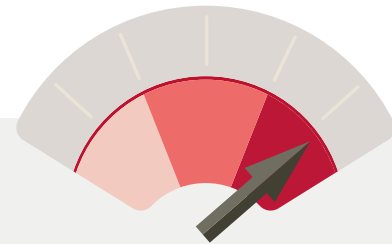
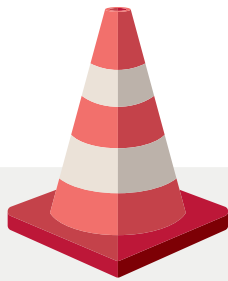


IMPLEMENTING A SUPPORT SYSTEM FOR DEVELOPING COMPETENCIES

The standard's clause on Support groups together all the necessary requirements for the creation and maintenance of an Occupational Health and Safety Management System, including resources, competence, awareness, communication and documented information.

In particular, the standard specifies that organizations must determine the necessary competence of workers that affects or can affect its OH&S performance and ensure that workers are competent (including

in the ability to identify hazards) on the basis of appropriate education, training or experience. It requires that action be taken, where necessary, to acquire and maintain competence through the provision of training or mentoring, or indeed by reassigning employees or hiring competent people. Crucially, the standard also stipulates that the effectiveness of actions undertaken be evaluated and that appropriate documented information be kept as evidence of competence.



HAZARD VS RISK

— UNDERSTAND THE DIFFERENCE —

ISO 45001:2018 defines a hazard as “a source with a potential to cause injury and ill health”, including “sources with the potential to cause harm or hazardous situations, or circumstances with the potential for exposure leading to injury and ill health.”

In other words, what features of your processes have the ability to harm individuals? Are office workers in positions that could lead to repetitive strain injury? Do you use machinery or chemicals that could affect worker health?

The standard states that risk is “the effect of uncertainty” and that “an effect is a deviation from the expected — positive or negative”.

So, while a hazard is the part of your process that could potentially affect your workers' wellbeing, the risk is the likelihood that harm will occur. As a result, if you are looking at two situations that require the deployment of a particularly hazardous piece of machinery, for example, one of which occurs twice a day, the other twice a month, the more frequently occurring hazard will carry the greater risk.

Implementing ISO 45001:2018

A GUIDE TO MILESTONES



From the moment of the publication of the standard in March 2018, organizations already certified to OHSAS 18001 have a three-year window to transition to ISO 45001. It will probably take most organizations around one year to transition fully.

ISO 45001 requires senior management leadership and employee consultation, both of which take time, so it is wise to begin as soon as possible.

The first step in your transition is to carry out an internal audit of your current Occupational Health and Safety Management System to identify the discrepancies between your existing structure and the standard's requirements.

Once this is done, **a series of logical steps** can be followed to ensure the rest of the process is pain-free:

- 1** Name a working committee and train all members in ISO 45001
- 2** Plan for all corrective modifications needed to update to and comply with the new requirements
- 3** Put in place your consultation process, creating a worker participation forum and gathering input from all parties
- 4** Implement content and process changes to the organization and to the Occupational Health and Safety Management System
- 5** Communicate around these changes throughout your organization
- 6** Conduct an internal audit and perform further corrective actions where necessary
- 7** **Apply to Bureau Veritas for certification!**

Bureau Veritas and ISO 45001:2018

TRAIN AND CERTIFY WITH EASE

As a world leader in assessing and delivering ISO certifications, with years of experience supporting companies certifying to OHSAS 18001, Bureau Veritas is uniquely positioned to support organizations who wish to transition from OHSAS 18001 to ISO 45001:2018 with certification and training.

Building on the extensive training courses we have long offered for Health and Safety and other ISO standards, Bureau Veritas offers a range of tools and digital courses, including our popular Transition Packs, to support your smooth transition to ISO 45001.

END-TO-END SUPPORT FOR YOUR TRANSITION

For organizations large and small, Bureau Veritas Transition Packs are bundles of information, e-training and services that can be bought online offering a hassle-free way to make sure you update on budget and on time.

3 PACKS exist to offer **light, medium or full support** depending on your needs. Fully customized packs are also available for larger organizations.

WHAT BUREAU VERITAS CAN DO FOR YOU

In certifying to ISO 45001:2018, you enhance your reputation by communicating your organization's ongoing commitment to the health and safety of your employees. A certified OHSMS also demonstrates that legal compliance is effectively managed and can contribute to a reduction in your insurance premiums.

By choosing Bureau Veritas for your training and certification, you prove your commitment to excellence by working with a world-leading company recognized and respected for its reliability, sustainability and trustworthiness.



BRONZE PACK

- ✓ Practical toolbox FAQ
- ✓ Transition road-map
- ✓ Communications kit
- ✓ E-learning courses designed by certification experts



SILVER PACK

- ✓ All the benefits of a Bronze Package
- +
- ✓ **Online self-assessment tool** – a handy web solution based on the new requirements so you can assess your current situation by yourself.



GOLD PACK

- ✓ All the benefits of a Silver Package
- +
- ✓ **Personalized audits** by our international experts to assess your level of conformity to the new standard requirements.



ABOUT BUREAU VERITAS

Bureau Veritas is a world leader in testing, inspection and certification. We help clients across all industries address challenges in quality, health & safety, environmental protection, enterprise risk and social responsibility. We support them in increasing performance throughout the life of their assets and products and via continuous improvement in their processes and management systems. Our teams worldwide are driven by a strong purpose: to preserve people, assets and the environment by identifying, preventing, managing and reducing risks.

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