



**SERVICE METHODOLOGY  
ISO 45001:2018  
OCCUPATIONAL HEALTH AND  
SAFETY (OH&S) MANAGEMENT  
SYSTEMS**

## INTRODUCTION TO ISO 45001:2018

ISO 45001:2018 helps organizations improve their environmental performance through more efficient use of resources and reduction of waste, gaining a competitive advantage and the trust of relevant stakeholders and requires to

- Integrate responsibility for health and safety issues as part of the organization's overall plan
- Identify, manage, monitor and control their environmental issues in an integrated manner.
- Organization can considers all environmental issues relevant to its operations, such as air pollution, water and sewage issues, waste management, soil contamination, climate change mitigation and adaptation, and resource use and efficiency.

## KICKOFF

Kickoff meeting is an essential tool to communicate and plan for the execution of the project with minimal obstruction and to complete the project within planned time and cost.

Agenda for the kick off meeting is:

- Project plan discussion - This includes discussion about accountability and responsibility of stake holders. Milestones and deliverables in the project
- Scope of services and scope of certification
- Legal and regulatory requirements

## CREATION OF CORE TEAM

- Appointment of OH&S Leader
- Appointment of Safety Committee
- Appointment of Internal Auditors

## GAP ANALYSIS

During this phase we conduct a gap analysis to check how much of your current practices are in line with the requirements. Your current practices are verified against these four reference criteria.


- ISO 45001:2018 standard requirements
- Legal, statutory, regulatory requirements
- Client requirements
- Internal policies and procedures

The results of this analysis are presented in the form of a Gap Analysis Report. This report acts as the list of action items for the remainder of the project.

## OH&S AWARENESS TRAINING


OH&S awareness training will be conducted to the employees of your organization. The training session is to help employees to gain knowledge, understand the concepts of ISO 45001:2018 and align processes and practices towards achieving a safer and hazard-free work environment. When staff have been trained they can think, act and contribute towards achieving the goals.

## HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)




A Risk Management procedure shall be documented and used as reference to manage the identified risks in consultation with all function heads. We use ISO 31000 techniques to identify, document, prioritize, and quantify the identified risks. This step creates a HIRA Register. Suitable mitigation plans are identified by using the hierarchy of hazards control (Risk Management - ESEAP) based on the risk level, severity, likelihood. The outcomes of such actions are calculated, recorded, evaluated and documented.

## DOCUMENTATION




Our experts will list the policies, processes, SOPs, work instructions and records that need to be defined and documented as per ISO 45001:2018. By discussing with each department and function heads we create the necessary documentation. This would be followed by SOPs and record templates being made available for the team to operate and record the information.

## ESTABLISH CONTROLS




Once the policies, processes and SOPs, have been documented and list of records to be collected has been listed and personnel have been identified and trained on such activities, then the need is to operate, monitor and review the efficiencies of such processes.

## INTERNAL AUDITOR TRAINING




ISO 45001:2018 Internal Auditor (IA) Training will be provided to the identified personnel. This training will equip such personnel to analyze the need for IA, plan and schedule IA, prepare audit checklists, and conduct an IA and to document and report their observations to the top management.

## INTERNAL AUDIT



Our experts will oversee the conducting of internal audit by your internal audit team. This internal audit will identify still existing gaps in the system and demonstrate the level of preparedness to face the certification audit. This audit gives the organization a chance to identify and rectify all non-conformances before proceeding to the certification audit.

## ROOT CAUSE ANALYSIS (RCA) AND CORRECTIVE ACTIONS



All non-conformances identified during the internal audit, client or third party audits or from Risk Assessment, Customer Feedback, Complaints, Internal and External issues, daily walk through and any other sources have to be listed and a RCA to be performed using techniques like 5Why and Fish-Bone methods. The optimal correction and corrective actions are implemented and the effectiveness of such actions is documented and reviewed via a Corrective Action Report (CAR). Our experts will be present with your team to guide through the process.

## MANAGEMENT REVIEW MEETING (MRM)

The MRM is an opportunity for all OH&S stakeholders to meet on scheduled intervals to review, discuss and plan actions on the below agenda points.



- HIRA
- Audit findings and non-conformances from all sources. Action plan to resolve any open items.
- Accidents, incidents and near miss scenarios
- Improvements made to the system
- Resources and trainings required
- Opportunities for improvement and changes needed in the system


## CERTIFICATION AUDIT: STAGE 1



When the levels of preparedness has reached adequate levels, the process for certification begins. An appointed auditor of the Certification Body (CB) verifies the preparedness via a stage 1 audit. This involves the auditor reviewing the policies, processes, SOPs, HIRA, critical operational records, IA and MRM records. Any major deviations from the CB's expectations will be notified at this point for bringing in the necessary corrections. This reduces the chances of major non-conformances during the certification audit.


TOPCertifier will by liaise with all stakeholders and oversee smooth completion of the audit.

## CERTIFICATION AUDIT: STAGE 2



On successful completion of Stage 1 audit, the auditor embarks on a detailed audit of the practices and documentation of the QMS system of the organization. TOPCertifier would have trained your personnel on the audit requirements and on confidently facing the audit. Our experts will be present to assist in any means necessary for the smooth functioning of the audit. TOPCertifier will assist your team to close any non-conformances identified during the audit. Upon successful completion of the certification audit, TOPCertifier will liaise with all stakeholders to draft, approve and release the final certificate.

## CONTINUATION OF COMPLIANCE



TOPCertifier will be part of your organization's compliance journey and assist you at regular intervals with necessary trainings, system support and updations, internal and external audits and regular renewal of your certification.