



ISO 45001 Principles of and Environmental and Occupational Health and Safety Management System 5 phases

14 days

Phase 1 (2 Days)

Principles of an Environmental and Occupational Health and Safety Management System - ISO 45001

What ISO is, and its origins. What the standards are about.

Why ISO? How to get benefits from ISO 45001.

ISO 45001:2018 clause explanation and requirements.

Detailed review of the ISO standards. (Clause by clause review discussion/answer questions.)

- Scope
- Normative references
- Terms & Definitions
- Context of the Organization
- Leadership and Worker Participation
- Planning
- Support
- Operation
- Performance Evaluation
- Improvement

PDCA (Plan-Do-Check-Act). How to properly implement ISO using PDCA model

Plan: *Establish the objectives and processes necessary to deliver results in accordance with customer requirements and the organizations policies*

Do: *Implement the processes*

Check: Monitor and measure processes and product against policies, objectives and requirements for the product and report the results

Act: *Take actions to continually improve process performance*

Process Approach

What it means to implement ISO as a process.

How to successfully implement multiple processes as a system



Discuss important concepts for implementing the new standard

- Context of the Organization
- Enhance Occupational Health and Safety (OH&S) Performance
- Strategic Occupational Health and Safety (OH&S) Management
- Compliance Obligations
- Hazard Analysis and Risk Based Thinking

Explanation of Guidance documentation towards the understanding of

Implementation Guidance for ISO 45001:2018

Guidance on the requirements for Documented Information ISO Risk Based Thinking

Phase 2 (4 Days)

Environmental and Occupational Health & Safety System Development

Having learned about ISO, we will train towards the Development of an ISO compliant system by addressing specific items needed for registration and more importantly by the company for success. The items are, paced over time.

Discuss the components of ISO 45001. How to develop Documented Information that meets company needs, customer needs, ISO 45001.

Documentation Required per ISO 45001:2018 (high level transversal documents)

- Scope of the OH&S Management System (4.3)
- OH&S Policy (5.2)
- Organizational Roles, Responsibilities, and Authorities (5.3)
- Hazard identification and assessment of risks and opportunities (6.1.2)
- Compliance Obligations and Determination of Legal Requirements and other Requirements (6.1.3)
- Methodologies and Criteria for Assessment of OH&S Risk (6.1.2.2)
- OH&S Objectives (6.2.1)
- Operational Control (8.1)
- Emergency Preparedness and Response (8.2)

Discuss documents for the purpose of communicating the information necessary for the company to operate (low level, specific documents)

- Maintain documented information (document control) (7.5)
- Retain documented information (records control) (7.5)
- Internal audits (9.2.2)
- Incident, Nonconformity, and Corrective action (10.2)



Discuss other low level documents per the standard required by the company

- Monitoring Performance (9.1)
- Management Review (9.3)
- Training (7.2/7.3)
- Evaluation of Compliance (9.1.2)
- Etc.

Learn how to identify potential hazards and to prevent them to achieve the meet their OH&S strategic direction.

Learn how to integrate ISO 45001 with other ISO standards, if applicable.

Homework assignments

Homework between sessions will be assigned. The homework will be reviewed at the following session prior to starting a new session

Phase 3 (5 Days)

ISO 45001 Implementation of Management System Requirements

Learn to properly implement all phase 2 items over training period in segments to assure success. Learn how to identify potential aspects and work towards mitigating adverse effects. Learn how to identify potential hazards within the working environment through a Job Hazards Analysis. Learn how to implement an Emergency preparedness and response, Readiness Review to assure successful registration.

