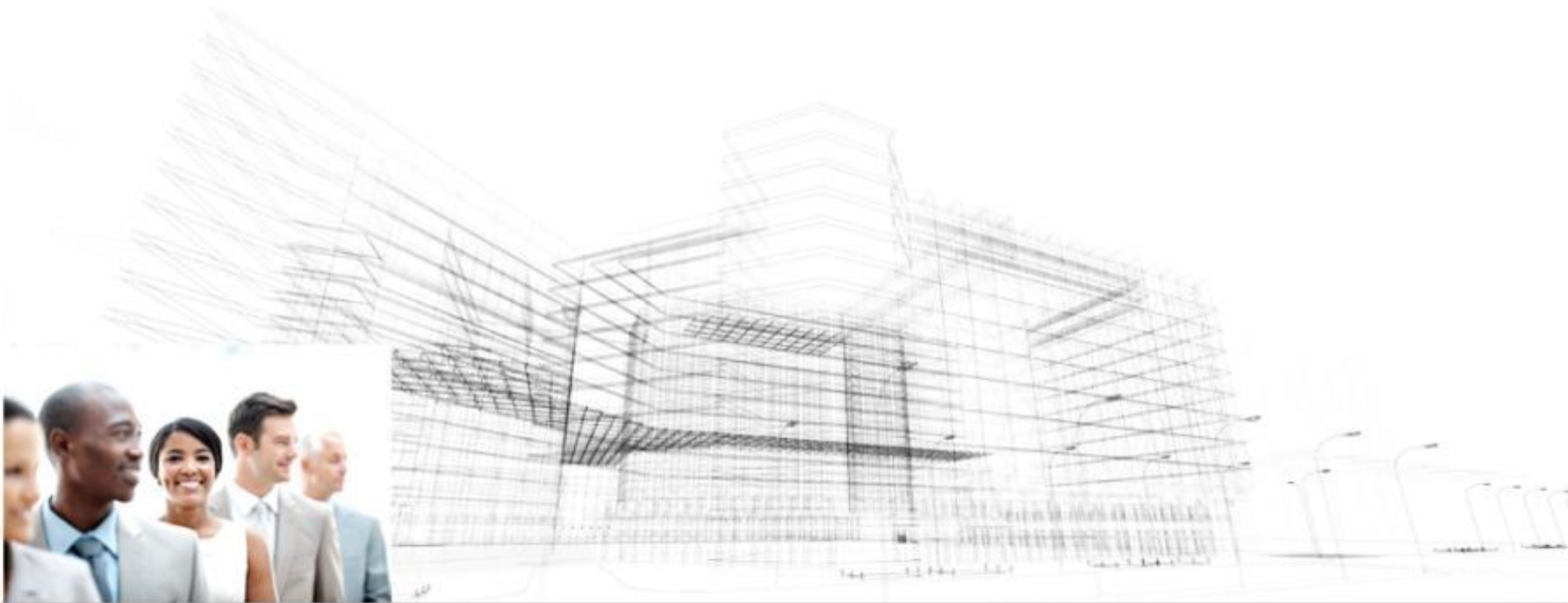




Migration to SANS/ISO 45001:2018

Date – 13 September 2019

OHSAS 18001 to ISO 45001 Migration from the perspective of a Conformity Assessment Body (CB)

During the Migration process the focus was mainly on the following three standards:

- **ISO/IEC TS 17021-10:2018 Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 10: Competence requirements for auditing and certification of occupational health and safety management systems**
- **IAF MD 21:2018 Requirements for Migration to ISO 45001**
- **IAF MD 22:2018 Application of Occupational Health and Safety Management Systems (OH&SMS)**

Credit must be given to our two Accreditation Bodies, RvA & SANAS who played a major role in ensuring that the SABS does have a thorough knowledge and understanding of the three critical standards.

ISO 17021:10 -COMPETENCE REQUIREMENTS

SABS



ISO 17021:10 -Competence requirements for auditing and certification of Occupational Health and safety (OH&S) management systems



Scope:

ISO 17021 Part 10 specifies competence requirements for personnel involved in the audit and certification process for OH&S management system

Three categories of personnel were identified and our training requirements were build around the categories:

- Auditors;**
- Personnel making certification decisions;**
- Other personnel (As appropriate for their function, personnel conducting the application review to determine the audit team competence required, to select the audit team members, and to determine the audit time)**



Training Matrix was developed to be aligned with ISO 17021-10, MD 21 & MD 22 & ISO 45001.

