

ISO 45001:2018

AUDITOR CONVERSION TRAINING COURSE

(OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS)



Overview

The aim of this course is to provide delegates with the knowledge and skills required to perform first, second and third-party audits of occupational health and safety management systems against ISO 45001, in accordance with ISO 19011 and ISO/IEC 17021, as applicable. All references to ISO standards in this document are to the current versions, unless stated otherwise.

Learning Objectives

Delegates will, at the end of the course be able to:

- Explain the purpose of an occupational health and safety management system, and of occupational health and safety management systems standards and the business benefits of the improved performance of the occupational health and safety management system.
- Plan, conduct, report and follow-up an audit of an occupational health and safety management system to establish conformity (or otherwise) with ISO 45001, and in accordance with ISO 19011 and ISO/IEC 17021, as applicable.

Course Duration

3 FULL DAYS

| DAY 1 | DAY 2 | DAY 3 |
|----------|----------|----------|
| 9am- 5pm | 9am- 5pm | 9am- 5pm |

Assessment

To be successful on the course delegates must:

- Complete/attend all elements of the course.
- Pass the continuous assessment
- Pass the written examination

Prerequisite Courses

Delegates are expected to have the following prior knowledge:

Recommend prior knowledge: FD127 ISO 45001:2018 Foundation (OHSMS)

Management systems

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continual improvement.

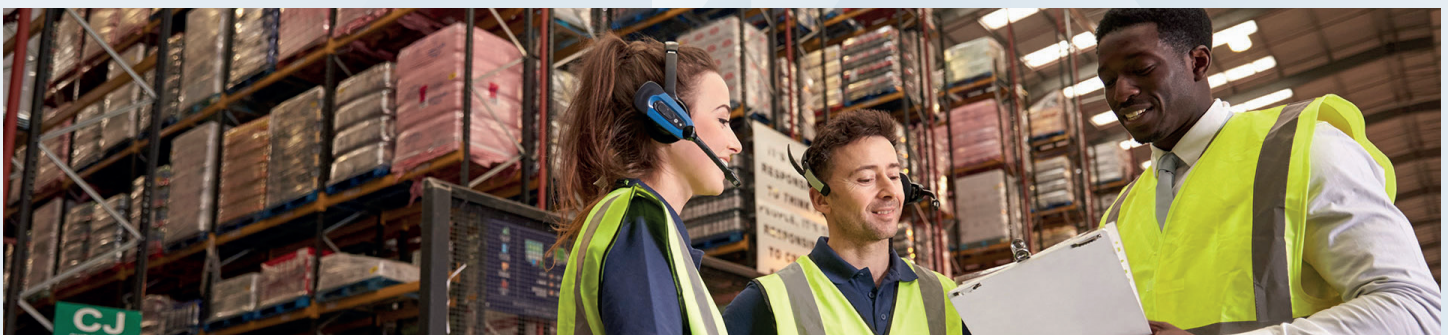
A. Occupational health and safety managements

- The concepts of managing occupational health and safety through hazard identification, risk assessment and risk control and compliance with legal requirements and other requirements.
- The relationship between occupational health and safety management and the provision of safe and healthy workplaces, the prevention of work-related injury and ill health, and the proactive improvement of health and safety performance.
- Common examples of relevant national and local OH&S legislation and requirements

B. ISO 45001: Knowledge of the requirements of ISO 45001 and the commonly used occupational health and safety management terms and definitions, as given in ISO 45001, which may be gained by completing a CQI and IRCA Certified ISO 45001:2018 Foundation (OHSMS) Training course or equivalent.

C. Management systems audit

Knowledge of management systems audit through satisfactory completion of a CQI and IRCA Certified Lead Auditor Training course (or acceptable alternative) in another discipline.



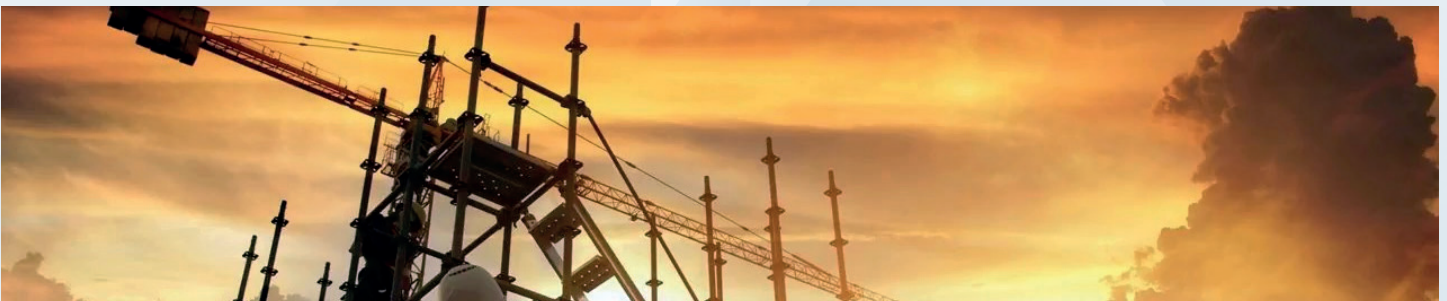
DETAILED COURSE OUTCOMES

Delegates will as a minimum, come out of the course able to do the following:

1

Explain the purpose of an occupational health and safety management system and of occupational health and safety management systems standards, and the business benefits of improved performance of the occupational health and safety management system.

