





## I.S. ISO 45001:2018

**I.S. ISO 45001 is the first internationally recognised standard on Occupational Health and Safety in the workplace.**

This international standard will enable organisations, regardless of context and size, to provide a safe and healthy workplace for their workers, visitors, contractors and other interested parties and to prevent work-related injury, ill-health and to continually improve its OH&S performance.

I.S. ISO 45001 enables an organisation to identify OH&S hazards, risks and opportunities to proactively manage and support workers health and wellbeing.

This standard has been developed using the ISO High Level Structure for management systems. This structure is aligned to other management system standards such as I.S. EN ISO 9001:2015 and I.S. EN ISO 14001:2015 and enables:

- > integration with other management systems
- > provision of an integrated approach to organisational management
- > the organisation to establish clear policies which are compatible with the overall strategic objectives and direction of the organisation
- > the promotion of continual improvement across the organisation
- > the organisation to address and manage risk in the workplace



Occupational ill-health from workplace exposure to health risks is a leading cause of work-related deaths and life changing conditions. The priority of occupational health is to focus on the prevention of occupational ill-health.

**A structured approach to managing OH&S is set out in I.S. ISO 45001:2018 and can benefit an organisation by:**

- > reducing work-related injury and ill-health
- > eliminating or reducing risk to a tolerable risk level
- > motivating and empowering staff through greater and better staff participation, consultation and communication
- > enhancing and improving the engagement of top management
- > enabling a paradigm shift in culture and attitude
- > improving reputation

Organisations that have attained registration through NSAI maintain that it leads to improved internal and external communications and a more disciplined attitude among employees to health and safety matters through continuous improvement. OH&S ensures a consistency of approach, which assures compliance as a minimum.

# Fundamental elements of I.S. ISO 45001:2018



## Occupational Health and Safety is based on:

### > Hazard identification

- The process of recognising that a hazard exists (source or situation with the potential to cause harm in terms of human injury or ill-health).

### > Risk assessment

- The process of evaluating the risk arising from the hazard (combination of the likelihood of a hazardous event or exposure and the severity of injury or ill-health that can be caused by the event or exposure).

### > Determination of applicable controls

- Measures relevant to eliminate or reduce risk to an acceptable level. Measures are based on the hierarchy of control measures as shown in diagram 2 on page 6.

## The I.S. ISO 45001:2018 standard is structured around the following elements:

- > Context of the organisation
- > Understanding the needs and expectations of workers and other interested parties
- > Leadership, culture and commitment
- > Policies linked to the overall strategic objectives and direction of the organisation
- > Participation and consultation
- > Hazard identification, risk assessment and opportunities
- > Performance evaluation
- > Evaluation of compliance
- > Management review







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## Understanding the detail

The I.S. ISO 45001:2018 Occupational Health and Safety Management System is based on the concept of PLAN-DO-CHECK-ACT (PDCA)

The PDCA concept is an iterative process used by organisations to achieve continual improvement. It can be applied to a Management System (MS) and to each of its individual elements as follows:

### PLAN

Determine and assess OH&S risks, OH&S opportunities and other risks. Establish the OH&S objectives and processes necessary to deliver results in accordance with the organisations policy.

### DO

Implement the processes planned.

### CHECK

Monitor and measure activities and processes regarding the OH&S policy and OH&S objectives and report the results.

### ACT

Take actions to continually improve the OH&S performance to achieve intended outcomes.



### PLAN (Clause 4, 5 & 6)

The planning stage of the process requires the organisation to gather and define information, e.g.



- > Define the context of the organisation
- > Determine the needs and expectations of interested parties both internal and external (*see diagram 1, page 6*)
- > Develop the OH&S policy
- > Plan for hazard identification and assessment of risk and determine control measures based on hierarchy of controls (*see diagram 2, page 6*)
- > Define objectives and actions to drive opportunities
- > Identify legal requirements and other requirements
- > Obtain engagement and commitment from the leadership team
- > Provide workers with resources and consultation support to enable communication
- > Develop a process for consultation, participation and communication with workers.

# Understanding the detail



## **DO (Clause 7 & 8)**

The implementation stage is about putting the necessary processes and supports in place that have resulted from the planning phase of clauses 4, 5 & 6. Implementation provides the structure and framework that in turn provides the necessary support and tools for an effective OH&S system by:

- > determining resources, training and competence
- > implementing a consultation and participation process
- > documenting information in the form of process, procedure, instruction and safe systems of work
- > defining controls and criteria related to the process including documentation and detailed systems of work and specifications
- > determining operational planning and controls necessary for the OH&S management system which includes eliminating hazards and reducing OH&S risk using hierarchy of controls (page 6). The hierarchy of controls provides a structured guide to eliminating hazards and reducing or controlling OH&S risks
- > enabling robust processes for contractor control, management change, procurement and outsourcing
- > implementing the necessary protocols for dealing with potential emergency situations supported by periodic testing of the emergency plans to ensure that the organisation can appropriately respond to an emerging situation.