Additional training was scheduled during an internal workshops:

- HIRA
- Incident Investigation
- Manday Justification Calculation
- Legal Requirements
-



Critical Aspect

- The audit team shall be composed of auditors (and technical experts, as necessary) having the collective competence to undertake the audit. Each OH&S auditor shall have knowledge of the synergy within an OH&S management system and how its processes interact to meet its intended outcomes of providing a safe and healthy workplace and the prevention of injury and ill health

NOTE: It is not necessary for each member of the audit team to have the same competence, however, the collective **competence of the audit team needs to be sufficient to achieve the audit objective.**

REQUIREMENTS FOR THE MIGRATION TO ISO 45001:2018

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**IAF MD 21:2018 - Requirements for the Migration to
ISO 45001:2018 from OHSAS 18001:2007**





IAF MD 21 was published in January 2018

- **ISO 45001:2018 was published on 12 March 2018**
- **The Migration process will end on 11 March 2021.**
- **The issue and re-issue of OHSAS 18001:2007 certificates the expiry date will not exceed 11 March 2021.**

NB: Original certification cycle must be maintained



Organizations using OHSAS 18001:2007 were recommended to take the following actions:

- i) Training to be conducted on ISO 45001:2018 for personnel,**
- ii) Identify the gaps in the OH&S management systems which need to be addressed to meet any new requirements,**
- iii) Clients need to Develop an Migration/Implementation plan,**
- iv) Ensure that any new competence needs are met and create awareness for all parties that have an impact on the effectiveness of the OH&S management systems,**
- v) Update the existing OH&S management systems to meet the new requirements and provide verification of its effectiveness,**



- **Migration audit will be conducted during routine Surveillance and Re-recertification audits.**
- **When migration audits are carried out in conjunction with scheduled Surveillance or Re-certification a minimum of 1 auditor man-day is added to ensure effective implementation of the new requirements as implied by ISO 45001:2018.**

The SABS preferred a single visit approach rather than a staged approach (Phases 1 & 2)



Prior to certification against ISO 45001 the following must be demonstrated:

- Only when all identified outstanding issues have been appropriately addressed and the effectiveness of the management system demonstrated, can auditors recommend certification to ISO 45001:2018.
- Records shall be available to verify that all prior migration audit findings have been evaluated for corrective action and conformity before any recommendation for approval to ISO 45001:2018 can be made.



- **The CB shall ensure that the evaluation of a client's conformity to ISO 45001:2018 requirements during the migration phase does not interfere with the client's on-going conformity to OHSAS 18001:2007.**
- **The decision to issue certification to ISO 45001:2018 shall only be made once actions in respect of all outstanding minor and major non-conformities have been reviewed, accepted and verified.**

Time frame for clearance of findings are 60 days.



**IAF MD 22:2018 Application of Occupational Health and Safety
Management Systems (OH&SMS)**

MD 22:2018 APPLICATION OF OCCUPATIONAL HEALTH AND SAFETY (OH&S) MANAGEMENT SYSTEMS

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IAF/MD 22

Published date: 25 January 2018

This document does not only apply for certification to OHSAS 18001 but shall also be used for certification to other OH&SMS such as the upcoming ISO 45001 and other standards.

MD 22:2018 APPLICATION OF OCCUPATIONAL HEALTH AND SAFETY (OH&S) MANAGEMENT SYSTEMS

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Impact of MD 22

- **The CB must be notified if any serious incident or breaches of regulations or legislations.**
 - - Client to submit results of investigation
 - - A short notice maybe conducted by the CB
 - - Suspension or Cancellation



- **The organization representative must invite the management legally responsible for occupational health and safety, personnel responsible for monitoring employees' health and the employees' representative(s) with responsibility for occupational health and safety to attend the closing meeting.**

Note: Justification in case of absence shall be recorded.



Calculation of mandays for certification audits – Effective number of personnel

- **Risk based approach of the process(s) will be determined to establish the required mandays to conduct certification audits.**
- **Calculation of mandays for organizations with Seasonal operations (e.g. harvesting activities, holiday villages and hotels, etc.) shall be calculated during peak season operations and audited as such.**

Reduction in personnel may be considered for the following:

- **Repetitive jobs, cleaners, security, sales, call centers, assembling, packaging, sorting, etc. (Low Risk)**
- **Hazards must be considered when reduction is applied**
- **Reason for reduction must be clearly documented**



Additional critical factors were also identified that must be taken into consideration to determine increase or decrease of auditor time.

- **If the members of the public are present on the organization's site (e.g. hospitals, schools, airports, ports, train stations, public transport),**
- **Prior knowledge of the client organization's management system (e.g. already certified in another voluntary OH&SMS scheme by the same CAB),**
- **Multi Site: The site selection will be dependent on the associated risks of each individual site.**

MD 22:2018 APPLICATION OF OCCUPATIONAL HEALTH AND SAFETY (OH&S) MANAGEMENT SYSTEMS

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- **Shift work – one shift inside and one outside of regular office hours shall be audited (Risk Based).**
- **Where the organization may not be in legal compliance, they shall be able to demonstrate to have an implementation plan to achieve full compliance within a declared date.**
- **The successful implementation of this plan shall be considered as a priority within the OH&S management system and verified by the CB**



- Where the organisation is not in legal compliance, evidence of records must not be just accepted but more in-depth investigation shall be conducted.
- Where significant hazards and risks are identified more in-depth audits shall be conducted and the clients shall be challenged on their mitigating actions

During certification audits additional audit time will be spent on the HIRA

The Way Forward on Migration to ISO 45001:2018

SABS



The crucial role that Certification Bodies have to play to ensure an effective migration process for our clients to migrate from OHSAS 18001 to ISO 45001. must be emphasized

Certification personnel (all involved) must be equipped with the required knowledge relevant to their role.

Thank you for your time
Questions?

