

# OHSAS 18001 All in One Documentation, Workbook & Tools Package

## Contents

- OHSAS 18001 Health and Safety Manual\*
- OHSAS 18001 Procedures/Work Instructions\*
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- OHSAS 18001 Workbook with PowerPoint Presentations\*
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- OHSAS 18001 Employee Newsletters

**\*Sample Included**

**Occupational  
Health and Safety  
Management System**

**OHSAS 18001:2007  
OH&S Manual**

*Type Your  
Company Name,  
Address,  
City, State, Zip  
Here*

**This generic manual is to be used as a template in developing your Manual for the OHSAS 18001:2007 Occupational health and safety management system.**

Review the text and replace / revise it to match your Health and Safety management system requirements.

- Insert any other available information that would further enhance the company introduction, (preferably electronically).

At a minimum, the blue text should be replaced / revised with your information. "*Your Company*" indicates that you should use Your Company name in that spot.

- Use replace function – enter "*Your Company*" in find space, enter Your Company name in replace space – system should make changes throughout the entire document.
- In the header, replace the generic name and logo with Your Company Name and Logo.

**Introduction**

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*Your Company* developed and implemented an Occupational Health and Safety Management System in order to support and promote good health and safety practices in balance with socio-economic needs.

The Occupational Health and Safety Management System at *Your Company* meets the requirements of the international standard OHSAS 18001:2007. It addresses the OH&S policy commitments to comply with applicable legal requirements and other non legal requirements to which it subscribes, to the prevention of injury and ill health and to continual improvement.

The manual is divided into ten sections that correlate to the Occupational Health and Safety Management System sections of OHSAS 18001:2007 standard. Sections begin with a statement expressing *Your Company's* obligation to implement the basic requirements of the referenced health and safety management system section. Each statement is followed by specific information pertaining to the procedures that describe the methods used to implement the necessary requirements.

This manual describes the OH&S Management System, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides procedures, instructions, and references for the activities comprising the health and safety management system to ensure compliance to the necessary requirements of the standard.

The manual is used internally to guide the company's employees through the various requirements of the standard that must be met and maintained in order to ensure Occupational Health and Safety stewardship, customer satisfaction, continual improvement and provide the necessary instructions that create an empowered work force.

This manual is used externally to introduce our health and safety management system to our customers and other external organizations or individuals. The manual is used to familiarize them with the controls that have been implemented and to assure them that the integrity of the health and safety management system is maintained and focused on Occupational Health and Safety stewardship, customer satisfaction and continuous improvement.

*President:* \_\_\_\_\_

*Date:* \_\_\_\_\_

### Section 4.3 Planning

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#### 4.3.1 Hazard Identification, Risk Assessment and Determining Controls

*Your Company* establishes, implements, documents and maintains a system to identify health and safety hazards, assess risks associated with them and determine the necessary controls. A consistent risk analysis process is used to identify hazards, assess risks, determine controls, implement controls, monitor & review and manage changes.

The procedure **P-431** is used to assist the company identify how its activities, products, and services affect health and safety by identifying the hazards, setting the priorities for them, using the OH&S system to manage, control, improve upon the performance and continually improve the system. It follows that high priority hazards identified become candidates for OH&S programs (4.3.3 below) and these are candidates for operational controls (4.4.6 below).

#### 4.3.2 Legal and Other Requirements

*Your Company* establishes, implements, documents and maintains a system for identifying and accessing the legal and other requirements that are applicable and to explain how the information regarding its legal and other requirements is obtained.

The procedure **P-432** is used to identify the legal and other non legal requirements to which the company subscribes, and describes how the information is made known to relevant functions within the company and incorporated into the OH&S management system. It follows that high priority requirements identified become candidates for OH&S programs (4.3.3 below) and these are candidates for operational controls (4.4.6 below).

#### 4.3.3 Objectives and Programs

*Your Company* establishes, implements, documents and maintains a system to ensure that the objectives and targets are consistent with the policy, which includes the commitments to compliance with legal and other non legal requirements, continual improvement, and prevention of injury and ill health.

The procedure **P-433** is used to describe the process of setting the objectives to achieve the commitments in *Your Company* OH&S Policy. In addition, consideration is given to significant health and safety hazards, legal and other non legal requirements, views of interested parties, and technological, financial, and business issues when deciding what is to be accomplished as an objective. The OH&S objectives with targets exist at relevant functions and levels of the company, and where practical are measurable.

