



global-mark



---

# Global-Mark P/L

Management Document G-79

Title: **OH&S Management System Certification  
- ISO 45001**

Type: **Program Information Brochure**

---



Global-Mark.com.au®



This document is external



## Document Information and Revision History

Document Number	G-79
Original Author(s)	Herve Michoux
Current Revision Author(s)	Herve Michoux

## Revision History

Revision	Date	Author(s)	Notes
1	15/1/2006	Herve Michoux	Original Release
2	13/3/2007	Herve Michoux	Updated the Standards and other details
3	11/6/2008	Herve Michoux	Updated logo
4	9/5/2017	Meilyn Michoux	Updated formatting
5	27/8/2018	Herve Michoux	Updated to ISO45001 and JASANZ new scheme requirements
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

## Table of Contents

1	Why do we have this document? .....	3
2	Overview .....	3
3	In simple terms .....	3
4	Specific program conditions .....	4
4.1	Client risk factors .....	4
4.2	Client obligation to report significant OH&S events - Special surveillance reviews (short notice audits) .....	4
4.3	OHSAS 18001 Transfer requirements (based on JASANZ requirements) .....	4
4.4	Defining a site .....	4
4.5	Preparation for Certification .....	5
4.6	Legal compliance as part of OH&SMS .....	5
4.7	Personnel required during on site reviews: .....	5
4.8	Control Of Externally Provided Functions Or Processes (Outsourcing) .....	6
4.9	Hazards/Risk identified during our audits/business reviews .....	6
5	What documents/records are needed to understand this program .....	6



## 1 Why do we have this document?

This document describes the certification program offered by Global-Mark Pty Ltd to clients seeking OHS management systems certification under the ISO 45001 program. This document is subject to change without notice. The latest version is on our web site: [www.Global-Mark.com.au](http://www.Global-Mark.com.au).

## 2 Overview

ISO 45001 is one of the few international standards designed to offer organisations the ability to have their OHS management system assessed and certified against an international framework.

OHS compliance is one of the biggest issues confronting businesses today. There is a growing awareness and expectation in the community that “everyone deserves a safe job, and come home at night un-hurt”. Many western countries are now introducing legislation which will make supervisors, managers, directors and board, accountable for unsafe work environments.

OHS standards are designed to provide a framework, within organisations, that will identify hazards, quantify the risks, and put in place control methods to eliminate, reduce or control these risks.

This also needs to be done within a system environment: this means an organisation needs to have sound systems for dealing with issues such as:

- Training, induction and competence recognition
- Planning, and keeping on top of legislation,
- Internal audits
- Communications
- Document control
- Incident reporting etc

Due diligence may also be improved if compliance with a framework like ISO45001 is maintained.

### Program summary card

Issue	Program rules/comments
Standard	<a href="#">ISO45001</a>
Any other relevant document	<a href="#">Nil</a>
Target audience	<a href="#">Any organisation</a>
Global-Mark output document	<a href="#">Certificate of approval</a>
Other Global-Mark output document	<a href="#">Certification schedule (used if all the information does not fit on the certificate of approval)</a>
Certificate validity period	<a href="#">3 years</a>
Certification mark that can be used by the client	<a href="#">Global-Mark® ISO 45001</a>
Can this mark be used on product?	<a href="#">No</a>
Periodicity of post certification reviews?	<a href="#">12 monthly</a>
Periodicity of re-certification review	<a href="#">3 years</a>
<b>Steps to and post certification</b>	
Application	<a href="#">✓</a>
Document review	<a href="#">✓</a>
Pre-certification review	<a href="#">✓</a>
Certification review	<a href="#">✓</a>
Technical file review	<a href="#">Nil</a>
Follow-up review	<a href="#">✓</a>
Post certification review	<a href="#">✓</a>
Re-certification review	<a href="#">✓</a>

## 3 In simple terms

In essence OHS certification reflects an organisation commitment to providing a safe environment, leadership, systems and discipline which can deliver consistent safe work practices.

If you care about your staff, you are organized and willing to set the example, OHS certification should be a simple, yet important step. Certification will assist you prove and demonstrate that you have sound systems, and you are keeping them up to date, and in continued compliance.



## 4 Specific program conditions

### 4.1 Client risk factors

Multi-sited clients: if a Client's F factor is high (refer to the Client Profile), then sampling is not allowed and all sites need to be visited.

### 4.2 Client obligation to report significant OH&S events - Special surveillance reviews (short notice audits)

Clients are under obligation to formally notify Global-Mark of any significant breach, accident or court conviction. Formal notification shall be done no later than 4 weeks after the event.

