⚠45001 Store

Requirements
of
ISO 45001:2018

Trainer's Guide

Trainer's Guide

Requirements of ISO 45001:2018

Materials

This course is designed to train employees on the requirements of ISO 45001:2018. The course covers the structure, emphasis, and requirements of the standard.

The course is approximately two hours long; the length may be changed by covering less detail, or by adding the suggested group exercises.

To begin preparing for the training session:
- Print the Notes pages of the Power Point presentation. (Open the PowerPoint presentation, select "Print", and select "Notes Pages").
- Print a copy of the Student Manual. You will then be able to prepare for the presentation using this guide and reviewing the speaker notes and student manual. Each student manual contains Notes version of the Power Point.

The content of the student manual matches the information in the PowerPoint slides. Let students know this at the beginning of the presentation to make it easier for them to take notes. The speaker notes provide additional detail.

Included in the trainer manual are two quizzes with 'answer key' and designed to test the student's understanding of the requirements. Let students know at the beginning of the training that there will be a test.
- Is it a Requirement – where 32 items need to be designated as True or False,
- Find the Requirement – where 30 clauses need to be identified.

Included in the student manual are the same two quizzes, less answer key.
- Is it a Requirement – where 32 items need to be designated as True or False,
- Find the Requirement – where 30 clauses need to be identified.

A Certificate of Completion is included for presentation to the student upon completion of the training and quizzes.

You will need one copy of the standard for the trainer, and you may want copies for each student to refer to for details. Standards are available electronically from Techstreet.com
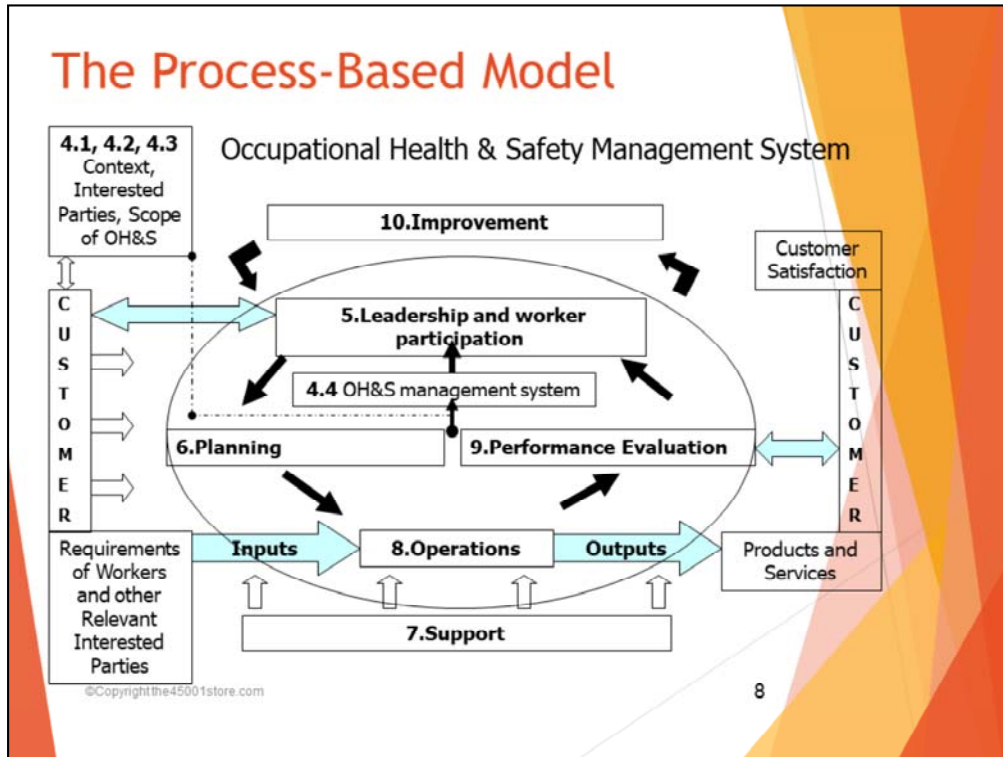
Additional Information: 45001store.com/buy-standards/

A Management system refers to what an organization does to manage its

processes, or activities, so that its products or services meet the organization's

objectives, such as:

• Providing safe and healthy workplaces

• Satisfying the customer's requirements,

• Complying to regulations, or

• Meeting objectives

This example of the process-based model outlines a continual improvement cycle for the standard.

The seven clauses are all found on the process model.

Leadership and worker participation, Planning, Operations, and Performance evaluation form a cycle that is influenced by the Context of the organization and Support processes aimed at improvement.

An important input to this cycle is the customer, with the workers and other relevant interested parties requirements.

The output of the cycle is continual improvement of the OH&S.

The standard is organized around this model.

ISO Standards use a process approach.
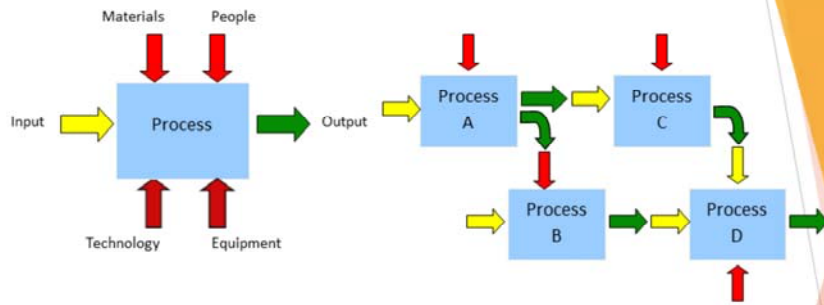
A process is an action that turns inputs into outputs, like turning ice to water by heating it.
So if you look at your business as a series of interacting processes, you can try to improve them for better results – no matter what the process is.