## **CHECK (Clause 9)**

Checking is the step in PDCA that consists of monitoring, measurement, analysis and performance evaluation to achieve intended outcomes. This step is achieved through:

- > monitoring and measuring which can include work related injuries, health complaints, work environment, effectiveness of operational controls or competence
- > evaluating compliance
- > completing internal audits; these are an effective way of checking how the organisation is performing by gathering objective evidence defined in the operational planning and control of OH&S
- > implementing a management review process; this is critical to ensure continual improvement of the OH&S system.

## **ACT (Clause 10)**

The act of PDCA is to put measures in place for continual improvement based on incidents and non-conformances. The intent of the clause is to identify opportunities for improvement and implementing the necessary actions to achieve the intended outcomes of the OH&S management system by developing a:

- > process for reporting and investigating incidents including near misses, injuries and ill-health
- > methodology for capturing non-conformances because of identified issues in the OH&S system
- > mechanism for determining what happened because of an incident, why it happened and what can be done to prevent it from happening again.

Continual improvement is about identifying the root cause of failures in the OH&S management system and putting in place measures to prevent recurrence.



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## Diagrams

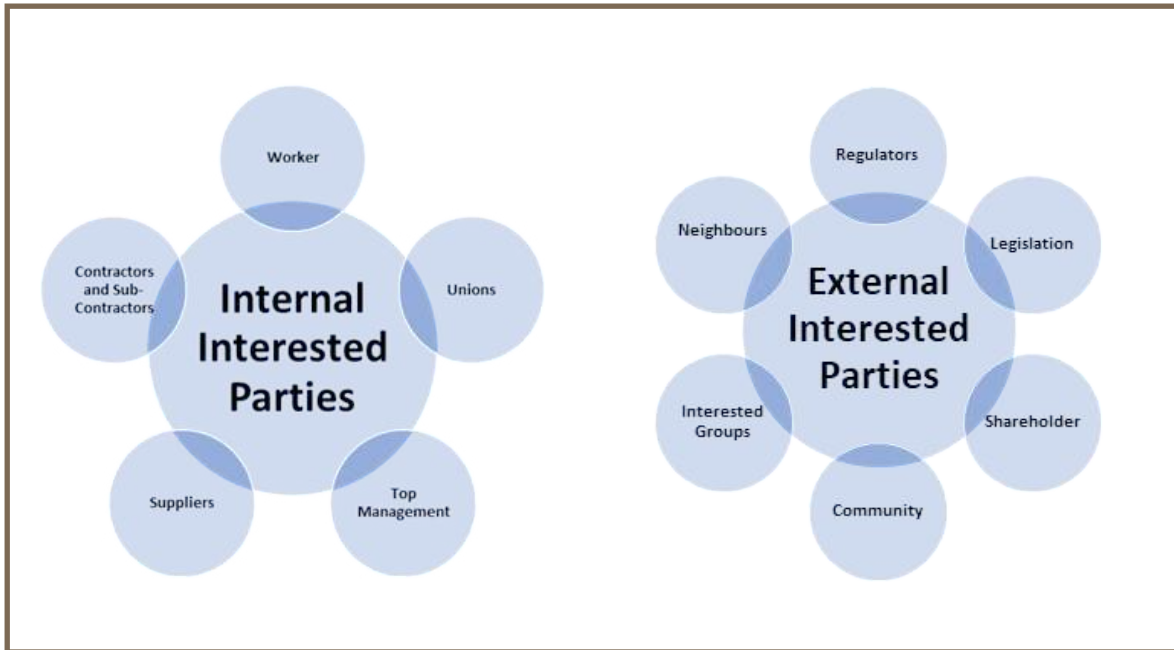


Diagram 1

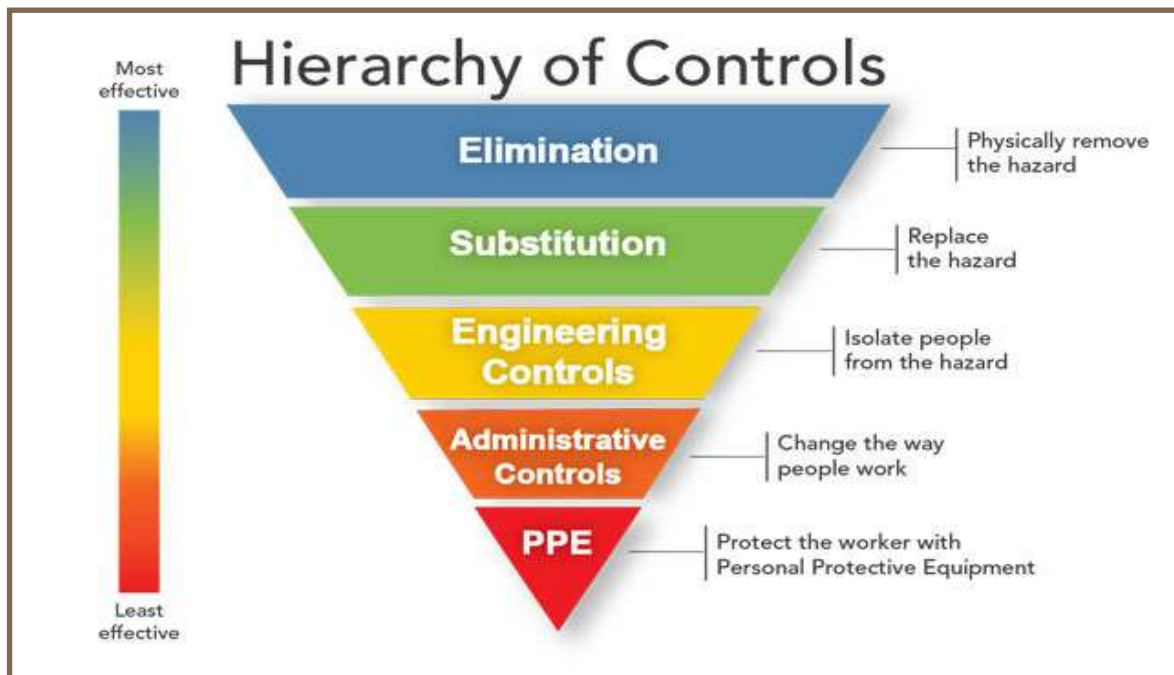


Diagram 2

# Key steps to I.S. ISO 45001:2018 certification with NSAI



## 1. Applying

You will first need to complete the relevant request for quotation form, these are available on our website at: [www.n sai.ie/certification/get-a-quote](http://www.n sai.ie/certification/get-a-quote). We will review the information provided and forward you a company specific quotation. A formal application is made on your acceptance of this quotation.

Our quotations cover a three-year period and are calculated to make sure that every customer receives the certification service best suited to their needs.

## 2. Gap assessment

Applicants can proceed at their own pace, with assessment dates arranged to suit. If you are unsure whether you are ready to undergo assessment for registration, we can offer you a gap assessment, in which we:

- > Conduct an on-site analysis of your current system
- > Assess this against the relevant standard
- > Prepare a report highlighting the gaps between your current system and the standard

*A gap assessment is optional and is not a requirement of the certification process.*

## 3. Preliminary assessment – stage 1

The preliminary assessment involves an inspection of your documentation and a review ranging over various areas including:

- > The proposed scope of your registration
- > The implementation status of your management system
- > The appropriate regulatory and legal requirements
- > Your management policies and objectives
- > Whether the system addresses the key areas of your business
- > Your site-specific activities – top level process review
- > Your key management elements, e.g. internal audits, reviews and complaints procedures
- > Your readiness to move onto Stage 2 of the assessment, the registration assessment.

The preliminary assessment takes place on-site. We recommend an interval of several weeks between the preliminary assessment and the registration assessment to allow time to resolve any issues arising from the preliminary assessment.

On completion of the preliminary assessment, we will produce a brief report evaluating your readiness to proceed to the next stage and identifying any areas that need to be improved before moving to stage 2.

If the preliminary assessment finds that your organisation is not ready for full registration assessment, it becomes, in effect, a gap assessment. That means that a second preliminary assessment will have to be carried out.



## Key steps to I.S. ISO 45001:2018 certification with NSAI

### 4. Registration assessment – stage 2

The registration assessment (Stage 2) involves a full review of your management system, including relevant records and documents. Its purpose is to confirm that your management system is properly controlled and has predictable outcomes.

At the end of the registration assessment, NSAI issues a detailed report, together with the outcome (whether to recommend registration or not). We will identify any issues found during the assessment. You in turn will be expected to submit an action plan detailing what changes are planned to be made to the management system to eliminate or reduce the risk of the same issues re-occurring.

### 5. Surveillance and reassessment

At least once a year, NSAI visits each registered company to ensure the management system is being maintained and is achieving its expected outcomes. During each visit, part of the management system is reviewed in depth.

Certificates expire every three years, with the expiry date indicated on the certificate. Before that date, we undertake a detailed reassessment, reviewing the performance of the whole management system to make sure every element is performing satisfactorily. The results of the previous visits are taken into account.

During the period of registration, changes are inevitable. NSAI works with each registered organisation to make sure the management system remains sound. Normally, change can be reviewed and assessed during routine surveillance visits. In cases where change leads to the breakdown of the system, NSAI reserves the right to suspend or revoke certification.

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## NOTES

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