Significant OH&S event includes death, loss of limb or permanent disability of a worker, visitor or member of the public associated with the Client activities, but any court conviction or regulator breach.

Independently from the involvement of the competent regulatory authority, a special surveillance review (or short notice audit) may be necessary in the event that Global-Mark becomes aware that there has been a serious incident related to occupational health and safety, for example, a serious accident, or a serious breach of regulation, in order to investigate if the management system has not been compromised and did function effectively. The Global-Mark Review Report shall document the outcome of its investigation. The timing and requirement for a special surveillance review is at the discretion of Global-Mark.

Information on incidents such as a serious accident, or a serious breach of regulation necessitating the involvement of the competent regulatory authority, provided by the certified or directly gathered by the audit team during the special surveillance review shall provide grounds for Global-Mark to decide on the actions to be taken, including a suspension or withdrawal of the certification, in cases where it can be demonstrated that the system seriously failed to meet the OH&S certification requirements. Such requirements are part of our contractual agreements (refer to G-00 Welcome Pack).

### 4.3 OHSAS 18001 Transfer requirements (based on JASANZ requirements)

The following policy is in accordance with requirements on IAF member Accreditation Bodies and their certification bodies to comply with IAF MD 21:2018 and IAF MD 22:2018

- The expiry date of OHSAS 18001:2007 (and other OHS management system standards as guided by stakeholders) certificates issued after publication of this migration policy shall be no later than 31 March 2021. The exception will be if any government or regulatory authority provides advice to the Accredited Body or JAS-ANZ that it continues to solely require organisations to hold OHSAS 18001:2007 certification issued under the JAS-ANZ Procedure 02 (OHS) scheme. In such case, the expiry date of such certificates may be issued in accordance with the routine three-year certification cycle.
- Accredited Bodies, like Global-Mark should advise all clients applying for OHSAS 18001:2007 after the publication of this policy of the terms of the migration and ensure the client understands the implications of undertaking OHSAS 18001:2007 certification under those terms.
- The client's decision to pursue OHSAS 18001:2007 shall be acknowledged by the client and recorded, to be provided to JAS-ANZ upon request. Accredited Bodies, like Global-Mark shall clearly communicate to clients that JAS-ANZ is continuing to provide accreditation services to the Procedure 02 OHS Scheme and is continuing discussions with OHS authorities in jurisdictions of its operation.
- Any certificates for OHSAS 18001:2007 remaining on the JAS-ANZ Register as of 31 March 2021 will be removed, unless JAS-ANZ has received documented evidence that they are being relied on by a government authority.

### 4.4 Defining a site

Certification must refer to defined site(s) under clearly identified management. The following factors should be used to determine the scope of the certificate:

- management of the OHS management system subject to certification shall:
  - be responsible for all OHS hazards and associated risks relevant to the OHS management system subject to certification;
  - have authority to determine how OHS policy is implemented in terms of setting its own objectives and targets, and programs to meet them;
  - have authority to allocate appropriate financial and human resources to OHS control and improvement. This may be within budgets or other constraints. Additional resources for OHS improvements may require the authority of more senior management;
- the boundaries to the responsibilities for activities that may give rise to hazards shall be defined;



- interfaces with services or activities that are not completely within the scope of the OHS management system (e.g. occurring on the same site), shall nevertheless be addressed within the OHS management system subject to certification;
- Account shall be taken of the scope of the organization's OHS legislative requirements (registration requirements, notification requirements, operator's certificates, licences) when determining the coverage of the certification.

The site is typically defined as:

- all land on which the activities under the control of an organization at a given location are carried out, including any connected or associated storage of raw materials, by-products, intermediate products, end products and waste material, and any equipment or infrastructure involved in the activities, whether fixed or mobile; or
- where required by law, corresponds to definitions laid down in national or local licensing regimes; or
- Other definitions may also be used subject to justification.
- Temporary sites (for example, construction sites) shall be covered by the OH&SMS of the organization that has control of these sites, irrespective of where they are located

#### 4.5 Preparation for Certification

It is required that prior to certification you have completed:

- a management review
- internal audits.