- Explain the purpose of an occupational health and safety management system and the business benefits of improving occupational health and safety management system performance.
- With reference to ISO 45001:
 - a) Explain the PDCA cycle and its application to occupational health and safety management processes.
 - b) Outline the processes involved in establishing, implementing, operating, monitoring, measuring, analysing, evaluating, reviewing, maintaining and improving an occupational health and safety management system, including the significance of these for OHSMS auditors.
 - c) Explain the terms and definitions used in ISO 45001.
 - d) State the requirements for OHSMS documentation and explain the difference between maintaining and retaining documented information.
- Explain the role of the OHSMS auditor in assessing an organisation's ability to provide a safe and healthy workplace, to prevent work related injury and ill health and to proactively improve its occupational health and safety performance.
- Explain the role of the OHSMS auditor in evaluating an organisation's ability to meet its legal and other requirements, including the difference between this role and the regulatory role of evaluating legal compliance.



Plan, conduct, report and follow-up an audit of an occupational health and safety management system to establish conformity (or otherwise) with ISO 45001, and in accordance with ISO 19011 and ISO/IEC 17021, as applicable.

- **Planning the audit**

- Establish that the scope, objectives, criteria, duration and resources for an audit are appropriate
 - b) Prepare an on-site audit plan that is appropriate to the above, and the organisation's context and processes
 - c) Perform a documented information review in preparation for the audit and prepare the necessary work documents, such as an audit checklist, sampling plan and forms.

- **Conducting the audit**

Demonstrate the ability to collect and verify appropriate audit evidence, including appropriate sampling.

- **Auditing occupational health and safety management system requirements**

- a) Evaluate the auditee's understanding and implementation of the relationship between external and internal issues, the relevant requirements of workers and other relevant interested parties, the actions to address risks and opportunities, and the occupational health and safety management system processes needed to implement them.
- b) Evaluate the boundaries, applicability and scope of the occupational health and safety management system, taking into account external and internal issues, the relevant requirements of workers and other relevant interested parties, planned or performed work activities, and the products and services the organisation provides.
- c) Evaluate the auditee's determination of applicable regulatory and legal requirements and other requirements.
- d) Verify that the OH&S policy, as established by top management:
 - Reflects the purpose, the size and context of the organisation and the specific nature of its OH&S risks and opportunities
 - Is compatible with the organisation's strategic direction and provides a framework for setting OH&S objectives
 - Commits to provide safe and healthy working conditions for the prevention of work-related injury and ill health
 - Commits to compliance with applicable regulatory and legal requirements and other requirements
 - Commits to eliminating hazards, reducing OH&S risks, and to continual improvement of the OH&S management system
 - Commits to consultation and participation of workers, and where they exist, workers representatives

- Is documented, communicated and understood within the organisation
- Is available to interested parties, as appropriate.

e) Evaluate the auditee's process(es) for consultation and participation of workers and workers representatives in the development, planning, implementation, performance evaluation and actions for improvement of the occupational health and safety management system.

f) Evaluate the auditee's arrangements for planning including:

- OH&S objectives consistent with the OH&S policy have been established at relevant functions and levels within the organisation, and are measurable, monitored, communicated and updated
- Roles, responsibilities and authorities have been assigned, communicated and understood within the organisation.
- Determination of support requirements relating to resources, competence and awareness; internal and external communication and control of documented information.
- Processes for hazard identification, assessment of OH&S risks and other risks to the OH&S management system, assessment of OH&S opportunities and other opportunities, and determination of legal requirements and other requirements.
- Consideration of external and internal issues, the relevant requirements of relevant interested parties, and determination of the risks and opportunities that need to be addressed to give assurance that the occupational health and safety management system can achieve its intended result(s), prevent or reduce undesired effects, enhance desirable effects and achieve continuous improvement.
- Change to the occupational health and safety management system considering the purpose of the change and any potential consequences, the integrity of the occupational health and safety management system, and any impacts on resources, responsibilities and authorities.

g) Evaluate the auditee's arrangements for the implementation and control of operational processes, and evaluate the effectiveness of the arrangements in place for meeting legal requirements and other requirements. These processes include the determination and review of requirements, the elimination of hazards and reduction of OH&S risks, procurement, contracting and outsourcing, emergency preparedness and response and incident investigation.

h) Evaluate the auditee's arrangements for monitoring, measuring, analysis and evaluation of the occupational health and safety management system performance against policy and planned objectives, including requirements for internal audit.

i) Evaluate management review of the suitability, adequacy and effectiveness of the occupational health and safety management system.

j) Evaluate the auditee's arrangements for continual improvement, including the effectiveness of dealing with incident, nonconformity and corrective action.

k) Evaluate top management's commitment to the occupational health and safety management system.

- **Generating audit findings**
 - a) Demonstrate the ability to evaluate audit evidence to correctly identify conformity and nonconformity with requirements.
 - b) Demonstrate the ability to prepare audit conclusions, including the extent of conformity of the management system, identification of positive audit findings in addition to nonconformity, and identification of potential risks and opportunities for improvement.
- **Reporting the audit**
 - a) Write and grade nonconformity reports correctly
 - b) Present audit conclusions and recommendations clearly to the auditee at a closing meeting.
- **Following up the audit**
 - Evaluate proposals for corrective action, and differentiate between correction and corrective action.

