

ISO 45001:2018 from OHSAS 18001:2007 - OHSMS Transition Checklist / Instructions

ISO 45001:2018 Clause	Changes to the existing OHSAS 18001:2007 OH&S System	Reference document	Changes in existing documentation	Upgrade Checklist	
				Assigned to:	Date Completed
All	The international standard ISO 45001:2018 is restructured and contains 10 sections or clauses 1 through 10.	ISO 45001:2018	The requirement clauses of the new standard are the Clause 4 through Clause 10. Your company needs to become familiar with the new structure and the changes and subsequently upgrade the OH&S Management System (OHSMS).		
All	As you initiate the transition from OHSAS 18001:2007 to ISO 45001:2018, here are a few Short, Quick, and To-the-Point Productivity Tips .		<ul style="list-style-type: none"> • An important first tip is to assign a responsible person, such as a OH&S Team Leader, as the representative of the top management, who will be the project manager for the transition project. • You will need to refer to the ISO 45001:2018 standard. Buy the new standard at https://www.techstreet.com/standards • For the transition from the 2007 version to the 2018 version, keep your employees informed by issuing 'Employee Newsletters'. Refer to http://45001store.com/iso-45001-employee-newsletters/ for a complete set of newsletters. • As required in clause 9.2, your OHSMS will need to be audited and your internal auditors properly trained to do this. For a complete auditor training package, refer to http://the45001store.com/iso-45001-2018-training-classes/iso-45001-internal-auditor-training-classes/ 		
All	While the specific requirement for a OH&S manual is not in ISO 45001:2018, the standard requires that documented Information be maintained for the OHSMS	Manual	Replace / rework your existing Manual with a condensed version that will introduce the OH&S management system. You may want to assign the Manual a document number such as SMS-001.		

ISO 45001:2018 from OHSAS 18001:2007 - OHSMS Transition Checklist / Instructions

---	<i>In OHSAS 18001:2007, a Manual was not a requirement.</i>	Manual	<p>In the SMS-001 Manual include sections for:</p> <ul style="list-style-type: none"> • Scope of the OH&S Management System • Distribution Control List, • Revision Status, • OH&S Policy and Objectives, Strategic Direction, • Organization Chart, • Company Background - Products and Services, • Process Flow Diagram, • List of Documented Information, • Records Documentation Matrix. 		
---	<p>The specific requirement for documented procedures is not in ISO 45001:2018; however documented information is required to plan, establish, implement, and maintain the OH&S processes.</p> <p><i>In OHSAS 18001:2007, the requirement for control of documents was included in clause 4.4.5, and the requirement for control of records was in clause 4.5.4.</i></p>	Documented information	<p>The OH&S documented information may be presented in any suitable format such as in a method, an instruction, a system, a process, a procedure, etc.</p> <p>You will need to add / replace / rework your OH&S procedures to incorporate the ISO 45001:2018 requirements.</p> <p>An early consideration is the development of a process for the control of documented information. Replace / rework the documented procedures for Control of Documents and Control of Records with a procedure, P-750 for Documented Information and include it in section 7.5.</p>		
4	<p>This first requirement clause introduces two sub-clauses relating to the context of the organization, 1st of all is understanding the organization and its context and 2nd is understanding the needs and expectations of workers and other interested parties. Together they require that you determine the issues and requirements that can impact on the planning of the OH&S Management System. In addition, the scope of the OH&S and the OH&S processes along with their applicability and interactions need to be determined.</p>				
4	Clause 4, Context of the Organization is a new requirement in ISO 45001:2018.	Documented information	Your company will have to determine the issues and requirements that can impact on the planning of the OHSMS and that can affect the ability to achieve the intended results of the system.		
4.1	Documented information for the OHSMS sets the stage for an understanding of the requirements and of the international	Procedure	Document the information (in a document P-400, Organizational Context) to outline the process to understand and determine the internal and external		

