

## Gap analysis for transition from OHSAS 18001 to ISO 45001

Clauses of ISO 45001	Clauses of OHSAS 18001	Evidence required	Action needed
<b>4 Context of the organisation</b>			
4.1 Understanding your organization and its context	<b>New requirement!</b>	<p>Have the OH&amp;S-related internal and external factors and conditions been identified that could affect, or be affected by, your organisation?</p> <p>Have the significant risks and opportunities been identified?</p> <p>What drives the OH&amp;S culture of your organisation?</p>	
4.2 Understanding the needs and expectations of interested parties	<b>New requirement!</b>	<p>Who might affect or be affected by your activities and what their relevant and significant interests might be?</p> <p>Have you taken their needs into account within the OH&amp;SMS?</p>	
4.3 Determining the scope of the OH&S management system	1 Scope & 4.1	<p>Does the written statement of scope allow for:</p> <p>a) The external and internal issues referred to in 4.1;</p> <p>b) Requirements referred to in 4.2;</p> <p>c) The work related activities performed.</p>	
4.4 OH & S management system and your processes	4.1 General Requirements	No significant change.	

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<b>5 Leadership and worker participation</b>			
5.1 Leadership and commitment	4.4.1, 4.4.3, 4.4.6	<p>Is “top management” engaged &amp; <u>leading</u> OH&amp;S, rather than delegating to someone further down your organisation.</p> <p>Are workers being involved directly to protect, improve performance, and support the OH&amp;S system.</p>	
5.2 OH&S policy	4.2 OH&S policy	Does the written policy statement emphasise communication and participation of workers, across the organization; commit to “satisfy” legal and other requirements; commit to the hierarchy of controls to OH&S risks?	
5.3 Organizational roles, responsibilities, accountabilities and authorities	4.4.1 Resources, roles, responsibility, accountability & authority	No significant change	
5.4 Participation and consultation	4.4.2, 4.4.3, 4.5.1, 4.5.2, 4.5.3	<p>This clause has been substantially strengthened to capture and promote worker participation, engagement and communications.</p> <p>Demonstrate the participation of non-managerial employees in OH&amp;S management, including incident investigations, risk assessments, control and monitoring activities and internal auditing</p>	

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<b>6 Planning for the OH&amp;S system</b>			
6.1 Actions to address risks and opportunities	4.3.1, 4.3.2 & 4.3.3	<p>Have the risks and opportunities from 4.1 been documented and have actions been defined to take advantage of the opportunities and mitigate the risks?</p> <p>Demonstrate that these actions have been effective. This should include compliance to legal and other requirements.</p>	
6.2 OH&S objectives and planning to achieve them	4.3.3	<p>Are objectives compatible with the policy statement, OH&amp;S risks and opportunities, business context and adequately resourced?</p> <p>Objectives and plans to achieve them must be documented. There should be a record of who is responsible, agreed timings, measures in place to establish progress and whether they have been achieved.</p>	

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<b>7. Support</b>			
7.1 Resources	4.4	No significant change	
7.2 Competence	4.4.2	Documented evidence of competence. Documented evidence that the effectiveness of training has been checked.	
7.3 Awareness	4.4.2	Are workers aware of policy requirements, hazards & risks relevant to them and their part in the OH&S performance, including results of relevant incident investigations?	
7.4 Information and communication	4.4.3	Participation and consultation are diffused through 45001, but this clause adds a requirement to consider what and why needs to be communicated and whether the communication was successful.	
7.5 Documented Information	4.4.4 & 4.4.5, 4.5.4	Documented information replaces the idea of documents and records, but no significant change is needed.	

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<b>8. Operation</b>			
8.1.1 Operational planning and control	4.4.6	Have controls for hazards and risk controls been planned and included in operational controls and do these allow for capabilities of the workforce? Are these documented where necessary?	
8.1.2 Hierarchy of controls	New requirement!	Is the hierarchy of OH&S controls correctly applied?	
8.2 Management of change	New requirement!	When changes to the operation are planned, is the effect on the O&HMS considered?	
8.3 Outsourcing	New requirement!	The OH&S implications must be controlled as part of the purchasing process.	
8.4 Procurement	New requirement!	OH&S controls relevant to the purchase of goods and materials.	
8.5 Contractors	New requirement!	Controls and communication requirements with regard to contractor's worker activities, the host company's worker activities, and anyone who may be affected by the activity in the workplace.	
8.6 Emergency preparedness and response	4.4.7	Emergency plans take the needs of relevant third parties into account and are tested periodically. Emergency drills are evaluated and learned from.	

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<b>9. Performance evaluation</b>			
9.1 Monitoring, measurement, analysis and evaluation	4.5, 4.5.1	Demonstrate that there is a <i>process</i> in place. Monitoring, measurement, analysis and evaluation of OH&S metrics must take into account business context, relevant third parties, policy risks, opportunities and objectives.	
9.1.2 Evaluation of compliance with legal requirements and other requirements	4.5.2	Similar to existing arrangements, but the frequency and method of compliance checking need to be considered.	
9.2.1 Internal audit objectives	4.5.5	No significant change	
9.2.2 Internal audit process	4.5.5	Workers must be included in the audit process.	
9.3 Management review	4.6	Added emphasis on improvement and communications based on risks, opportunities and system effectiveness	

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<b>10 Improvement</b>			
10.1 Incident, nonconformity and corrective action	4.5.3, 4.5.3.1, 4.5.3.2	<p><b>Note:</b> Preventive Action has been dropped because this is addressed through management of risks and opportunities.</p> <p>Corrective action is taken in a timely manner to control an incident or nonconformity and deal with the consequences.</p> <p>Root cause analysis used to understand why an incident happened.</p> <p>When corrective action has been completed, your organisation considers whether further action is required to prevent a similar incident or nonconformity occurring in future.</p> <p>Your organisation considers whether the potential for a similar problem remains – possibly in another area of the operation and acts to implement changes if needed.</p>	
10.2.1 Continual improvement objectives		Employees are involved in continual improvement	
10.2.2 Continual improvement process		<p>A process that demonstrates continual improvement is planned, implemented &amp; maintained.</p> <p>The required and actual outcomes of continual improvement are communicated to employees.</p>	