

Occupational Health and Safety Management System



WE
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**ISO
45001:2018
Syllabus**



AWARENESS ISO 45001:2018 TRAINING

GENERAL INFORMATION



DESCRIPTION

Awareness training is a one-day program covering the basic concept and requirements of ISO 45001:2018. The training provides insight into the advantages of implementing Occupational Health and Safety Management System (OH&S-MS).



EXPECTATIONS AND GOALS

By attending the program, candidates are expected to be able to:

1. Be aware with the basic concepts and requirements of ISO 45001:2018
2. Identify the key benefits and importance of ISO 45001:2018 for organization



WHO SHOULD ATTEND

- Individuals involved in Occupational Health and Safety Management
- Individuals interested in Occupational Health and Safety Management



PROVIDED MATERIALS

- The training module and case studies
- Certificate of Attendance

1 day

AWARENESS
ISO 45001:2018
TRAINING

Training Agenda

Day

Topic

Day 1

Background to Occupational Health and Safety Management System

Key definitions in ISO 45001:2018 standard

Principles and concepts of Occupational Health and Safety

Management System

ISO 45001:2018 training provides insight into the advantages of implementing Occupational Health Safety Management System (OH&S-MS).

UNDERSTANDING ISO 45001:2018 TRAINING

GENERAL INFORMATION



DESCRIPTION

Understanding training is a two-day program that aims to give an introduction and basic elements about Occupational Health and Safety Management Systems (OH&S MS). During this training course, you will be able to understand the different modules of OH&S MS, including policy, procedures, performance measurements, management commitment, internal audit, management review and continual improvement.



EXPECTATIONS AND GOALS

By attending the training, candidates are expected to be able to:

1. Explain the main processes of Occupational Health and Safety Management System
2. Understand the approaches, standards, methods, and techniques used for the implementation and management of an OH&S-MS
3. Identify the correlation between ISO 45001 and other regulatory frameworks



WHO SHOULD ATTEND

- Individuals involved in Occupational Health and Safety Management implementation
- Individuals interested in Occupational Health and Safety Management
- Individuals interested to pursue a career in Occupational Health and Safety Management



PROVIDED MATERIALS

- The training module and case studies
- Certificate of Attendance

2 days

UNDERSTANDING
ISO 45001:2018
TRAINING

Training Agenda

Day

Topic

Day 1

Background to Occupational Health and Safety Management
Why Occupational Health and Safety Management is important
Benefits of Occupational Health and Safety Management
Terms and definition in Occupational Health and Safety Management
Key concept and principles in ISO 45001:2018
Requirements of ISO 45001:2018 – Clausul 4 to 10

Day 2

Continue Requirements of ISO 45001:2018 – Clausul 4 to 10

CERTIFIED INTERNAL AUDITOR ISO 45001:2018 TRAINING

GENERAL INFORMATION



DESCRIPTION

Certified Internal Auditor training is a two-day program that provides the necessary input to master the skill needed by an Occupational Health and Safety Auditor based on ISO 19011 guidelines. The training empowers candidates to identify any gaps in their organization in accordance with ISO 45001:2018 standard.



EXPECTATIONS AND GOALS

By attending the training, candidates are expected to be able to:

- Explain the role of an auditor to plan, conduct, report and follow up an OH&S-MS audit in accordance with ISO 45001:2018
- Have the skills and knowledge needed to conduct internal audits against the requirements of the ISO 45001:2018 and to report and follow-up the results
- Interpret the requirements of ISO 45001:2018 in the context of a OH&S-MS audit
- Comprehend the methodologies, requirements, guidelines, framework, and managerial approach



WHO SHOULD ATTEND

- Internal Auditors
- Individuals involved in Occupational Health and Safety Management implementation
- Individuals responsible for maintaining conformance with OH&S-MS requirements
- OH&S MS team members



PROVIDED MATERIALS

- The Training Module consist of slides material presentation, exercises, and case studies/workshops
- Examination
- Certificate Internal Auditor

PREREQUISITE:

A basic understanding of ISO 45001:2018 (has attended foundation level: Awareness or Understanding training)

2 days

CERTIFIED INTERNAL AUDITOR
ISO 45001:2018
TRAINING

Training Agenda

Day

Topic

Day 1

Overview Requirement of ISO 45001

Establishing The Audit Program

- Roles & Responsibilities
- Competence
- Establishing Audit Program
- Resources

Implementing Audit Program

- Objective, Scope & Criteria Audit
- Assigning Responsibility Audit Team
- Managing Audit Program Results
- Managing & Maintaining Audit Program Records

Day 2

Conducting an Audit

- Initiating Audit
- Preparing Audit Activities
- Conducting Audit Activities
- Preparing & Distributing Audit Report
- Completing Audit
- Audit Follow-up

Competence & Evaluation of Auditors

- Personal Behaviour
- Knowledge & Skill
- Auditor Competence
- Audit Team Leader Competence

Auditor Evaluation Criteria

Examination

CERTIFIED LEAD IMPLEMENTER ISO 45001:2018 TRAINING

GENERAL INFORMATION



DESCRIPTION

Certified Lead Implementer training is a four-day intensive program that enables participants to establish, implement, and maintain Occupational Health and Safety Management Systems (OH&S MS) and continually improve its effectiveness based on ISO 45001. During this training course, you will learn a thorough understanding of an OH&S MS and apply them to continually improve the organization's OH&S performance and ensure a safe and healthy workplace for employees.