The procedure **P-434** provides for the development of the OH&S programs required to achieve the objectives and targets, and provides for the process of developing action plans for those identified OH&S programs.

Programs that result focus on the fundamental health and safety needs to control OH&S risks and improve OH&S performance. The implementation of OH&S programs is effected with the use of typical action plans and instructions where the responsible personnel, benchmarks,

milestones and dates, and measurements of success are identified for *WI-434-010 prevention of injury, WI-434-020 prevention of ill health and WI-434-030 reduction of hazards.*

### **Section 4.3 Related Procedures and Instructions**

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P-431, Hazard identification, risk assessment and controls,

P-432, Legal and other requirements,

P-433, OH&S Objectives and targets,

P-434, OH&S programs.

*WI-434-010, Prevention of injury,*

*WI-434-020, Prevention of ill health,*

*WI-434-030, Reduction of hazards.*

Customize with your information

INSERT COMPANY NAME/LOGO HERE

P-453-A

Incident Investigation, Nonconformity and Remedial Action

Documents are all numbered to comply with document control requirements

1.0 Purpose

- 1.1 The purpose of this procedure is to establish, implement and maintain a system to identify and prevent incidents resulting in OH&S nonconformities at YOUR COMPANY.
1.2 To provide for a method to address nonconformities and taking actions to mitigate their health and safety impacts.
1.3 To provide for a method for investigating incidents, determining their causes, and taking remedial actions to avoid their recurrence, evaluating the need for actions to prevent nonconformities and implementing appropriate actions designed to avoid their occurrence.

2.0 Scope and definitions

- 2.1 Nonconformity is defined as non-fulfillment of a requirement and includes the incidents of complaints from the public, reportable incidents (such as injuries), health and safety alerts, emergency events, and failures to comply with OH&S policy or procedures.

3.0 Responsibility

Requirements of the Standard are all addressed

- 3.1 Through the activities described in this procedure and with support from top management, the OHS management representative is responsible to coordinate the activities associated with incident investigation, nonconformity and remedial action.
3.2 The supporting roles and responsibilities of personnel involved are further detailed in this instruction and in referenced procedures listed at paragraph 7 below.

4.0 Incident investigation - reporting

- 4.1 All employees have the basic responsibility to report incidents of nonconformity associated as applicable with:

4.1.1 OH&S performance

- Unaddressed high rates of injury or illness
Unrecorded incidents
Untimely implementation of corrective action
Failure to conduct risk assessments for new processes or materials

Recommendations for customization are included in blue type

4.1.2 OH&S management system

- Lack / absence of top management commitment
Failure to establish OH&S objectives
Undefined OH&S system responsibilities
Outdated / inappropriate documentation

- 4.2 All incidents of non-conformance are reported on the OH&S non-conformance report (SNCR), form F-453-001 where the following is detailed:

- Section 1 Background Information
Section 2 Incident Report
Section 3 Investigation and Preventive Action

# INSERT COMPANY NAME/LOGO HERE

P-453-A

## Incident Investigation, Nonconformity and Remedial Action

- 4.3 The source and initial data for the SNCRs are the specific reporting of public responses, incident investigations, OH&S alerts and health and safety events. The following outlines the reporting requirement for nonconformity:
  - 4.3.1 All complaints from external parties are reported to the *OHS management representative* per the internal and external communication procedure P-443 on PRR form F-443-001.
  - 4.3.2 All incidents are reported immediately to a supervisor, per the emergency preparedness and response procedure P-447 on IR form F-447-001.

### 5.0 Incident investigation

- 5.1 All incidents of health and safety nonconformity are investigated promptly.
  - 5.1.1 For incidents, OH&S alerts, and non-compliance to the OH&S system, the supervisor of the area involved is responsible for investigating the incident. *The investigation team includes at a minimum the OHS management representative, the area supervisor and the key parties involved in the incident.*
  - 5.1.2 For complaints from external parties, the *OHS management representative* is responsible for the investigation.
  - 5.1.3 For that nonconformity where the root cause is well known and the preventive action straight forward, the *OHS rep* may waive the requirement for an investigation team.

### 6.0 Nonconformity and corrective actions

- 6.1 The processing and follow up of OH&S non-conformance reports (SNCR) are coordinated by the *OHS management representative* to ensure the effective resolutions of issues.
  - 6.1.1 As introduced in procedure P-450, the register for OH&S action reports, Reg-450 is used to manage the activities associated with the SNCRs.