#### 4.6 Legal compliance as part of OH&SMS

- It is a requirement that the OH&SMS of the organisation ensure compliance with legal requirements. Whilst the Global-Mark assessment is not and should not be considered as a "legal compliance" assessment, it should review legal issues (raised by regulators for example) ensuring these are addressed, and as part of our audit of operational activities ensure safe and compliant activities, plant and processes: if not these should be recorded a Review Findings.
- It is expected that legal compliance is based on the demonstrated implementation of the system and not rely only on planned or expected results.
- Any organization failing to demonstrate their initial or ongoing commitment to legal compliance, shall not be certified or continued to be certified.
- Deliberate or consistent non-compliance shall be considered a serious failure to support the policy commitment to achieving legal compliance and shall preclude certification or cause an existing OH&SMS standard certificate to be suspended, or withdrawn.
- After certification, the subsequent surveillance and re-certification reviews conducted by Global-Mark shall be consistent with the above audit methodology.
- With respect to the balance between review of documents and records and the evaluation of the OH&SMS implementation during operational activities (e.g. tour of facilities and other work sites), Global-Mark must ensure that an adequate audit of the effectiveness of the OH&SMS is undertaken.
- There is no formula to define what the relative proportions should be, as the situation is different in every organisation. However, there are some indications that too much of the audit time being dedicated to an office-based review is a problem that occurs with some frequency. This could lead to an inadequate assessment of the effectiveness of the OH&SMS with respect to legal compliance issues, and potentially to poor performance being overlooked, leading to a loss of stakeholder confidence in the certification process.
- If the facilities and work areas are subject to closure the OH&S risks change, as there may no longer be the same risks to employees, but there may be new risks applicable to members of the public (e.g. in case of lack of suitable maintenance and surveillance activities). The Certification Body shall verify that the management system continues to meet the OH&SMS standard and to be effectively implemented in respect of the closed facilities and work areas, and, if not, suspend the certificate.
- It is expected that OH&SMS shall include activities, products and services within the organization's control or influence that can impact the organization's OH&SMS performance
- Refer to IAF MD 22 for guidance and requirements.

*Accredited certification of an OH&SMS as fulfilling the requirements in an OH&SMS standard cannot be an absolute and continuous guarantee of legal compliance but neither can any certification or legal scheme guarantee ongoing legal compliance. However, an OH&SMS is a proven and effective tool to achieve and maintain legal compliance and provides top management with relevant and timely information on the organisation's compliance status.*

#### 4.7 Personnel required during on site reviews:

The audit team shall interview the following personnel:

- the management with legal responsibility for Occupational Health and Safety,



- employees' representative(s) with responsibility for Occupational Health and Safety,
- personnel responsible for monitoring employees' health, for example, doctors and nurses. Justifications in case of interviews conducted remotely shall be recorded,
- managers and permanent and temporary employees.

Other personnel that should be considered for interview are:

- managers and employees performing activities related to the prevention of Occupational Health and Safety risks, and
- contractors' management and employees.

#### **4.8 Control Of Externally Provided Functions Or Processes (Outsourcing)**

If an organization outsources part of its functions or processes, Global-Mark needs to obtain evidence that the organization has effectively determined the type and extent of controls to be applied in order to ensure that the externally provided functions or processes do not adversely affect the effectiveness of the OH&SMS, including the organization's ability to control its OH&S risks and commitments to comply with legal requirements.

Global-Mark shall audit and evaluate the effectiveness of the organization's OH&SMS in managing any supplied activity and the risk this poses to OH&S performance of its own activities and processes and conformity requirements. This may include gathering feedback on the level of effectiveness from suppliers, based:

- on the criteria applied by the organization for the evaluation, selection, monitoring of performance and re-evaluation of these external providers based on their ability to provide functions or processes in accordance with specified requirements, in compliance with the legal requirements, and
- on the risk that the external providers can adversely affect the organization's ability to control its own OH&S risks.

Even if auditing the complete provider's management system is not required, Global-Mark shall consider those processes or functions included within the scope of the organization's OH&SMS, which have been outsourced to external providers to plan and accomplish an effective audit.

Global-Mark should be able to establish this during the preparation of the certification programme and further verify it during the certification review (initial audit), and before every post certification review (surveillance) and recertification.

#### **4.9 Hazards/Risk identified during our audits/business reviews**

If during one of our review on your site(s), we find unsafe practices which put people at risk, we will report these to you immediately and expect you to take action immediately. If you fail to act, we will stop our review, raise a non-conformance, and if appropriate notify the relevant regulator.

## **5 What documents/records are needed to understand this program**

In order to understand our program, you should also access and be aware of the following documents:

- G-00: Welcome Pack
- MSP-00: Introduction to our management systems
- MSP-01: Nomenclature and definitions
- MSP-24: Appeals

End of document