

## ISO 45001 Training Courses

Working in partnership with the BSI, RRC offer a range of ISO 45001 courses. ISO 45001 is intended to replace the widely implemented BS OHSAS 18001 and it is anticipated that organisations currently certified to BS OHSAS 18001 will need to migrate to ISO 45001 within three years of the new standard's publication.

BSI Group, also known as the British Standards Institution, is a multinational business services provider whose principal activity is the production of standards and the supply of standards-related services including training.

## Courses Available

Classroom

**Throughout the UK**

Please call for more details on venues, dates and pricing.

## ISO 45001 Requirements Course

**ISO 45001 Requirements** is a one day course that enables you to identify the structure and requirements of an effective management system, and what this means for you. Learn how to embed continual improvement at the heart of your organisation through an ISO 45001 Occupational Health and Safety Management System (OH&S MS). The new standard is an opportunity for organisations to align their strategic direction and increase focus on improving health and safety performance.

Gain a thorough understanding of the history and development of ISO 45001, key terms, definitions, and the ISO standardized high level structure. You'll learn to interpret and apply the key concepts and principles of the standard to existing processes within your organisation.

**ISO 45001 Requirements** allows you to gain an understanding of effective occupational health and safety management in an organisation. The course content covers:

- What is an Occupational Health and Safety Management System (OH&S MS)?
- Why an OH&S MS is important to an organisation and its benefits
- The background of ISO 45001 and its intended outcome
- The terms and definitions used
- The key concepts and structure of ISO 45001
- The main requirements of ISO 45001

**ISO 45001 Requirements** will help you:

- Identify the key requirements and benefits of ISO 45001
- Manage risks and opportunities, to both health and safety and to your OH&S MS, and thereby drive continual improvement
- Take steps to ensure that occupational health and safety is at the heart of your organisation
- Attract and retain workers & customers by meeting their current and future needs

**Assessment:** There is no formal assessment. You will receive a certificate of attendance upon completing the course.

## ISO 45001 Implementation Course



**ISO 45001 Implementation** is a two day course which provides the skills required to conduct a baseline review of your organisation's current position and implement the key principles of ISO 45001. Using a step-by-step approach, you'll learn how to develop an implementation plan, create necessary documentation and monitor your OH&S MS. It is ideal for anyone involved in planning, implementing, maintaining or supervising an ISO 45001 OH&S MS.

**Pre-requisites:** You should have a good knowledge of ISO 45001, and the key principles of an OH&S MS. If not, we strongly recommend you attend the **ISO 45001 Requirements** course.

**ISO 45001 Implementation** covers:

- Recognising a typical framework for implementing ISO 45001 following the PDCA cycle
- Interpreting key concepts and requirements of ISO 45001 from an implementation perspective
- Identifying the benefits specific to an organisation in relation to implementing an effective OH&S MS
- Conducting a baseline review of an organisation's current position with regard to ISO 45001
- Implementing key concepts of ISO 45001
- Implementing key requirements of ISO 45001

**Assessment:** There is no formal assessment. You will receive a certificate of attendance upon completing the course.

## ISO 45001 Lead Implementor Course



**ISO 45001 Lead Implementor** is a five day course which combines the **ISO 45001 Requirements** and **Implementation** courses, with an additional two days of content with examination.

This will provide you with an in-depth understanding of the standard, the best practice methods to implement the standard within your organisation and ensure its effectiveness by teaching you management skills such as leadership, delegation, problem solving and motivation. It is designed for those who are responsible for the management and implementation of an ISO 45001 management system.

**ISO 45001 Lead Implementor** content covers:

- What is an Occupational Health and Safety Management System (OH&S)
- Why an OH&S MS is important to an organisation and its benefits
- The background of ISO 45001 and its intended outcome
- The terms and definitions used
- The key concepts and structure of ISO 45001
- A typical framework for implementing ISO 45001 following the PDCA cycle
- Key concepts and requirements of ISO 45001 from an implementation perspective
- The benefits specific to an organisation in relation to implementing an effective OH&S MS
- Conduct a baseline review of an organisation's current position with regard to ISO 45001
- Implement key concepts of ISO 45001
- Implement key requirements of ISO 45001
- Identify the leadership skills, based on best practice, to lead the implementation of a Management System, including: Leading the implementation project, support and planning tools, facilitating organisational change, effective delegation, motivation

**Assessment:** The examination is conducted during the five day course. Upon successful completion of the exam, you will receive a certificate of achievement.

## ISO 45001 Internal Auditor Course



**ISO 45001 Internal Auditor** is a two day course that develops the necessary skills to assess and report on the conformance and implementation of processes based on ISO 45001. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports and complete follow-up activities. This course is ideal for anyone involved in auditing, maintaining, or supervising of an ISO 45001 management system.

**Pre-requisites:** You should have a good knowledge of ISO 45001, and the key principles of an OH&S MS. If not, we strongly recommend you attend the ISO 45001 Requirements course.

**ISO 45001 Internal Auditor** content covers:

- Learn about the guidelines of management system auditing according to ISO 19011
- Learn about the application of these guidelines to auditing ISO 45001
- Develop the skills to: Initiate the audit, prepare audit activities, conduct audit activities, prepare and distribute the audit report, complete the audit and follow up the audit

The course enables you to:

- Recognising areas your Certification Body (CB) will be generally looking for to comply with generic internal auditing requirements in management system standards, including meanings and intentions of the certification criteria and associated theories, methodologies, techniques or tools
- Prepare, conduct and follow-up on ISO 45001 audit activities
- Identify and apply the benefits and requirements of an ISO 45001 audit
- Gain the skills to assess an organisation's ability to manage its OH&S (and OH&S MS) risks and opportunities, and achieve its intended outcomes for its OH&S MS
- Write factual audit reports and suggest corrective actions

**Assessment:** The course is assessed with an 80 minute online multiple choice exam. Upon successful completion you will be awarded a Certificate of Achievement alongside your Certificate of Attendance.

## ISO 45001 Lead Auditor Course



**ISO 45001 Lead Auditor Course** teaches the fundamental auditing principles and practices, in conformance with nationally and internationally accepted norms and regulations relating to OH&S requirements. Delegates will also gain the necessary auditing skills through activity-based learning, and practical auditing experience with coaching, group workshops and open forum discussions. This course is ideal for anyone with the need to audit an organisation's OH&S management system.

**Pre-requisites:** Delegates are expected to have the following prior knowledge.

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

Occupational Health and Safety Management:

- 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

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 the **ISO 45001 Requirements** course.

On completion of **ISO 45001 Lead Auditor**, successful delegates will have the knowledge and skills to:

- Explain the purpose of an occupational health and safety management system, of occupational health and safety management system standards, of managing system audit, of third-party certification, and the business benefits of improved performance of the occupational health and safety management system.
- Explain the role of an auditor to plan, conduct, report and follow up an occupational health and safety management system audit in accordance with ISO 19011 and ISO/IEC 17021, as appropriate.
- 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 where appropriate.

**Assessment:** The course is assessed by a two hour exam to test knowledge, and the assessment of your skills throughout the course. You must succeed in both elements to pass the course.