### 7.0 Related Documents

- 7.1 Clause 4.5.3 of OHSAS 18001 std
- 7.2 P-443, Internal and external communication
- 7.3 P-447, Emergency preparedness and response
- 7.4 WI-447-010, Emergency instructions – Office

**Related forms, records and documents are referenced to comply with document control requirements**

### 8.0 Documentation

- 8.1 F-443-001 Public response report (PRR),
- 8.2 F-447-001 Investigation report (IR),
- 8.3 Reg-450 Register for OH&S action reports,
- 8.4 F-451-001 OH&S alert (SAR),

### 9.0 Revisions

Revision	Date	Section	Paragraph	Summary of change	Authorized by
A				Initial issue	





# Introduction to OHSAS 18001



## Topics Covered

- § Fundamentals
- § The 18001 Standard
- § Importance of 18001
- § Benefits
- § Requirements
- § Process / PDCA Approach
- § Details of the Standard: *Sections 4.1 thru 4.6*
- § Summary
- § Tools for Implementation



# The OHSAS 18001 Standard

## Section 4.1 General requirements

Introduces the requirements for the overall OH&S Management System

## Section 4.2 OH&S policy

Covers requirements for the OH&S policy that needs to be formulated

### 4.1 General Requirements

The first clause of OHSAS 18001:2004 standard requires that a company (i.e. a business, a corporation, an enterprise, an organization), establish, document, implement, and continually improve their OH&S management system and demonstrate that they meet all the requirements of the standard.

Top management in the company starts the process by defining the scope of the OH&S management system, that is, identify the boundaries to which the system applies.

This will take into account the company's activities relative to products, services, departments, facilities, or multiple plant locations.

### 4.2 OH&S Policy

The next clause of the standard requires that an OH&S policy developed and approved by top management and relating to the scope of the OH&S be formulated and in place.

This is usually a short statement that sets the stage for the remaining components of the OH&S system and provides the framework for the review of OH&S programs with defined objectives and targets.

There are some specific items that must be addressed in the policy, and they deal with compliance with legal and other requirements, prevention of injury & ill health, and continual improvement.

In addition, the policy needs to be communicated to all employees, to other people working on behalf of the company, and be available to the general public. The policy must be documented, implemented, and maintained and this means that it is kept up to date and validated through the management reviews and supported by the whole of the OH&S system.



**4 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM REQUIREMENTS**

REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT YES / NO?	IF NO Estimated % complete	ITEMS NEEDED
<b>4.1 General requirements</b>				
<p><a href="#">This clause introduces the general requirements for an occupational health and safety management system that is intended to result in improved health and safety performance. Look to see that your organization has a system with a defined scope for an OH&amp;S that can be reviewed and evaluated to identify and implement opportunities for improvements.</a></p>				
<p>Has the organization established, documented, implemented and maintained the OH&amp;S system as required by the OHSAS 18001:2007 standard?</p>				
<p>How does the organization determine if the requirements of the standard are fulfilled?</p>				
<p>Is the scope of the OH&amp;S system defined &amp; documented?</p> <p>Are all activities, products or services included in the scope of the OH&amp;S system?</p>				
<b>4.2 OH&amp;S policy</b>				
<p><a href="#">This clause addresses the requirement for your organization's occupational health and safety which is the driver for implementing and improving the OH&amp;S Management System.</a></p>				
<p>Has top management defined and authorized the OH&amp;S policy for the organization?</p> <p>Is the OH&amp;S policy appropriate to its activities, products, services as defined in the scope of the OH&amp;S system?</p>				
<p>Does the policy reflect the commitment of top</p>				

<b>4 Occupational Health and Safety Management System</b>		
<b>4.1 General requirements</b>	<b>Observation/Comments</b>	<b>Results</b>
<p>Has the organization established and maintained an Occupational Health and Safety Management System in order to fulfill the requirements of clause 4 of the OHSAS 18001:2007 standard?</p> <p>Has the organization defined and documented the scope of the OH&amp;S system?</p> <p>Are the boundaries to which the OH&amp;S system applies clearly defined?</p> <p>Are all activities, products and services within the scope addressed by the OH&amp;S system?</p> <p>Additional questions To prove that the organization 'Does what it says it does', what records are completed for this section?</p>		Yes
<b>4.2 OH&amp;S policy</b>	<b>Observation/Comments</b>	<b>Results</b>
<p>Has top management defined, documented, authorized and implemented the OH&amp;S policy?</p> <p>Is the OH&amp;S policy aligned with the defined scope of the OH&amp;S system?</p> <p>Does the policy express commitment to comply with legal and other requirements which relate to the health and safety matters/risks?</p> <p>Does the policy include the commitment to the prevention of injury and ill health and the continual improvement in OH&amp;S performance?</p> <p>Does the policy provide for a framework to set &amp; review objectives, targets and OH&amp;S programs?</p> <p>Has the policy been communicated to persons working for or on behalf of the organization?</p> <p>Is it available to the public?</p> <p>Is the policy reviewed periodically?</p>		