EXPECTATIONS AND GOALS

By attending the training, candidates are expected to be able to:

- Develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining an Occupational Health and Safety Management Systems (OH&S MS) based on ISO 45001
- Understand the implementation of an OH&S MS in compliance with the guidance and requirements of ISO/IEC 45001:2018
- Acknowledge the correlation between ISO 45001 and other standards and regulatory frameworks
- Acquire the necessary expertise to advise an organization in implementing OH&S management systems best practices



WHO SHOULD ATTEND

- Individuals involved in Occupational Health and Safety Management implementation
- Individuals responsible for maintaining conformance with OH&S MS requirements
- OH&S MS managers and consultants
- OH&S MS team members



PROVIDED MATERIALS

- The Training Module consist of slides material presentation, exercises, and case studies/workshops
- Examination
- Certificate Lead Implementer

4 days

CERTIFIED LEAD IMPLEMENTER
ISO 45001:2018
TRAINING

Training Agenda

Day

Topic

Day 1

Introduction to Occupational Health and Safety Management Systems (OH&S MS)

Planning and Implementation of OH&S MS

OH&S MS scope and policies

Scope, Normative Reference, Terms and Definitions

Clause 4 – Context of the organization

- Understanding The Organization & Its Context
- Understanding The Needs and Expectation
- Scope of The OH&S Management System

Day 2

Clause 5 – Leadership

- Leadership & Commitment
- OH&S Policy
- Roles, Responsibilities & Authorities
- Consultation & Participation

Clause 6 – Planning

- Risk & Opportunities
- Hazard Identification & Assessment R&O
- Legal Requirement
- Planning Action
- OH&S Objectives

Clause 7 – Support

- Resources
- Competence
- Awareness
- Communication
- Documented Information

4 days

CERTIFIED LEAD IMPLEMENTER
ISO 45001:2018
TRAINING

Training Agenda

Day

Topic

Day 3

Clause 8 – Operation

- Eliminating Hazards & Reducing OH&S
 - Management of Change
 - Procurement
 - Emergency Preparedness & Response
-

- Clause 9 – Performance Evaluation
 - Monitoring, Measurement, Analysis & Performance Evaluation
 - Internal Audit
 - Management Review
-

Day 4

Clause 10 – Improvement

- Incident, Nonconformity & Corrective Action
 - Continual Improvement
-

EXAMINATION

CERTIFIED LEAD AUDITOR ISO 45001:2018 TRAINING

GENERAL INFORMATION



DESCRIPTION

CBQA Global's Certified Lead Auditor program aims to provide candidates with the knowledge and skills related to the preparation, planning, conducting, and reporting of audits and assessing the Occupational Health & Safety Management Systems (OH&S MS) with the requirements of ISO 45001. The program is a five-day course designed by our experienced tutor for you to obtain the knowledge and skills to plan and carry out internal and third-party audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification.

PREREQUISITE:

A fundamental understanding of ISO 45001:2018 (foundation level) and comprehensive knowledge of audit principles (Professional Level: Certified Internal Auditor ISO 45001:2018)



EXPECTATIONS AND GOALS

By attending the course, candidates are expected to be able to:

- Understand an auditor's role to plan, lead, and do a follow up on an OH&S MS audit
- Carry out an OH&S MS audit in compliance with the guidelines provided in ISO 19011
- Develop the necessary skills to perform Occupational Health and Safety Management Systems (OH&S MS)
- Plan an audit, lead a team of auditors, draft nonconformity reports
- Learn how to interpret the requirements of ISO 45001:2018 in the context of an OH&S MS audit



WHO SHOULD ATTEND

- Internal Auditors
- Individuals responsible for maintaining conformance with OH&S MS requirements
- OH&S MS managers and consultants
- OH&S MS team members
- Expert advisors in Occupational Health and Safety Management



PROVIDED MATERIALS

- The Training Module consist of slides material presentation, exercises, and case studies/workshops
- Examination
- Certificate Lead Auditor

5 days

CERTIFIED LEAD AUDITOR
ISO 45001:2018
TRAINING

Training Agenda

Day

Topic

Day 1

Introduction to ISO 45001:2018 OH&S MS
ISO 45001 Scope, Normative Reference, Terms and Definitions
Clause 4 – Context of the organization
Clause 5 – Leadership
Clause 6 – Planning
Clause 7 – Support

Day 2

Clause 8 – Operation
Clause 9 – Performance Evaluation
Clause 10 – Improvement
Overview Requirement of ISO 45001
Establishing The Audit Program

- Roles & Responsibilities
- Competence
- Establishing Audit Program
- Resources

Implementing Audit Program

- Objective, Scope & Criteria Audit
- Assigning Responsibility Audit Team
- Managing Audit Program Results

Managing & Maintaining Audit Program Records

Day 3

Conducting an Audit

- Initiating Audit
- Preparing Audit Activities
- Conducting Audit Activities
- Preparing & Distributing Audit Report
- Completing Audit
- Audit Follow-up

5 days

CERTIFIED LEAD AUDITOR
ISO 45001:2018
TRAINING

Training Agenda

Day

Topic

Day 4

Competence & Evaluation of Auditors

- Personal Behaviour
- Knowledge & Skill
- Auditor Competence
- Audit Team Leader Competence
- Auditor Evaluation Criteria

Day 5

Role Play Audit

EXAMINATION

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