

This gap analysis and transition guide is intended for existing EHQMS customers wanting to make the transition from the requirements of OHSAS 18001 to ISO 45001. The guide gives information that will simplify the implementation.

Gap Analysis & Transition Guide

OHSAS 18001:2007 to ISO 45001:2018

Gap Analysis Checklist

ISO 45001:2018	18001:2007	Evidence/Action Required		
		Guidance	Action Owner	Due Date
4.1 Understanding the organization and its context	New	<p>New requirement. There are many internal and external issues that affect, or have the potential to affect, the OH&S management system. It is imperative these are identified so that there is clear understanding and appreciation of the operating environment.</p> <p>Ensure that OH&S-related internal and external factors and conditions have been identified that could affect, or be affected by, your organisation’s activities. Ensure that any significant risks and opportunities been identified. What drives the OH&S culture of your organization?</p> <p>Using the SWOT and PESTLE analysis templates, undertake an analysis of internal and external issues. This provides clear evidence that a comprehensive process has been carried out to understand the context within which your organization operates. This activity will also help to determine the scope of OH&S management system as required under Clause 4.3 and 9.3b.</p> <p>Examples of <u>external</u> issues suitable for PESTLE analysis include:</p> <ol style="list-style-type: none"> 1. Pressure groups and worker unions; 2. Insurers and stakeholder views; 3. Economic conditions; 4. Social expectations and political priorities; 5. Legislation and enforcement; 6. National/international agencies. <p>Examples of <u>internal</u> issues suitable for SWOT analysis include:</p> <ol style="list-style-type: none"> 1. Structure, accountabilities, competence, commitment and control; 2. New products, contractual issues, cooperation and communication. 		

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4.2 Understanding the needs and expectations of workers and other interested parties	New	<p>New requirement. Interested parties are stakeholders – any individual or organization that can affect the OH&S management system, or any individual or organization that the management system can affect. In both cases, the effect can be negative as well as positive.</p> <p>Who might affect or be affected by your activities and what their relevant and significant interests might be? Have you taken their needs into account within the OH&S management system?</p> <ol style="list-style-type: none"> Needs and expectations of both managerial, and non-managerial workers, and workers representatives (where they exist); Affect OH&S management system or which perceive themselves to be affected by OH&S system (A.4.2); Worker and appropriate workers' representatives; Legal and regulatory authorities; Parent organizations; Suppliers, co-contractors and subcontractors; Workers' organizations (trade unions) and employers' organizations Owners, shareholders, clients, visitors, local community, neighbours, general public; Occupational health and safety organizations; occupational safety and health-care professionals (e.g., doctors, nurses). <p>The first task in meeting the requirements of this clause is to identify all the stakeholders and interested parties and undertake a comprehensive stakeholder analysis. The Stakeholder Analysis template will also provide useful information that will further underpin the requirements of Clause 4.3, 6.1 and 9.1.2.</p>		

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4.3 Determining the scope of the OH&S management system	1 & 4.1	<p>No significant change. Ensure that your scope statement is relevant to:</p> <ol style="list-style-type: none"> 1. The external and internal issues referred to in 4.1; 2. Requirements referred to in 4.2; 3. The types of work-related activities performed. <p>Any changes to the scope should be subject to the requirements of the standard and subject to audit by the conformity assessment/Certification Body who would confirm, or otherwise, the inclusion of the change under the certification.</p>		
4.4 OH&S management system	4.1	<p>No significant change. There is now a greater focus on the OH&S processes and the associated documentation. The Process Matrix template provides a useful tool for identifying and addressing the requirements of this clause. It provides useful evidence for demonstrating the processes that underpin OH&S activities.</p> <p>It is also a useful planning tool in terms of providing input into the requirements of other clauses including those associated with risk, planning, resources, and the monitoring and measuring of outputs of the management system. The process matrix can be a useful artefact to present at audit.</p>		