



Rules for the certification of Occupational Health and Safety Management Systems

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Technical Rule



This Rule is divided into three sections depending on the requested certification service:

Section 1:

Certification of Occupational Health and Safety Management Systems in conformity with ISO 45001:2018

Section 2:

Certification of Occupational Health and Safety Management Systems in conformity with BS OHSAS 18001:2007

Section 3:

Migration of certification from BS OHSAS 18001:2007 to ISO 45001:2018

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SECTION 1: CERTIFICATION OF OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS IN CONFORMITY WITH ISO 45001:2018

CHAPTER 1 GENERAL

1.1

These Rules define the additional and/or substitutive procedures applied by RINA for the certification of Occupational Health and Safety Management Systems in relation to what is already defined in the General Rules for the Certification of Management Systems.

The paragraphs of these Rules refer to (and maintain the same numbering of) the corresponding paragraphs of the General Rules for the Certification of Management Systems for which changes and/or additions have been made.

1.2

RINA issues certification in accordance with the requirements of the ISO/IEC 17021:2015 Standard to Organizations whose Occupational Health and Safety Management System has been recognized as fully conforming to all the requirements of the ISO 45001:2015 standard.

CHAPTER 2 REFERENCE STANDARD / CERTIFICATION REQUIREMENTS

2.1

According to what is stated in the General Rules for the Certification of Management Systems, to obtain RINA certification an Occupational Health and Safety Management System must first and henceforth satisfy the requirements of ISO 45001:2018 and the additional requirements of accreditation bodies.

CHAPTER 3 INITIAL CERTIFICATION

3.1

As well as what is established in the General Rules for the Certification of Management Systems, an organisation must inform RINA of:

- any sites excluded from the field of application of the Occupational Health and Safety Management System to verify acceptability of these exclusions;
- Identification of the significant risks to occupational health and safety, hazardous materials used in the processes and any legal obligations relevant to OH&S legislation, filling in "OHS - List of the laws applicable to OHS aspects" (attached to the offer) or providing equivalent documentation;
- number of personnel provided to other organizations, if any.

3.4

According to what is stated in the General Rules for the Certification of Management Systems, together with or following the certification request, the Organization is to make the following documents available to

RINA the document SELF ASSESSMENT QUESTIONNAIRE FOR FIRST CERTIFICATION filled in all its parts, enclosing any necessary documents.

RINA examines the above documents for conformity with the reference standard and with the requirements of these Rules.

3.6

As well as what is stated in the General Rules for the Certification of Management Systems, the certification process will be suspended if the authorisations or equivalent documents, required by the laws in force, in the health and safety fields, are missing.

If findings are detected during the audits linked to non compliance with mandatory legal requirements in the Occupational Health and Safety field, the certification process will be suspended, except in particular cases, until the organisation demonstrates compliance with these requirements.

CHAPTER 4 MAINTENANCE OF CERTIFICATION

4.2

As well as what is stated in the General Rules for the Certification of Management Systems, the organisation is to keep a record of:

- accidents /emergencies on the site(s) and other events that could have had a negative effect on worker health and safety;
- any observations or remarks from national or local authorities responsible for controlling the workplace;

and must make this record available to RINA together with the relative corrective actions taken during the periodic audits.

In particular, the organisation is required to inform RINA without delay of any serious incident or observations/remarks received from national or local authorities responsible for controlling the workplace.

RINA will evaluate the actions to be performed, including the possibility to plan an extra audit, as defined in the General Rules for the Certification of Management Systems, clause 4.4, in order to investigate if the management system has not been compromised and did function effectively.

Moreover, the same activities will be performed in cases where either the body guaranteeing the certificates issued by RINA and/or the pertinent authorities inform RINA of criticalities linked to occupational health and safety management.

CHAPTER 6 PERFORMANCE OF AUDIT

6.1.3 In addition to what is stated in the General Rules for the Certification of Management Systems, the term non-conformity also refers to a situation such as to reduce the capacity of the management system

to ensure control of the compliance with mandatory legal requirements in the Occupational Health and Safety field.

CHAPTER 9

REQUIREMENTS FOR MULTI-SITE ORGANISATIONS

9.1

As well as the activities defined in the General Rules for the Certification of Management Systems, also the risk analysis and assessment of the sites is to be managed by the organisation's head office.

9.2

As well as what is stated in the General Rules for the Certification of Management Systems, the sampling must consider following factors:

- the level of OH&S risks associated to the nature of activities and processes carried out in each site included in the scope of certification;
- the differences between the operations of each site (technology, equipment, quantities of hazardous materials used and stored, working environment, premises, etc.).

CHAPTER 11

SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF CERTIFICATION

11.1

As well as what is stated in the General Rules for the Certification of Management Systems, the validity of the certificate of conformity is suspended in case of RINA's evaluation about serious accident, or a breach of regulation necessitating the involvement of the appropriate regulatory authority, if it has been demonstrated that the system seriously failed to meet the OH&S certification requirements.

SECTION 2: CERTIFICATION OF OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS IN CONFORMITY WITH BS OHSAS 18001:2007

CHAPTER 1 GENERAL

1.1

These Rules define the additional and/or substitutive procedures applied by RINA for the certification of Occupational Health and Safety Management Systems in relation to what is already defined in the General Rules for the Certification of Management Systems.