# **OHSAS 18001**

## **Internal Auditor Training**



## **Trainer's Guide**



## Overview

These course materials are meant to train people to conduct internal Occupational Health and Safety audits within your organization, which are necessary to meet the internal audit requirements of the OHSAS 18001:2007 standard.

The course is divided into two sections:

1. The first section will familiarize the students with the requirements OHSAS 18001 OH&S management system.
  - Allow 4 hours for this section.
2. The second section is devoted to the auditing process. The students will go through all the steps required for an audit, with hands on involvement in performing each step by conducting a mock audit of a fictitious company.
  - Allow 8 hours for this section.

This guide contains everything the instructor needs to lead the class.

**We recommend that you print this guide** as you'll need the PowerPoint speaker notes to lead the class.

### Notes:

- It is assumed that the instructor has certified Lead Auditor credentials or equivalent experience. This is not meant as a self study course.
- It is recommended that for the first audit the student is involved with be under the leadership of a lead auditor who has audit experience.



## Course Materials

The supplies you will need are:

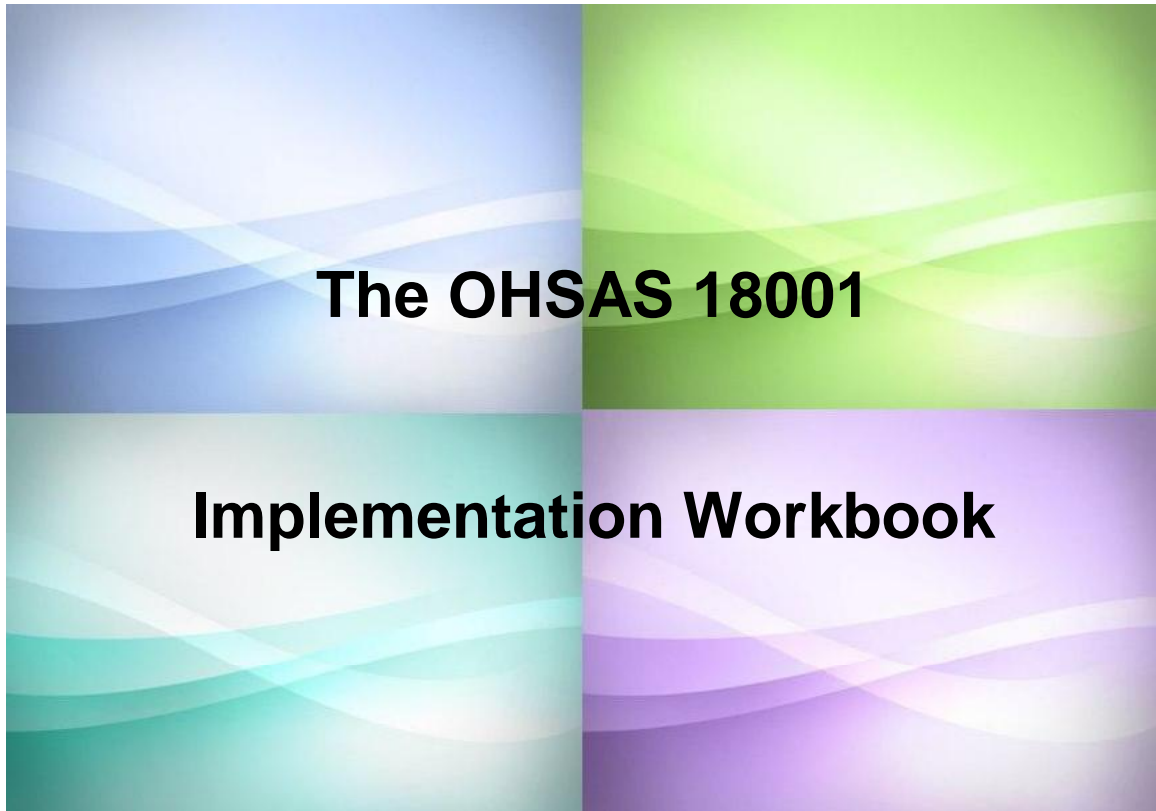
- PowerPoint: **OHSAS 18001 Internal Auditing Guide** (included).
- PowerPoint: **Requirements of OHSAS 18001** (included).
  - A complete version with Speaker Notes is in this Trainer's Guide
- PowerPoint: **Steps of Internal Audit** (included).
  - A complete version with Speaker Notes is in this Trainer's Guide
- Student Manual (included).
  - Print one copy for **each student**
  - You may wish to have extra copies of the CPAR form
  - It includes reduced versions of all the powerpoints
- The OHSAS 18001:2007 Standard (**NOT Included\***)
  - One copy for every 2-3 students.
  - Standards are available electronically from <http://www.18000store.com/BuyStandardsPage.aspx>

