ISO45001:2018 Overview and Guidance

Introduction

The ISO 45001 standard details requirements for Occupational Health & Safety management systems and the aim of this standard is to help organisations formally implement and maintain a management system for the effective management of all work related Health & Safety.

The current version of the standard, ISO 45001:2018, is structured following Annex SL and therefore the clauses are very similar to the structure of ISO 9001:2015 and other Annex SL standards.

The standard requires a clearly defined organisational structure with roles and responsibilities to be clearly defined with the involvement and commitment from top management. Other requirements of this standard are that documented information is controlled and managed effectively with the focus on taking a risk-based approach and therefore it is necessary to have effective management systems in place to identify and mitigate risks.

Health and Safety Management

The management system required to meet this standard will be dependent on the organisation and operational activities undertaken. A register of all applicable Health & Safety legislation should be maintained with evidence of compliance for all applicable legislation. As well as completing risk assessments and retaining documented evidence of this there are also requirements to have documented evidence for various things like Management Review, Internal Audits and a Health & Safety Policy.

A key area of focus for the ISO 45001 standard is the identification and mitigation of hazards and risks relating to any operations or activities within their business. This risk assessment process need sot address all aspects relating to the risk and consideration given to whether certain tasks are required. Some of the key requirements of the standard;

- A process for **identifying risks** and documenting actions to address them (risk register, risk assessments, method statements, as applicable to their activities)
- Measures for **emergency preparedness and response** (in relation to potential emergency situations with planned response including provision of first aid)
- Opportunity for **staff and workers consultation and participation** in health and safety matters (H&S committee, training talks, feedback, surveys, open-door policy)
- **Legal compliance and awareness** (documented information on legal requirements and a source of updates for legal requirements)
- Ensure risks presented by contractors are controlled and that they meet the requirements of the management system
- Appropriate **training for tasks completed by staff** and awareness of health and safety and the management system

ISO45001:2018 Certification Audit

During an audit – the auditor(s) will be looking for objective evidence that each clause in the standard has been met and complied with.

As well as reviewing all the relevant clauses there are various other things you can prepare and have in place prior to the audit;

- Completed and up-to-date management review including setting / reviewing health and safety objectives
- Completed internal audit(s) covering health and safety management
- Evidence of compliance with applicable regulations including an up-to-date legal register
- Evidence of source of updates for H&S legislation / evidence of updates
- Evidence of monitoring, inspection and checking of first aid equipment
- Evidence of monitoring and checks with workers to ensure have required safety equipment and meeting all H&S requirements
- Documented information regarding identification of hazards and effective risk assessments
- Evidence of roles relating to H&S clearly identified
- Evidence of staff training and competency
- Evidence of staff consultation and participation in health and safety matters
- A system for logging and tracking any issues that arise within the business

Presenting evidence during the audit

For guidance on the audit process and how to prepare for the audit and an overview of the audit plan and the certification audit process please review the **Certification Audit Guidance** which is available **online here**.

In an audit involving a site visit, the auditor will likely just view evidence in person, whilst asking questions, a site tour may also be conducted. For remote audits it is often requested that photographs / videos are submitted as evidence.

Further support

- Management system documentation & resources: **isomanaged.com/alphazdocuments**
- Remote support: **isomanaged.com/iso-consultancy-support**
- ISO Consultancy: **isoassured.co.uk/iso-consultancy**