The paragraphs of these Rules refer to (and maintain the same numbering of) the corresponding paragraphs of the General Rules for the Certification of Management Systems for which changes and/or additions have been made.

1.2

RINA issues certification in accordance with the requirements of the ISO/IEC 17021:2015 Standard to Organizations whose Occupational Health and Safety Management System has been recognized as fully conforming to all the requirements of the BS OHSAS 18001:2007 Standard.

Certificates issued and issued again in conformity with BS OHSAS 18001:2007 will expire on 11th March 2021, date of the end of the migration period.

To maintain the Occupational Health and Safety Management System certification, an Organization that is certified in accordance with BS OHSAS 18001:2007 must perform migration to ISO 45001:2018 according to Section 3 of this RINA rule, within 11th March 2021.

CHAPTER 2 REFERENCE STANDARD / CERTIFICATION REQUIREMENTS

2.1

According to what is stated in the General Rules for the Certification of Management Systems, to obtain RINA certification an Occupational Health and Safety Management System must first and henceforth satisfy the requirements of BS OHSAS 18001:2007 and the additional requirements of accreditation bodies.

2.2

In particular, to obtain Occupational Health and Safety Management System certification, the organisation must:

2.2.3 Have performed a preliminary analysis which includes:

- a detailed description of the type of activity carried out at the site/s for which Management System certification is requested and of the processes to be audited, including the laws and rules which govern them;

- identification of the occupational health and safety hazards associated with the organisation's activities and related risks and the procedure to accurately identify the hazards, assess the risks and implement the necessary control measures;

2.2.4 Make available:

- a copy of the documentation which describes the OH&S Management System, including the list of references to worker safety and health legislation mandatory for the type of activity carried out by the organisation;
- the procedure to accurately identify the hazards, assess the risks and implement the necessary control measures;
- the procedure to identify potential accidental events and potential emergency situations.

CHAPTER 3

INITIAL CERTIFICATION

3.1

As well as what is established in the General Rules for the Certification of Management Systems, an organisation must inform RINA of:

- any sites excluded from the field of application of the Occupational Health and Safety Management System to verify acceptability of these exclusions;
- Identification of the significant risks to occupational health and safety, hazardous materials used in the processes and any legal obligations relevant to OH&S legislation, filling in "OHS - List of the laws applicable to OHS aspects" (attached to the offer) or providing equivalent documentation;
- number of personnel provided to other organizations, if any

3.4

Together with the certification request or subsequently, the organisation, as well as what is established in the General Rules for the Certification of Management Systems, is also to make available to RINA the risk assessment document and a final report of the preliminary analysis of the organisation.

The above documentation will be evaluated by RINA for compliance with the reference standard and with the requirements of these rules.

3.5

During the stage 1 audit on site, qualified RINA auditors, also performing on-site inspections and interviews with the organisation's personnel, check at least the following:

- a) that the management system documentation, including the procedures, covers all the requirements of the reference standard;
- b) a cycle of complete audits covering all the sites has been made and also the relative management review;

- c) that the Management System includes a sound, dynamic and involved process of hazard identification and assessment of the relative risks including also those derived from processes established by suppliers who operate, even sporadically, at the site(s) being certified or those relevant to the presence of visitors;
- d) the existence and effectiveness of suitable maintenance programmes and/or systems;
- e) that the process of identification and analysis of hazards and risk assessment is described in a specific procedure, which specifies over time the monitoring criteria of these risks and which involves the personnel in charge of the various processes;
- f) that hazard identification and analysis and assessment of the relative risks are definitely the input for the continuous improvement process;
- g) that there are adequate Occupational Health and Safety objectives and that these objectives are supported by technical and financial planning and programming; that the objectives and indicators are in line with the risk assessment;
- h) that at least the first Management review has been undertaken;
- i) that the human resources training and information plan has been defined on the basis of the relative analysis of needs and implemented;
- j) that a procedure has been defined to analyse the non-conformities, incidents, near misses and accidents;
- k) that the organisation has the necessary health and safety authorisations, relevant to its activities, and that they are valid;
- l) that the organisation complies with the requirements of the documents in k) above and also with the requirements of the applicable health and safety legislation.

If the contents of the above letters k) and l) are not fully satisfied, reference is to be made to the contents of point 3.6.

3.6

As well as what is stated in the General Rules for the Certification of Management Systems, the certification process will be suspended if the authorisations or equivalent documents, required by the laws in force, in the health and safety fields, are missing.

If findings are detected during the audits linked to non compliance with mandatory legal requirements in the Occupational Health and Safety field, the certification process will be suspended, except in particular cases, until the organisation demonstrates compliance with these requirements.

CHAPTER 4

MAINTENANCE OF CERTIFICATION

4.2

As well as what is stated in the General Rules for the Certification of Management Systems, the organisation is to keep a record of:

- accidents /emergencies on the site(s) and other events that could have had a negative effect on worker health and safety;
- any observations or remarks from national or local authorities responsible for controlling the workplace;

and must make this record available to RINA together with the relative corrective actions taken during the periodic audits.

