

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

This instruction is intended for use in upgrading your Management System for the transition from OHSAS 18001:2007 to ISO 45001:2018 for OH&S management systems (OHSMS) used in all types of industries.

The above OHSMS are compatible with each other and have common requirements.

In ISO 45001:2018, the requirements are described in:

- Clause 4 Context of the organization
- Clause 5 Leadership and worker participation
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance evaluation
- Clause 10 Improvement

Previously in OHSAS 18001:2007, the requirements were described in:

- Clause 4.1 General requirements
- Clause 4.2 OH&S policy
- Clause 4.3 Planning
- Clause 4.4 Implementation and operation
- Clause 4.5 Checking
- Clause 4.6 Management review

You have the OHSAS-2007 version in place and now have the objective of upgrading the system to the ISO-2018 version. The good news is that since you are familiar with formal management systems, this initiative will be relatively straightforward.

Essentially, the documentation package for the management system will contain:

- One condensed Manual to introduce the documented information required for ISO 45001:2018.
- A group of procedure/system documents for your OHSMS with updates to reflect a document numbering system related to the new clause numbers and to incorporate the upgrades for ISO 45001:2018 requirements,
- A group of forms and attachments needed for the documented information and systems.

The documentation will need to be reviewed, upgraded, and implemented. The first step is to assign a person responsible for the management system, such as with a OH&S team leader to become familiar with the changes for the 2018 version of the ISO 45001:2018 standard. Visit <http://45001store.com/> for training materials, resources, and information on OH&S management systems requirements.

The following table with detailed instructions focuses on the areas of the documentation required for the new standard. As you undertake the task of upgrading your OH&S management system, note that in the left-hand column of the instructions, the ISO 45001:2018 clauses shown in **bold numbers** have key changes from 2007 to 2018. The intent of the main clauses is shown in **blue font** and the text in *italics* indicates where requirements were included in previous OHSAS 18001:2007.

Use a copy of the ISO 45001:2018 standard along with this instruction to pinpoint for your organization the areas that need attention. You may want to make notes and add comments in the space available to the right and the left of the column for reference documentation. Use the upgrade checklist section on the right side of the table to assign the responsibility for the upgrade and to follow up on its completion.

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

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---	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. <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>	Documented information	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. You will need to add / replace / rework your OH&S procedures to incorporate the ISO 45001:2018 requirements. 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.		
4	This first requirement clause introduces two sub-clauses relating to the context of the organization, 1 st of all is understanding the organization and its context and 2 nd 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.				
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		

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	<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>		Include the process for developing and communicating the OH&S policy. 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. 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.		
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	In P-500, include your process for worker consultation and participation. 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.		
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				