Identifying, understanding and managing interrelated processes as a system helps the organization effectively and efficiently achieve its objectives.

Top management ensures that the responsibilities and authorities for relevant roles are assigned, communicated and understood - The development of an organization chart is a good start in accomplishing this.

Top management ensures that the OH&S meets the requirements of ISO 45001:2018 and that the performance of the OH&S and on health and safety performance is reported to top management.

While the standard does not specify the appointment of an OH&S team or an OH&S team leader / management representative, top management may demonstrate leadership and commitment and define roles, responsibilities and authorities through a Management team / OH&S team / ISO steering committee.

Therefore, in the speaker notes you will find mention of the OH&S team / ISO steering committee / OH&S team leader / management representative.

In your documented information for the OH&S, you have the option of designating the responsible function or individual.

Each organization will have its own way to approach the implementation

Performing a gap analysis of your current system versus the requirements of the Standard will give you a task list to work from to plan your implementation project.

A good next step would be to identify and process map your key processes.

The information you get from your Gap, combined with the process map and list of key processes should give you a good idea of what you will need to do to implement the standard.

Then you can build a Gantt chart for the project, outlining the task you need to do and the documents you will need to get into place.

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Includes Student's Guide

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Understanding the Requirements of ISO 45001:2018

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Topics / Questions covered

▶ What is ISO 45001?

▶ What is needed for registration to ISO 45001?

▶ What are the requirements of ISO 45001:2018?

   ▶ Section 4 - Context of the Organization

   ▶ Section 5 – Leadership and Worker Participation

   ▶ Section 6 - Planning

   ▶ Section 7 - Support

   ▶ Section 8 - Operation

   ▶ Section 9 - Performance Evaluation

   ▶ Section 10 - Improvement

▶ What are the next steps?

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What is ISO 45001?

ISO 45001:2018 is the latest standard for Occupational Health and Safety Management Systems Requirements.
Previous version was OHSAS 18001:2007
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▶ The ISO 45001 standard was designed by expert representatives from many different countries

▶ The standard outlines the basic elements of a good **Occupational Health and Safety Management System**

▶ These elements are good business practices

▶ The standard promotes the adoption of a process approach where consistent and predictable results can be achieved

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What is a Management System?

Your organization is made up of several Management Systems, which operate within your overall Business Management System. Example:

- Financial (FMS)
- Quality (QMS)
- Environmental (EMS)
- Safety (SMS)
- Energy (EnMS)
- IT (MIS) etc.

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P-D-C-A and the requirements

P = Plan, the processes

Clause 4 - Context of the Organization

Clause 5 – Leadership and worker participation

Clause 6 - Planning

D = Do, implement the plan

Clause 7 - Support

Clause 8 - Operation

C = Check, the results

Clause 9 - Performance Evaluation

A = Act, take actions to improve

Clause 10 - Improvement

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Do-Check-Act Example

Plan	Do	Check	Act
• Set Goal – Lose weight • Metrics – 10# per month until you reach your target weight • Set up exercise schedule, nutrition	• Implement the plan • Exercise, eat wisely, portion control	• Validate – Step on the scale – Are you meeting the goal? • No – Why not? • Yes – Great! Can you improve?	• Adjust plan • Keep improving by raising the bar (Continual improvement)

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Is it a Requirement?

The standard requires that: If the requirement is true, circle True and list the clause. If it is false, circle False and list the clause used.	True	False
1. The ISO 45001:2018 OH&S management system (OHS) must be established, implemented, maintained, and continually improved.	T Clause:	F Clause:
2. The OH&S policy as defined by top management is required to provide a framework for setting OH&S objectives.	T Clause:	F Clause:
3. The company must establish, implement, and maintain a process for consultation and participation of workers at all applicable levels and functions.	T Clause:	F Clause:
4. Internal and external communication regarding OH&S matters must be determined.	T Clause:	F Clause:
5. It is not necessary to identify and control documented information from external origin.	T Clause:	F Clause:
6. Management must review the OHS at least every quarter of the year.	T Clause:	F Clause:
7. The OHS must include documented information determined to be necessary for an effective system.	T Clause:	F Clause:
8. Persons performing tasks that may affect the performance and effectiveness of the OHS must be competent.	T Clause:	F Clause:
9. Employee must be aware of the OH&S policy and the relevant OH&S objectives.	T Clause:	F Clause:
10. The scope of the OHS is not required to be available and maintained as documented information.	T Clause:	F Clause:
11. To eliminate and reduce OH&S risks, the hierarchy of controls must be followed.	T Clause:	F Clause:
12. Controls need not be applied when a process, product, or service is outsourced.	T Clause:	F Clause:
13. Actions to address risks and opportunities need to be determined when planning for the OHS.	T Clause:	F Clause:
14. Monitoring and measurement equipment to ensure valid and reliable results need to be maintained, calibrated, or verified.	T Clause:	F Clause:
15. As part of the control of externally provided processes, products and services, the company needs to coordinate the procurement process with contractors.	T Clause:	F Clause:
16. The company is responsible to the control of planned temporary or permanent changes that impact OH&S performance.	T Clause	F Clause:

Certificate of Completion

Insert your Company Name Here

This certifies that

Insert Name

Has successfully completed
the training course in

Requirements of ISO 45001:2018

_____
Insert Trainer's Name & Title

April 6, 2018