ISO 45001:2018 from OHSAS 18001:2007 - OHSMS Transition Checklist / Instructions

	standard as a whole.		issues that are relevant to the OHSMS.		
4.2	A stakeholder approach provides for an understanding of the requirements of workers and other interested parties.		In P-400, include the process to determine who, in addition to the workers, are other interested parties, to understand and determine the needs and expectations of workers, and other interested parties, and which of the needs become legal requirements.		
4.3	In ISO 45001:2018, clause 4.3 requires that the scope of the OHSMS be determined. <i>In OHSAS 18001:2007, the definition and documentation of the scope of the OHSMS was in clause 4.1.</i>		In P-400, include the process to determine the scope of the OHSMS. Consider the requirements in above clauses 4.1 & 4.2, and the work-related activities performed. Include in the OHSMS your activities, products, and services that your control or influence and that can impact OH&S performance.		
4.4	In ISO 45001:2018, the basic requirement for the OH&S management system and its processes is in clause 4.4. <i>In OHSAS 18001:2007, the general requirements for the OHSMS are in clause 4.1 and its processes are documented per clause 4.4.4 c.</i>		Your company will have to establish, implement, maintain, and continually improve the OHSMS in accordance with the requirements documented in the ISO 45001:2018 standard. Provide an outline (in a document P-400) of the process to determine the application and interaction of the processes needed for the OHSMS.		
5	This second clause requires that your top management demonstrates leadership and commitment with respect to the OH&S management system. This section also asks top management to establish, implement and maintain an OH&S policy that is appropriate to your company and to ensure that the organizational roles, responsibilities, and authorities for relevant roles are assigned, communicated, and understood. In addition, your company is required to establish, implement and maintain systems for participation by and consultation with both non-managerial and managerial workers in dealing with the OHSMS.				
5	In ISO 45001:2018, clause 5, Leadership and worker participation partially replaces clause 4.4, Implementation and operation in OHSAS 18001:2007.	Procedure	Review and re-write your existing document P-500 to incorporate the revised requirements for leadership, commitment, and worker participation.		
5.1	While both clauses cover responsibility and authority, note that the appointment of a specific management representative is not a requirement in ISO 45001:2018. <i>In OHSAS 18001:2007, the requirement for a management appointee was</i>		To demonstrate leadership and commitment, assign the responsibility and authority to ensure that the OHSMS conforms to the requirements of the ISO standard to a member of the management team, or you may choose to announce a management appointee for that role.		

ISO 45001:2018 from OHSAS 18001:2007 - OHSMS Transition Checklist / Instructions

	<i>included in sub-clause 4.4.1 of clause 4.4.</i>		Refer to the requirements in clause 5.1 a) thru m) and include the items ranging from a) taking responsibility and accountability for the prevention of work-related injury and ill-health and providing safe and healthy workplaces and activities, thru m) supporting the establishment and functioning of health and safety committees.		
5.2	In ISO 45001:2018, clause 5.2 covers the requirements for the OH&S policy. <i>In OHSAS 18001:2007, the OH&S policy was included in clause 4.2.</i>		<p>Include the process for developing and communicating the OH&S policy.</p> <p>Refer to the requirements in clause 5.2 a) thru f) and include the items ranging from a) commitment to provide safe and healthy working conditions for preventing workplace injury and ill-health, thru f) commitment to involve workers and their representatives in OHSMS decision making.</p> <p>Ensure that the OH&S policy is available as documented information, is communicated within your company, is available to interested parties, and is relevant and appropriate.</p>		
5.3	In ISO 45001:2018, Organizational roles, responsibilities and authorities are outlined in clause 5.3. <i>In OHSAS 18001:2007, the requirement for resources, roles, responsibility, accountability and authority was in sub-clause 4.4.1 of clause 4.4.</i>	Organization chart	Include the system for assigning and communicating the responsibilities, and authorities to ensure that the OHSMS conforms to the ISO standard, and to report on OH&S performance.		
5.4	In ISO 45001:2018, clause 5.4, covers consultation and participation of workers in greater detail. <i>In OHSAS 18001:2007, the requirement for participation and consultation was in sub-clause 4.4.3.2 of the main clause 4.4.</i>	Procedure	<p>In P-500, include your process for worker consultation and participation.</p> <p>Refer to the requirements in clause 5.4 a) thru e) and include the items ranging from a) to provide the mechanisms, time, training and resources for consultation and participation thru e) to emphasize the participation of non-managerial workers in consultation and participation.</p>		
6	This third clause talks about the planning for the OH&S management system, where your company needs to consider the issues referred to in previous clause 4.1, the requirements of clause 4.2, the scope of the OH&S system per clause 4.3, and determine the actions to address the OH&S risks and opportunities. The planning of actions includes systems for the identification of workplace hazards and the assessment of OH&S and other				