



BS OHSAS 18001:2007 - transition requirements for IRCA OH&S auditors BRIEFING NOTE 531 – October 2007

Scope:

This document:

1. Outlines the broad implications of the 2007 revision for BS OHSAS 18001¹ for OH&S auditors
2. Outlines the detailed changes made to the 2007 revision of BS OHSAS 18001
3. Explains the transition CPD requirements that you need to meet in order to maintain your IRCA OH&S auditor certification

1. Introduction – implications of BS OHSAS 18001:2007 for auditors

The first publication of OHSAS was issued in 1999. In July 2007 BSI formally published a new and updated standard BS OHSAS 18001:2007, this intends to provide clarification of the first issue and enhance compatibility of OHSAS 18001 with ISO 9001, ISO14001, ILO-OSH.

There will be a two year transition period which started 1st July 2007 (the date the standard was published) for organizations to transfer their accreditation against OHSAS 18001:1999 to BS OHSAS 18001:2007.

Although there are many changes and improvements within the new standard, these are not seen to be too significant to cause any problems to business and industry.

2. Detailed summary of BS OHSAS 18001:2007 revisions

Below you will see the main changes as defined by BSI Standards and some specific implications for auditors. Clause numbers where referenced refer to clauses in BS OHSAS 18001:2007.

- 2.1** The importance of "health" has now been given greater emphasis.
- 2.2** BS OHSAS 18001 now refers to itself as a standard, not a specification, or document, as in the earlier edition. This reflects the increasing adoption of OHSAS 18001 as the basis for national standards on occupational health and safety management systems.
- 2.3** The "Plan-Do-Check-Act" model diagram is only shown in full in the Introduction.
- 2.4** Reference publications in Clause 2 have been limited to purely international documents.
- 2.5** New definitions have been added, and existing definitions revised.
- 2.6** Significant improvement in alignment with ISO 14001:2004 throughout the standard, and improved compatibility with ISO 9001:2000.
- 2.7** The term "tolerable risk" has been replaced by the term "acceptable risk"
- 2.8** The term "accident" is now included in the term "incident"
- 2.9** The definition of the term "hazard" no longer refers to "damage to property or damage to the workplace environment"
- 2.10** It is now considered that such "damage" is not directly related to occupational health and safety management, which is the purpose of this OHSAS Standard, and that it is included in the field of asset management. Instead, the risk of such "damage" having an effect on occupational health

¹ BS OHSAS 18001:2007 may be substituted with OHSAS 18001:2007



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and safety should be identified through the organization's risk assessment process, and be controlled through the application of appropriate risk controls

- 2.11** Sub-clauses 4.3.3 and 4.3.4 have been merged, into a single clause 4.3.3 "Objectives and Programme(s)" in line with ISO 14001:2004.

The organization shall establish, implement and maintain documented OH&S objectives, at relevant functions and levels within the organization.

The objectives shall be measurable, where practicable, and consistent with the OH&S policy, including the commitments to the prevention of injury and ill health, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement.

When establishing and reviewing its objectives, and organization shall take into account the legal requirements and other requirements to which the organization subscribes, and its OH&S risks. It shall also consider its technological options, its financial, operational and business requirements, and the views of the relevant interested parties.

- 2.12** A new requirement has been introduced for the consideration of the hierarchy of controls as part of OH&S planning (**4.3.1**)

Hazard identification, risk assessment and determining controls

The organization shall establish, implement and maintain a procedure(s) for the ongoing hazard identification, risk assessment, and determination of necessary controls.

The procedure(s) for hazard identifications and risk assessment shall take into account:

- Routine and non-routine activities;
- Activities for all persons having access to the workplace (including contractors and visitors);
- Human behaviour, capabilities and other human factors;
- Identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace;
- Hazards created in the vicinity of the workplace by work-related activities under the control of the organization; Note 1 – it may be more appropriate for such hazards to be assessed as an environmental aspect
- Infrastructure, equipment and materials at the workplace, whether provided by the organization or others;
- Changes or proposed changes in the organization, its activities, or its materials;
- Modifications to the OH&S management system, including temporary changes, and their impacts on operations, processes, and activities;
- Any applicable legal obligations relating to risk assessment and implementation of necessary controls;
- The design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities.