*The OHSAS 18001:2007 Standard is copyrighted and we are unable to include it.*

- Eco Toy Company (ETC) Documents and Records (included).
  - Print one copy for **each team** of two or three students.
  - See contents table (next page)

Essentially, the internal audit should demonstrate that ETC is doing what it says it does and documents and records are required to prove that systems are in place. These are provided in the copies of the Eco Toy Company (ETC) Documents and Records.

The pages 3 through 24 of that file contain the document that makes up the sections of the ETC OH&S Management System. The remaining pages contain the ETC Documentation and Records required for the Internal Audit training.





## Task 14 Plan the training and review Clauses 4.1 thru 4.6 of OHSAS 18001:2007

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You will have to become familiar with the requirements of OHSAS 18001. This means that you will have to read and perhaps re-read the different sections of the publication and get some training to help you understand the requirements.

### Training Options are available, where for example and under the direction of the Management Representative:

1. Use the OHSAS 18001 workbook and have your personnel identified as members of the OHS Steering Team and the Health and Safety Team go through the Task 14 Exercises B through E on their own and bring questions and concerns to the weekly OHS Team meetings.
2. Use the OHSAS workbook over several workshop sessions and have your personnel identified as members of the OHS Steering Team and the Health and Safety Team go through the Task 14 Exercises as a group and have questions and concerns addressed.

Above 2 options are more suited for small and medium size companies.

3. In larger companies, the Management Representative schedules the OHSAS training over a longer period of time where one exercise at a time is completed. Training can be spread over a period of 4 to 6 weeks where one topic / requirement of OHSAS 18001 is examined at a time.

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A typical schedule can be confirmed as:

Oct 1	Clause 4.1 – 4.2	Exercise B	Date confirmed: _____ by: _____
Oct 8	Clause 4.3	Exercise C	_____ by: _____
Oct 15	Clause 4.4	Exercise D	_____ by: _____
Oct 22	Clause 4.5 – 4.6	Exercise E	_____ by: _____

Comments:

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Prepared by: ..... Date: .....

## Task 14 OH&S Workshop Exercise B – Sub-Clauses 4.1 to 4.2

OHSAS 18001 Requirements	Instructions for the review of the requirements	Activities currently being done / Activities required	-- YES -- In Compliance	-- NO -- Needs Attention
<b>Clause 4</b>	<b>OH&amp;S management system requirements</b>			
Sub-clauses 4.1 and 4.2	<p>An essential prerequisite for this exercise is to have at your company location the latest publication of the OHSAS 18001 standard.</p> <p>And with the execution of <b>Task 3</b> in the OHSAS 18001 Implementation Workbook, this document will be available for use with this exercise.</p>	<p>Take the time to review the requirements of Clause 4.1 and Clause 4.2.</p> <p>Read each paragraph and in the 3 right hand columns:</p> <ul style="list-style-type: none"> <li>Describe what you are currently doing to comply with the requirements.</li> <li>Identify where you will need to implement new activities. Existing activities that may already comply with the standard and New activities that need attention will become part of your Occupational Health and Safety management system – OH&amp;S.</li> </ul> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	-----	-----
<b>4 OH&amp;S management system requirements 4.1 General requirements</b>	<p>Read paragraph 4.1 dealing with general requirements, and in the right hand columns:</p> <p>Describe what you are currently doing to comply with the requirements.</p> <p>Identify where you will need to implement new activities.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
4.2 OH&S policy	<p>Read paragraph 4.2 dealing with OH&amp;S policy and in the right hand columns:</p> <p>Describe what you are currently doing to comply with the requirements.</p> <p>Identify where you will need to implement new activities.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		