



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

(5 Phases - 14 days)

## ISO 45001 Phase 1: Principles of an Environmental and Occupational Health and Safety Management System

(2 Days)

### Training Description:

ISO 45001 Phase 1: Principles of an Occupational Health and Safety (OH&S) Management System educates employees and process owners on the characteristics, advantages, and impacts of the ISO 45001. Participants will learn about the key components of an Occupational Health and Safety system. During this training, participants, specifically process owners, will learn how to prepare for ISO 45001 registration. This training establishes a structured approach to identifying work related risks and improves the performance of the organization. An effective overall health and safety management system helps organizations protect and enhance their people, ultimately driving business excellence. ISO 45001 includes presentations and exercises, as well as class discussions that are centered around the specific needs of the company involved in the training. Phase 1 is delivered onsite and is intended for all levels.

### 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

**ISO 45001 Phase 2: Environmental and Occupational Health & Safety System Development (4 Days)**

**Training Description:**

ISO 45001 Phase 2 assists in the creation an Occupational Health and Safety policy. This training teaches participants teaches how to develop a policy that includes commitment to both compliance with laws and company policies, continual improvement, and the prevention of accidents. In addition to the creation of the OH&S policy, this training also includes instruction on how to develop a system that ensures that the policy is carried out by the organization. This involves planning, implementation and operations, checking and corrective action, and management review. In addition, participants will learn how to properly document an OH&S system. Participants will be exposed to the necessary documents per ISO 45001 so that they can develop the ones needed by the organization. They will learn how to identify potential hazards and to prevent them to achieve the meet their OH&S strategic direction. Participants will learn how to integrate ISO 45001 with other ISO standards, if applicable. ISO 45001 includes presentations and exercises, as well as class discussions that are centered around the specific needs of the company involved in the training. This training is delivered onsite and is intended for all levels.

**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.

**Homework assignments**

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

**ISO 45001 Phase 3: Implementation of Management System Requirements  
(5 Days)**

**Training Description:**

ISO 45001 Phase 3: Implementation and Measurement of an OH&S system teaches participants how to effectively implement an established OH&S system. In addition, participants will learn the critical components of effectively managing and continuously improving an OH&S system. An effective occupational health and safety management system will help organizations protect and enhance their people, ultimately driving business excellence. ISO 45001 enables the pro-active approach towards managing hazards and related risks and improving health and safety practices. In addition, the implementation of a successful OH&S management system can result in a reduced number of incidents, employee absenteeism, employee turnover, cost savings, and reduced downtime. ISO 45001 includes presentations and exercises, as well as class discussions that are centered around the specific needs of the company involved in the training. This training is delivered onsite and is intended for all levels.

Additionally, participants will 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

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
- management review

## **ISO 45001 Phase 4: Internal Auditor Training (2 Days)**

### **Training Description:**

ISO 45001 Phase 4: teaches participants how to conduct Internal Audits within their own company. A report of findings is presented to management on how to approach any actions and what they need to do to become ready for ISO registration. This training involves practical exercises and real application examples, to help participants develop a hands-on understanding that will facilitate the implementation and auditing of a world-class Occupational Health and Safety Management System. This training helps attendees to understand the requirements of ISO 45001 and to plan and execute an effective process-based internal audit. This training is delivered onsite and is intended for all levels.

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.

## **ISO 45001 Phase 5: Training for All Employees**

**(1 Day)**

### **Training Description:**

Participants learn what the Management System is composed of and how to use the documentation to maximize benefits of the company. Participants will learn methods for improving the system and how to be audited in an effective way by customers, registration bodies, and internal auditors. The training will address how to apply methods for monitoring the Management System processes and how to determine, collect, and analyze data to demonstrate the effectiveness of the Management System and to evaluate where continual improvement can be made. Participants will learn how to include data generated as a result of monitoring and measurement and from other relevant sources. This training is delivered onsite and is intended for all levels.

Participants Will Learn 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
- Management review