



The Implementation Workbook

Integrating the

ISO 14001 and OHSAS 18001

Management Systems

The Implementation Workbook – Integrating the ISO 14001 and OHSAS 18001 management systems

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Notes:

This implementation workbook is suitable for use with the **ISO 14001:2004** Environmental and the **OHSAS 18001:2007** Occupational Health and Safety standards for management systems.

The workbook is best utilized with implementation training tools as provided in a series of ppt presentations covering the three sections.

Visit <http://www.18000store.com> for the presentation package that matches the workbook sections.

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Comments and Instructions:

Congratulations on the management decision to implement the integrated ISO 14001:2004 environmental and OHSAS 18001:2007 occupational health and safety management systems. This commitment and your participation say a lot about you and show that you are interested in learning, in growing, and in improving your business.

This ISO 14001 and OHSAS 18001 workbook becomes an implementation tool and is intended to make your project as organized as possible when executing a set of tasks in the sequence that they are normally required on the journey to multiple certifications.

An important first activity or prerequisite as the integrated Environmental and Health and Safety program is launched, is for the EMS-OHS Management Representative to become as familiar as possible with the workbook format and content.

The Workbook:

The workbook is presented in three sections where the Tasks and Exercises are introduced, initiated and completed. You will find that your workbook can be used and marked up to develop and detail the information required for each task and exercise.

The Workbook Forms:

However, since more than one person will be involved in the project, the workbook forms that represent the tasks and the exercises are provided in word format for distribution to the staff that will be participating and providing inputs.

The Workbook Presentations:

The workbook is best utilized with the implementation training tools as provided in a series of ppt presentations that match the workbook sections. The presentations become very effective tools that the EMS-OHS Management Representative, as the project manager, can use to keep the momentum moving toward a target registration date.

Good Luck with this important initiative.

Task 12.c Perform the Initial OH&S Review – Plant Workplace

The current position with regard to health and safety as related to the plant-manufacturing workplace is established by means of an initial review and recorded from the review areas / questions tabled below.

Refer to the flow diagrams (ref Task 11) showing your plant operations to assist with the location and identification of areas that need attention.

The examples outlined below do not list all the possible items for assessing manufacturing facilities. A better checklist is one that covers your specific needs.

Reviewed by:		Date:	
	Comments / Observations	OK = Under Control	X = Needs Attention
TRAINING			
Is training provided for each person newly assigned to a job?			
Does initial training include a thorough review of hazards and accidents associated with the job?			
Is adequate instruction in the use of personal protective equipment provided?			
Is training for the use of emergency equipment provided?			
Are workers knowledgeable in the "Right to Refuse" procedures?			
ENVIRONMENT			
Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)?			
Is the rain gear that is provided comfortable, and light enough so as not to constitute a hazard?			
Are work surfaces and grip surfaces safe when wet?			
Do workers know the symptoms of heat cramps, heatstroke?			
WORK PROCESS			

Action 6 Hazard Identification, Risk Assessment and Determination of Controls – OH&S Worksheet

ACTION	ACTION	ACTION	ACTION	ACTION	ACTION	ACTION	ACTION	ACTION
1	2	3	4	5	6	7	8	
*	** -- Hazard -- What is present or could be introduced as a risk?	Description of Hazard and its associated Risk	*** Assessment of Risk 1 = Severity 2 = Likelihood 3 = Significance	Does a next step in process eliminate the risk?	What controls exist to address the risk?	Is the Process Step at risk? Yes / No	*** If YES, Issue the Corrective Action Request	
---	---	----	1	2	3	Justifications	CAR #	

ACTION 6 What controls exist for this item step?

What measures need to be taken to prevent, reduce or eliminate the risk?

Controls will vary on the type of risk and obviously their significance. For example the controls may focus on the provision of proper lighting, adequate guarding for equipment, process controlled conditions, etc.

In some cases, there will be more than one control for an identified risk, and conversely, more than one risk may be controlled by a specified control.

In certain instances, control measures may not be required due to the absence of any significant hazards for that item.

Task 26 ISO 14001 - Input-Output worksheet for identification & planning of EMS processes

PROCESS INPUTS - ISO 14001:2004 Environmental Management Systems Requirements	PROCESS OUTPUTS – Identification of key processes & sub-processes	DOCUMENTATION for processes	RESPONSIBILITY for processes	REMARKS
4.1 General Requirements	<i>From Exercise B</i> [[[<i>Manual</i>	<i>Consider the integrated Documentation Package from www.18000store.com EM-HS-001</i>		
4.2 Environmental Policy	<i>From Exercise B</i> [<i>Environmental Policy</i>	14AP-420		
4.3 Planning	<i>From Exercise C</i> [<i>Environmental aspects and impacts</i> [<i>Legal and other requirements</i> [<i>Objectives and targets Environmental programs Water reuse - example Etc.</i>	14AP-431 EHAP-432 EHAP-433 14WI-434-001		
4.4 Implementation and operation	<i>From Exercise D</i> [<i>Structure and responsibility</i> [EHAP-441		
4.4.1 Resources, roles, responsibility & authority				