

Lead Auditor OSH Management System: ISO 45001: 2018

Do you fully understand the OSH Management System?
Are you interested in audit work?

Introduction

OH&S Management Systems Auditor/Lead Auditor Training Course shared the fundamental auditing principles and practices in conformance with national and international accepted norms and regulations relating to OH&S requirements. By attending this course, participants will gain the necessary auditing skills through activity-based learning and practical auditing experience with coaching, group workshops and open forum discussions. An experienced consultant will guide delegates through the entire audit process, from initiation to conducting audit follow-up. Bypassing the relevant examination and skills assessment, completing this certified training course will demonstrate knowledge and basic skills to undertake and lead a management systems audit.

Program Objectives

The program aim to:

- Explain the purpose and use of Annex SL Appendix 2 and describe a generic management system
- Communicate the new requirements relating to: Context, Leadership, Planning, Support and Operation, in Annex SL Appendix 2
- Identify the main terms and definitions in ISO 45001 which differ from OHSAS 18001:2007
- Communicate OH&S specific requirements in ISO 45001 that differ from OHSAS 18001:2007

Learning Outcomes

After completing this program, the participants should be able to:

- Plan an audit to ISO 45001:
 - Establish that the scope and criteria for an audit are appropriate
 - Prepare an on-site audit plan that is appropriate to the organization's context and processes
- Conduct ISO 45001 audits:
 - Demonstrate the ability to collect and verify appropriate audit evidence, including appropriate sampling
- Develop your ISO 45001 auditing skill:
 - Demonstrate the ability to manage meetings and audit interviews effectively with top management
 - Demonstrate the ability to follow audit trails with top management

Who should attend

- Members/supporting personnel of the OHS Management Team who have responsibility to audit/implement/improve a OHSMS

- Personnel who are involved in operation/engineering/site activities who wish to gain maximum benefit from the OHSMS implementation
- Any other personnel who wish to advance their career in management systems, irrespective of discipline

Methodology

Informative lectures reinforced by films, group discussion and practical sessions, gamification, presentation, role-play, simulation, videos, quiz.

Program Outlines

Day One	
9:00am – 10:30am	Ice Breaking Session Introduction to Lead Auditor Introduction to ISO
10:30am – 10:45am	Break
10:45am – 1:00pm	Overview on OHS issues Understanding the Terminology & Concept in OH&S MS Evolution of OH&S MS Correspondence between OHSAS & ISO 45001
1:00pm – 2:00pm	Lunch
2:00pm – 3:30pm	Understanding the OHS MS 2018 requirements Clause 3 Terms and definition Clause 4: Context of the organisation
3:30pm – 4:00pm	Break
4:00pm – 4:30pm	Understanding the OHS MS 2018 requirements Clause 5: Leadership and worker participation
4:30pm – 5:00pm	Discussion and Assignment

Day Two	
9:00am – 10:30am	Refresh on Day 1 Understanding the OHS MS 2018 requirements Clause 6: Planning
10:30am – 10:45am	Break
10:45am – 1:00pm	Understanding the OHS MS 2018 requirements Clause 7: Support
1:00pm – 2:00pm	Lunch
2:00pm – 3:30pm	Understanding the OHS MS 2018 requirements Clause 8: Operation Clause 9: Performance Evaluation
3:30pm – 4:00pm	Break
4:00pm – 4:30pm	Understanding the OHS MS 2018 requirements Clause 10: Improvement Overview on ISO 45001 Documented Information
4:30pm – 5:00pm	Transition and Certification Quiz

STD0001 Lead Auditor OSH Management System: ISO 45001: 2018

Updated: 11 April 2021

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	Discussion and Assignment
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Day Three	
9:00am – 10:30am	Overview on the Risk Management – ISO 31000 Concept & Terminology in Risk Management Understanding the risks & opportunities in ISO 45001:2018
10:30am – 10:45am	Break
10:45am – 1:00pm	HIRADC in ISO 45001:2018
1:00pm – 2:00pm	Lunch
2:00pm – 3:30pm	Overview on the OSH Legal in Malaysia (Part I)
3:30pm – 4:00pm	Break
4:00pm – 4:30pm	Overview on the OSH Legal in Malaysia (Part II)
4:30pm – 5:00pm	Discussion and Assignment

Day Four	
9:00am – 10:30am	Introduction to Audit Audit Principals & Personal Behaviour Audit Concept and Terminology Quiz
10:30am – 10:45am	Break
10:45am – 1:00pm	Audit Procedures Roles and Responsibilities Audit Objectives, scope & Criteria Audit Planning (Group Exercise)
1:00pm – 2:00pm	Lunch
2:00pm – 3:30pm	Conducting Site Audit / Case Study / Role-Play Document review
3:30pm – 4:00pm	Break
4:00pm – 4:30pm	Audit Reporting, Presentation and Follow Up Communicating with the auditee Communication with audit team
4:30pm – 5:00pm	Discussion and Assignment

Day Five	
9:00am – 10:30am	Closing Audit Meeting & Audit Findings High level structure Presentation
10:30am – 10:45am	Break
10:45am – 1:00pm	Certification & Accreditation
1:00pm – 2:00pm	Lunch
2:00pm – 3:30pm	Examination

3:30pm – 4:00pm	Break
4:00pm – 5:30pm	Examination

Assessment

1. Assignments = 40%
 2. Examination = 55%
 3. Others = 5%
- Total = 100%

The passing marks: 70%