The organization's methodology for hazard identification and risk assessment shall;

- Be defined with respect to its scope, nature and timing to ensure it is proactive rather than reactive; and
- Provide for the identification, prioritization and documentation of risks, and the application of controls, as appropriate.

For the management of change, the organization shall identify the OH&S hazards and OH&S risks associated with the changes in the organization, the OH&S management system, or its activities, prior to the introduction of such changes.



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The organization shall ensure that the results of these assessments are considered when determining controls.

- 2.13** Management of change is now more explicitly addressed (**4.3.1** as above and **4.4.6** below)

Operational control

The organization shall determine those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the OH&S risk(s). This shall include the management of change (see **4.3.1**).

For those operations and activities, the organization shall implement and maintain;

- Operational controls, as applicable to the organization and its activities; the organization shall integrate those operational controls into its overall OH&S management system;
- Controls related to purchased goods, equipment and services;
- Controls related to contractors and other visitors to the workplace;
- Documented procedures, to cover situations where their absence could lead to deviations from the OH&S policy and the objectives;
- Stipulated operating criteria where their absence could lead to deviations from the OH&S policy and objectives.

- 2.14** A new clause on the "Evaluation of compliance" has been introduced, as per ISO 14001:2004 (**4.5.2**)

Evaluation of compliance

4.5.2.1 Consistent with its commitment to compliance (see **4.2 c**), the organization shall establish, implement and maintain procedure(s) for periodically evaluating compliance with applicable legal requirements (see **4.3.1**)

The organization shall keep records of the results of the periodic evaluations – note – the frequency of periodic evaluations may vary for differing legal requirements.

4.5.2.2 The organization shall evaluate compliance with other requirements to which it subscribes (see **4.3.2**). The organization may wish to combine this evaluation with the evaluation of legal compliance referred to in **4.5.2.1** or to establish the results of the periodic evaluations. Note – the frequency of periodic evaluation may vary for differing other requirements to which the organization subscribes.

- 2.15** New requirements have been introduced for participation and consultation (**4.4.3.2**)

Participation and consultation

The organization shall establish, implement and maintain a procedure(s) for;

- (a) The participation of workers by their:
- Appropriate involvement in hazard identification, risk assessments and determination of controls;
 - Appropriate involvement in incident investigation;
 - Involvement in the development and review of OH&S policies and objectives;
 - Consultation where there are any changes that affect their OH&S;
 - Representation on OH&S matters.

Workers shall be informed about their participation arrangements, including who is their representative(s) on OH&S matters.

- (b) consultation with contractors where there are changes that affect their OH&S.



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The organization shall ensure that, when appropriate, relevant external interested parties are consulted about pertinent OH&S matters.

2.16 New requirements have been introduced for the investigation of incidents (4.5.3.1)

Incident investigation

The organization shall establish, implement and maintain a procedure(s) to record, investigate and analyze incidents in order to;

- Determine underlying OH&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents;
- Identify the need for corrective action;
- Identify opportunities for preventative action;
- Identify opportunities for continual improvement;
- Communicate the results of such investigations.

The investigations shall be performed in a timely manner.

Any identified need for corrective action or opportunities for preventative action shall be dealt with in accordance with the relevant parts of 4.5.3.2.

3. Transitioning your OH&S Auditor Certification

The new standard BS OHSAS 18001:2007 is important and we will require you (IRCA certificated OH&S auditors) to demonstrate that you have updated yourselves with the changes in the new standard and that you understand the implications of these changes in the context of your OH&S auditing activities.

Transition requirement for IRCA certificated OHS auditors

All IRCA certificated OH&S auditors will need to complete a relevant transition/workshop (minimum 4 hours structured CPD) course focused on the changes in BS OHSAS 18001:2007 or OHSAS 18001:2007 before completing any acceptable audits to the new version BS OHSAS 18001:2007. The transition/workshop course and your completed audits will be reviewed during your normal tri-annual renewal of certification. You must include details of your relevant CPD in the CPD log that you submit as part of this process, and note which version of the standard each audit was conducted against in your audit log.

When does this start?

We will accept transition/workshop courses and audits to the new standard from 01 July 2007.

See IRCA/532 for details of the recommended content for transitional training/events.

If you have any questions, please contact us as registration@irca.org.

For more information on IRCA OH&S Auditor certification, visit www.irca.org.

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