Additionally, Learn

- How to use the Context of the organization
- How to use Risk Based Thinking throughout
- How to use the created Documented Information
- How to turn on and roll out the OH&S Management System
- How to externally communicate information to the relevant to the management System Representative.
- Why is training important, and how we determine if it has been effective?
- How one fits into the OH&S Policy?
- How to manage and continually improve the Management System
- How to recognize compliance?
- How to ensure that the major drivers i.e. Consultation and Participation of Workers, Risk Based thinking, Hazard Mitigation, Action to Achieve Objectives, Communication, Internal Audit, Corrective Actions and the Management Review used in improving the company's strategic direction

Prepare / Conduct a management review using the established procedure(s)



Develop an agenda template and discuss who should participate. What topics should be included for an effective management review will be covered such as

- the status of actions from previous management reviews;
- changes in external and internal issues that are relevant to the OH&S management system, including:
 - the needs and expectations of interested parties;
 - legal requirements and other requirements;
 - risks and opportunities;
- the extent to which the OH&S policy and the OH&S objectives have been met;
- information on the OH&S performance, including trends in:
 - incidents, nonconformities, corrective actions and continual improvement;
 - monitoring and measurement results;
 - results of evaluation of compliance with legal requirements and other requirements;
 - audit results;
 - consultation and participation of workers;
 - risks and opportunities;
- adequacy of resources for maintaining an effective OH&S management system;
- relevant communication(s) with interested parties;
- opportunities for continual improvement.

The outputs of the management review include:

- the continuing suitability, adequacy and effectiveness of the OH&S management system in achieving its intended outcomes;
- continual improvement opportunities;
- any need for changes to the OH&S management system;
- resources needed and actions, if needed;
- opportunities to improve integration of the OH&S management system with other business processes;
- any implications for the strategic direction of the organization.

Training will address how to facilitate the meeting as organizing manager.

Training on the use of suitable methods for monitoring and, where applicable, measurement of the Management System processes.

How to determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of the Management System and to evaluate where continual improvement of the effectiveness of the Management System can be made.



Training on how to include data generated as a result of monitoring and measurement and from other relevant sources. Learn how analysis of data provides information relating to

- Performance
- Degree of compliance
- If planning has been implemented effectively;
- The effectiveness of actions taken to address risks and opportunities;
- The need for improvements to the Management System.

Learn methods to continually improve the effectiveness of the Management System through the use of;

- the OH&S policy,
- OH&S objectives,
- audit results,
- analysis of data,
- corrective actions,
- address opportunities, and
- management review

Phase 4 (2 Days)

ISO 45001 Internal Auditor training Conduct Auditor Training

The basis for this training is to perform hands on auditor training to help trainees develop their own internal capability to perform Internal Audits as required per ISO45001:2018. The training will consist of:

- ISO45001:2018 Overview (Summary of key requirements that need to be audited)

Preparing for the audit - Planning, scheduling, audit team, preparation, checklists, etc.

The audit – Execution, Checklists and Audit techniques

After the audit – Closing meeting and reporting (Including Corrective Action's)

Additional learning will result in;

- Understanding of the Process Approach
- Identify the requirements of an auditor
- Form an audit team
- Plan, prepare and execute an audit
- Classify, record, and resolve nonconformities
- How to implement preventative measures to avoid future nonconformities

Trainees will conduct an Internal Audit using the methods learned under supervision for hands on training. Discuss what you should expect at registration. Discuss the various outcomes of an audit.

OH&S policy OH&S objectives

Review existence of minimum requirements for audit readiness by registrar.



Phase 5 (1 Day)

ISO 45001 Training for All employees

ISO 45001 Overview

Inform/train remaining employees on what the Management System is composed of, where the system documentation is located, how to get access to the documentation and how to use them for maximized benefit to the organization.

Learn methods for improving the system,

Learn how to be audited in an effective way by customers, registration bodies and internal auditors.

The training will address how to Apply suitable methods for monitoring and, where applicable, measurement of the Management System processes.

How to determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of the Management System and to evaluate where continual improvement of the effectiveness of the Management System can be made.

How to include data generated as a result of monitoring and measurement and from other relevant sources.

How to analyze data / information relating to

- OH&S performance
- Degree of compliance
- OH&S Objectives
- Incidents / Near Misses
- Participation of workers
- If planning has been implemented effectively;
- The effectiveness of actions taken to address risks and opportunities;
- The need for improvements to the Management System

The need for improvements to the Management System. How to continually improve the effectiveness of the Management System, using;

- OH&S policy,
- Objectives,
- Audit results,
- Analysis of data,
- Corrective actions
- Address opportunities, and
- Management review