In particular, the organisation is required to inform RINA without delay of any serious incident or observations/remarks received from national or local authorities responsible for controlling the workplace.

RINA will evaluate the actions to be performed, including the possibility to plan an extra audit, as defined in the General Rules for the Certification of Management Systems, clause 4.4, in order to investigate if the management system has not been compromised and did function effectively.

Moreover, the same activities will be performed in cases where either the body guaranteeing the certificates issued by RINA and/or the pertinent authorities inform RINA of criticalities linked to occupational health and safety management.

CHAPTER 6

PERFORMANCE OF AUDIT

6.1.3 In addition to what is stated in the General Rules for the Certification of Management Systems, the term non-conformity also refers to a situation such as to reduce the capacity of the management system to ensure control of the compliance with mandatory legal requirements in the Occupational Health and Safety field.

CHAPTER 7

MANAGEMENT OF CERTIFICATES OF CONFORMITY

7.1

BS OHSAS 18001:2007 certificates will expire on 12th March 2021, the date of the end of the migration period.

CHAPTER 9

REQUIREMENTS FOR MULTI-SITE ORGANISATIONS

9.1

As well as the activities defined in the General Rules for the Certification of Management Systems, also the risk analysis and assessment of the sites is to be managed by the organisation's head office

9.2

As well as what is stated in the General Rules for the Certification of Management Systems, the sampling must consider following factors:

- the level of OH&S risks associated to the nature of activities and processes carried out in each site included in the scope of certification;
- the differences between the operations of each site (technology, equipment, quantities of hazardous materials used and stored, working environment, premises, etc.).

CHAPTER 11

SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF CERTIFICATION

11.1

As well as what is stated in the General Rules for the Certification of Management Systems, the validity of the certificate of conformity is suspended in case of RINA's evaluation about serious accident, or a breach of regulation necessitating the involvement of the appropriate regulatory authority, if it has been demonstrated that the system seriously failed to meet the OH&S certification requirements.

SECTION 3: MIGRATION OF CERTIFICATION FROM BS OHSAS 18001:2007 TO ISO 45001:2018

A.0 GENERAL

This section applies when an Organization certified in compliance with BS OHSAS 18001:2007 asks for migration to the new Standard ISO 45001:2018.

To obtain RINA ISO 45001:2018 certification an Occupational Health and Safety Management System must first and henceforth satisfy the requirements of ISO 45001:2018 and the additional requirements of accreditation bodies.

The Organization must demonstrate to have correctly implemented and acted the elements of change, for example it must demonstrate:

- to have considered its context defining the scope of its management system and planning the management system based on its risks and opportunities

A.1 – MIGRATION APPLICATION

During the transition period, the Organization already certified in conformity with BS OHSAS 18001:2007 can decide to perform transition to ISO 45001:2018:

1. during a surveillance audit (with audit time increase, minimum 1 man/day)
2. during a recertification audit (with audit time increase, minimum 1 man/day)
3. between two scheduled audits

An authorized representative of the applicant organization has to submit a migration request to RINA.

Upon receiving an application for transition, RINA sends to the Organisation document SELF ASSESSMENT QUESTIONNAIRE FOR MIGRATION that must be filled in all its parts, enclosing any necessary documents.

According to the information written in document SELF ASSESSMENT QUESTIONNAIRE FOR MIGRATION, RINA decides whether it is possible to proceed with migration and prepares a specific economic offer for the migration audit.

A.2 – PERFORMANCE OF MIGRATION AUDIT

Transition audit is divided into two steps:

- documental review of the elements of change, based on the "SELF ASSESSMENT QUESTIONNAIRE FOR TRANSITION" and on documented information required by ISO 45001:2018
- on-site audit to assess the fulfilment of new requirements of ISO 45001:2018

With regard to the execution of the audits what is stated in the General Rules for the Certification of Management Systems applies.

During the transition period, if any major non conformities are raised as per ISO 45001:2018 and not closed within the terms foreseen by the General Rules for the certification of Management Systems, these non conformities will not negatively affect maintenance of current certification provided that it is obviously verified that the Occupational Health and Safety Management System is always compliant with BS OHSAS 18001:2007.

The dates and the extension of the following audits for maintenance of the certification remain the same as per three-year surveillance programme.

A.3 – ISSUE OF THE CERTIFICATE IN CONFORMITY WITH ISO 45001:2018

Following the successful outcome of the transition audit and the approval by RINA, a certificate of conformity with new edition of the standard is issued; the validity will be calculated based on the previous certification/recertification decision date.

A.4 – VALIDITY OF THE CERTIFICATES IN CONFORMITY WITH BS OHSAS 18001:2007

BS OHSAS 18001:2007 certificates will expire on 11th March 2021.

After the expiry date of its BS OHSAS 18001:2007 certificate, an Organization that needs to obtain an ISO 45001:2018 certification, must submit a new application for certification following the requirements of the initial certification.



Rules for the certification of Occupational
Health and Safety Management Systems

Section 3:
Migration of certification
from BS OHSAS 18001:2007 to ISO 45001:2018

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