



ISO 45001 Implementation Course: From Gap Analysis to Certification Readiness



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Introduction:

ISO 45001 implementation course from gap analysis to certification readiness is a 1-week course for HSE, operations and implementation team staff, ending with an OH&S Management System Implementation Plan and Risk Register. Many organisations decide to adopt ISO 45001 yet stall because nobody has mapped the gaps, assigned owners or sequenced the requirements into a realistic project. Nominees already coordinate safety arrangements or operational processes, and teaching is by case study on gap checklists, hazard registers and implementation plans drawn from several sectors. CoreConcept Training Center delivers this ISO 45001 implementation course.

Course Objectives:

- Conduct a baseline gap analysis of current OH&S arrangements against ISO 45001 requirements, including the climate change amendment to Clause 4
- Establish worker consultation and participation arrangements, leadership roles and an OH&S policy that the implementation project can build on
- Apply hazard identification, OH&S risk and opportunity assessment and the hierarchy of controls to populate a working risk register
- Set up a legal and other requirements register, OH&S objectives, competence and communication arrangements for rollout
- Implement management of change, procurement and contractor controls, emergency preparedness and incident investigation procedures
- Produce an OH&S Management System Implementation Plan and Risk Register that shows certification readiness

Target Audience:

- Managers responsible for leading the adoption of ISO 45001 across a site or organisation
 - Coordinators responsible for drafting and maintaining OH&S procedures, registers and records
 - Management representatives who report implementation progress and resource needs to top management
 - Operations managers who own the processes, equipment and contractor work that new controls will change
 - Implementation team members who carry out gap assessments, risk assessments and rollout tasks
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Course Outline:

Day 1: ISO 45001 Implementation Foundations and Baseline Gap Analysis

- ISO 45001 Requirements Structure and the Plan-Do-Check-Act Logic
- ISO 45001 Clause 4 Context, Interested Parties and Climate Change
- Baseline Gap Analysis Checklist Against ISO 45001 Requirements
- OH&S Management System Scope and Boundary Definition Worksheet
- Implementation Project Charter, Team Roles and Steering Group

Day 2: Leadership, Worker Participation and Risk Planning Requirements

- Top Management Leadership Evidence and OH&S Policy Drafting
- Worker Consultation and Participation Arrangements for Non-Managerial Workers
- Hazard Identification Across Routine, Non-Routine and Emergency Work
- OH&S Risk and Opportunity Assessment Using a Likelihood-Severity Matrix
- Legal and Other Requirements Register Set-Up and Ownership

Day 3: Support Processes and Operational Control Rollout

- Measurable OH&S Objectives With Owners, Resources and Timescales
- Competence Matrix, Awareness Briefings and Communication Plan Design
- Documented Information Control for OH&S Procedures and Records
- Hierarchy of Controls Applied From Elimination to Personal Protection
- Emergency Preparedness Plans, Response Roles and Drill Schedules

Day 4: Change, Contractors, Incidents and Performance Evaluation

- Management of Change Procedure for Processes and Equipment
- Procurement Controls and Contractor Selection and Coordination Criteria
- Monitoring, Measurement and Evaluation of Compliance Arrangements
- Incident Investigation and Nonconformity Corrective Action Workflow
- ISO 45003 Psychosocial Hazards Within Implementation Risk Assessments

Day 5: Case Study Work and the Implementation Plan and Risk Register

- Case Study Gap Analysis for a Multi-Site Manufacturer
 - Case Study Risk Register Build for Construction and Logistics
 - Implementation Plan Milestones, Resources and Responsibility Assignment
 - Certification Readiness Self-Assessment and Evidence Pack Review
 - OH&S Management System Implementation Plan and Risk Register Completion
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Skills You Will Gain:

- ISO 45001 Gap Analysis
- OH&S Implementation Project Planning
- Hazard Register Development
- Risk and Opportunity Assessment
- Legal Register Set-Up
- Management of Change Control
- Contractor Control Arrangements
- Certification Readiness Assessment

Why Attend This Course:

- Deliver an OH&S Management System Implementation Plan and Risk Register to top management and the implementation steering group
- Decide which ISO 45001 requirements to implement first, who owns each one and what evidence will show they are working
- Avoid stalled projects, duplicated procedures and late surprises at the certification audit caused by unmapped gaps
- Brief supervisors, worker representatives and contractors on the new procedures, registers and their roles in rollout

Conclusion:

Back at work, the participant presents the OH&S Management System Implementation Plan and Risk Register to top management and the implementation steering group. Management uses the plan to approve resources, confirm owners for each ISO 45001 implementation task and set the sequence of rollout across sites, while the risk register guides which controls are introduced first. After the first quarter of rollout, the team should review completed milestones, new hazards raised by workers and any gaps still open before scheduling the certification audit.

Frequently Asked Questions FAQ:

What should participants know before an ISO 45001 implementation course?

No prior ISO 45001 training is required. Participants should already coordinate safety arrangements or operational processes, and bringing current procedures, risk assessments or incident records helps apply the gap analysis and case study work to their own organisation.

How does an ISO 45001 implementation course differ from an ISO 45001 internal auditor course?

An implementation course builds the system: gap analysis, registers, procedures and a rollout plan. An internal auditor course examines a system that already operates, gathering evidence and writing findings against the standard. Many organisations train implementers first and auditors once the system runs.

Is ISO 45001 implementation affected by the climate change amendment and the current revision?

Yes. The amendment to ISO 45001:2018 requires organisations to determine whether climate change is a relevant issue in their context. A revised edition is in draft, so implementation teams should build a system that can absorb its changes during a transition.

What do participants take back from the ISO 45001 implementation course?

Participants take back an OH&S Management System Implementation Plan and Risk Register, listing gaps found, requirements in priority order, owners, milestones, hazards with their assessed risks and controls, and the evidence needed to show certification readiness.