

From BS OHSAS 18001 to ISO 45001

Our 8-Step Plan for Conversion to ISO 45001



ISO 45001 replaced BS OHSAS 18001 in March 2018. The revision of standards from BS OHSAS 18001 to ISO 45001 is associated with a three-year transition period. This means that you have time for a reasonable and result-oriented approach to the conversion of your existing occupational health and safety management system (OHSM system) to BS OHSAS 18001, which will culminate in the ISO 45001 certificate.

When converting from BS OHSAS 18001 to ISO 45001, it makes sense to draw up an internal action plan containing all the necessary steps from training for the new standard to the

final conversion. We propose the following steps for developing such an action plan:

1. Determination of employees

... responsible for the conversion and possibly establishing a project team.

2. Train employees

... on the contents of ISO 45001. *We are happy to help you with any questions you may have.*

3. Identify gaps

... in your OHSM system between the previous standard BS OHSAS 18001 and ISO 45001:

- **Assign the modules of your existing OHSM system to the requirements of the new standard.**
- **Have all requirements been met? Are there any gaps? Which regulations can be usefully maintained?**
- **Consider the main topics and changes to ISO 45001:**
 - Can I take advantage of the new structure, for example with integrated management systems?
 - Is risk-based thinking implemented in the context of the PDCA process and to support the process-oriented approach?
 - Against the background of reduced documentation requirements for the OHSM system, are the processes in your company clearly defined?
 - Is there an awareness throughout your company about the importance of analyzing the context of the organization as a new basic requirement of the management system?
 - Is there a stronger emphasis on leadership responsibility for the implementation and effectiveness of the OHSM system in your company?
 - Is there a stronger focus on the outsourcing management of certain processes/subcontractors?
 - How is the involvement of interested parties ensured?

4. Prepare an action plan

... with an established time frame, a list of responsible persons and defined actions for a successful changeover:

- **Which groups of people are affected internally?**
- **What training needs arise?**

- **What information and communication measures are needed?**
- **Do you need to raise awareness among management and employees?**

5. Update the OHSM system

Based on the results of the internal gap analysis, trained personnel can update the processes and procedures of the OHSM system and adapt/supplement documentation accordingly. If required, DEKRA can carry out a gap audit to assess the certification capability of your OHSM system according to ISO 45001. Further information can be found at www.iso.org/iso-45001-occupational-health-and-safety.html. Is your action plan effective and on schedule? If so, you can determine when a changeover audit to the new standard makes sense for your company.

6. Train internal auditors

Training aims to expand the auditing techniques and skills of your internal auditors in view of the new requirements.

7. Evaluate the effectiveness of your OHSM system

- **Have you considered everything?**
- **Have all requirements been introduced into the system?**
- **Is the corresponding evidence for the implementation of ISO 45001 available and has it been properly evaluated?**
- **Has the internal audit been completed?**

8. Make an appointment

After internal testing of the effectiveness of your converted OHSM system has been positively evaluated, you can schedule an appointment for the conversion audit.

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