ISO 45001:2018/Amd 1:2024   Test of Understanding
Level 1 – Practitioner

Test Syllabus

The main purpose of the ISTO Test of Understanding (the "Test") is to offer an evidence-based qualification to professionals who have demonstrated an appreciation of the intent and an accurate understanding of the requirements (and the non-requirements) of the standard, including the applicability and the underlying management principles. Such knowledge and skills are crucial in providing a value-adding service related to the standard, be it implementation, advisory or auditing.

The Test of Understanding is not an auditor qualification. There are no questions directly related to auditing.

The details below are not intended to limit the subject matter or be all-inclusive of what might be covered in the Test. Candidates will be expected to apply their knowledge to organizations with different sizes and complexity.

1.1. Applicability (A)
- ISO 45001 purpose
- ISO 45001 intended outcomes
- Scope and boundaries of an occupational health & safety management system

1.2. Concepts, principles and Terminologies (Co, T)
Occupational health & safety
- OH&S principles: hazard identification, risk assessment and risk treatment; Hierarchy of controls
  (E.g. biological hazards, chemical hazards, physical hazards, ergonomics related)
- Typical measurement of occupational health & safety performance.
  (E.g. injury/ill health per 100,000 work hours, OH&S related sick leave days; Level of compliance to legal requirements)

ISO 45001 Clause 3 Terms and definitions
Understanding of the following terms
Top management, interested party, continual improvement, management system, OH&S policy, objective, effectiveness, documented information, competence, requirement, monitoring, measurement, corrective action, worker, participation, consultation, workplace, injury and ill health, hazard, incident

Management Systems
- Risk-based thinking
- Root cause analysis and simple analytical tools such as Pareto chart
- The application of the Plan-Do-Check-Act cycle within the management system
- Typical measurements of management system performance.
  (E.g. Training hours; achievement of objectives, number of nonconformities)

ISO 45001 OH&SMS requirements structure
- Sequence of activities in the requirements of the standard.

1.3. Clause reference, Requirements and Unspecified requirements (C, U, R, Ac, E)
Clause Reference (C)
- Identify the clause reference of a particular ISO 45001 requirement.
  (E.g. The requirement to determine competence is given in clause 7.2a.)

Requirements versus Unspecified requirements (R, U)
- Requirements specified in the ISO 45001 standard
  (E.g. Conduct management review)
- Differentiate from non-requirements
  (E.g. Clause 5.1 does not require a strategic plan)

Key requirements of the ISO 45001 OH&SMS: **Management System related**
Planning
- Context, interested parties' requirements and risks/opportunities; consideration of climate change
- Leadership and commitment
- Workers' participation and consultation
- OH&S policy, objectives and actions to achieve
- Roles, responsibilities and authorities

Performance evaluation and improvement
- Monitoring and measurement
- Monitoring and measuring equipment control
- Evaluation of compliance
- Analysis and evaluation
- Internal audit
- Management review
- Corrective action
- Improvement
- Management system non-requirements

Key requirements of the ISO 45001 OH&SMS: **Operations related**
Planning
- Hazard identification and assessment of risks and opportunities
- Assessment of OH&S risks and other risks to the OH&SMS
- Assessment of OH&S opportunities and other opportunities to the OH&SMS
- Determination of legal requirements and other requirements
- Planning actions

Support
- Resources
- Competence and awareness
- Communication
- Documented information creation and control, and to maintain and retain

Operation
- Operational planning & control
- Eliminating hazards and reducing OH&S risks
- Management of change
- Procurement
- Emergency preparedness and response
- Support and operational non-requirements

Actual documented information requirements versus Erroneous Requirements (Ac, E)

In order to provide flexibility to organizations of different sizes and background, ISO 45001 is written with minimal documentation requirements. Based on their contextual factors, organization shall determine the complexity of their documented management required to support their occupational health and safety management system.

- Requirements specified in the ISO 45001 standard
  (E.g. competence documented information)
- Differentiate from non-documentation requirements
  (E.g. management system manual; documented procedure; approved supplier list)

Reference sources

The reference sources and sites detailed in this section contain information that will support your learning and better position you to pass your ISTO Test.

ISO 45001:2018/Amd 1:2024
Occupational health & safety management systems — Requirements

ISO 45002:2023
Occupational health and safety management systems — General guidelines for the implementation of ISO 45001:2018

Reference sites *(free of charge)*

ISO Annex SL Appendix 2 (2024)	https://www.iso.org/committee/54996.html?t=-Duqtv8H-DoUiDQTNCpLN0UhREpjaZ130Orwm4_WLY97n2yln9bslL_OpNRJZCit&view=documents#section-isodocuments-top *(Note: The link above provides access to the 2024 version of Annex SL Appendix 2. It should be noted that the contents of ISO 45001:2018/Amd 1:2024 may not necessarily incorporate all the latest Annex SL changes. The ISTO Test of Understanding is based on the ISO Management System Standards (MSS) and not on Annex SL Appendix 2.)*
ISO 45001:2018 Implementation (76 slides)	https://iosh.com/media/7019/iso45001-2018-iosh-branch-presentation-16-01-2020.pdf

Other ISO References

Glossary – Guidance on selected words used in the ISO 9000 family of standards	https://www.iso.org/files/live/sites/isoorg/files/standards/docs/en/terminology-ISO9000-family.pdf
Guidance on the requirements for Documented Information of ISO 9001:2015	https://committee.iso.org/files/live/sites/tc176sc2/files/documents/ISO%209001%202015%20-%20Implementation%20guidance%20docs/ISO9001_2015_Guidance_on_Documented_Information.docx