

**OHSAS 18001** Occupational Health & Safety Management

# Minimizing Your Health & Safety Risks **PRODUCT GUIDE**



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# What is OHSAS 18001?

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An Occupational Health and Safety Management System (OHSMS) is a framework that allows an organization to consistently identify and control its health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety regulations and continually improve its performance.

Occupational Health and Safety Assessment Series 18001 (Occupational Health and Safety Management Systems – Requirements; OHSAS 18001:2007) was developed with the assistance of a number of international standard-setting bodies and subject matter experts.

To complement OHSAS 18001, BSI published OHSAS 18002, which explains the requirements of the specification and shows you how to work towards the effective implementation of an OHSMS. OHSAS 18002 provides guidance and is not intended for independent assessment or certification. OHSAS 18001 is designed to be compatible with ISO 9001 and ISO 14001. This facilitates the design, implementation, and operation of a single integrated management system covering multiple issues such as quality and environment.



# New to OHSAS 18001?

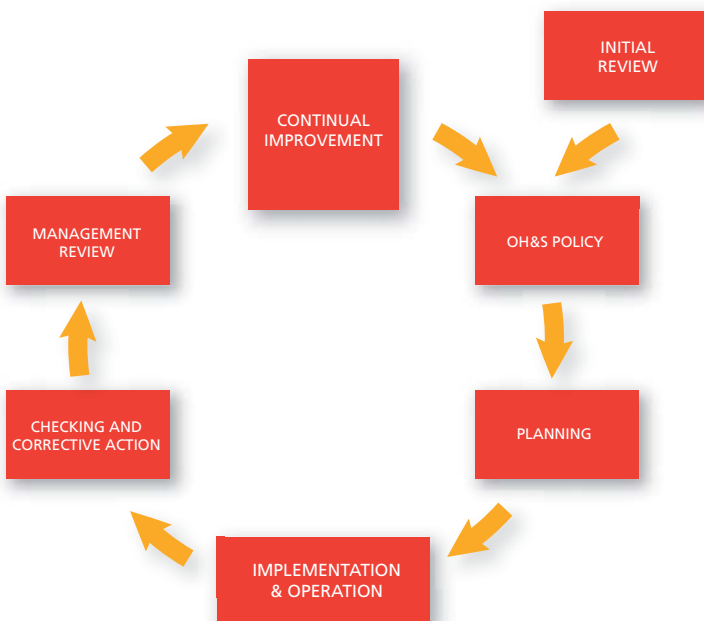
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## Why implement OHSAS 18001?

Implementing and maintaining an OHSMS is now a legal requirement in many countries. How do you keep up with regulatory requirements and set up a system that protects your workforce and your company? The answer is to introduce a management system that can reduce the risk of accidents, lost-time, illness, injuries and legal actions.

OHSAS 18001 provides an organization with a structured road map to planning, implementing, and managing an OHSMS.

While some may consider resources allocated for occupational health and safety issues to be costs of doing business offering little in financial return; investment in a safe work environment and a healthy workforce, in fact generates measurable values to the organization in terms of both improved productivity and reduced business risks.



Before you can implement an OHSMS, you must understand what you currently know about your health and safety hazards, risks, and performance. You will need to carry out an initial review. Firstly, look at your current occupational health and safety provisions including your policy, risk assessments, and documentation. This will provide a baseline from which improvement opportunities can be identified and progress measured.

The types of questions you might want to ask are:

- How do we currently identify hazards, conduct risk assessments, and implement control measures?
- What regulations and legal requirements do we have to meet?
- How do we report and manage incidents and accidents?
- How do we deal with emergency situations?
- What are the views of our employees and other stakeholders?

BSI Entropy™ Software provides a web-based platform for you to manage your Occupational Health & Safety Management System more efficiently. For more information, visit [www.BSI-entropy.com](http://www.BSI-entropy.com)



# Just beginning your Management System implementation?

## Policy and Planning

OHSAS 18001 requires you to produce a policy statement that communicates your OHS values and expectations. The policy must be supported and authorized by top management. You must deliver performance that is consistent with this statement.

The initial review process will help you gain a clear understanding of your legislative and regulatory requirements, to identify the OHS hazards that exist in the workplace, to evaluate existing OHS practices, processes and procedures, and to evaluate feedback from the investigation of previous accidents, incidents, and emergencies. Subsequently, you will be better positioned to develop an OHSMS compliant with OHSAS 18001.



## Hazard Identification, Risk Assessment, and Risk Control

These processes and their outputs should form the basis of the whole OHSMS and need to be documented. The complexity of these processes will depend on your operational scope and scale, workplace activities, and the nature and significance of associated hazards. These activities need to be conducted regularly.

While these requirements are applicable to all organizations and operations, it is not the intent of OHSAS 18001 to force organizations with limited hazards to undertake complex hazard identification, risk assessment, and risk control exercises.

## Legal and Other Requirements

You will need to develop a procedure that enables you to identify and access the legal and other OHS requirements that affect your organization and continually evaluate your ongoing compliance with these requirements. This procedure will enable you to track regulatory requirements changes and take timely actions to maintain compliance.

## Objectives, Targets, and Management Programs

You will need to establish OHS objectives to ensure that the OHS policy is achieved. Ideally, the objectives and targets should be specific, measurable, and timely.

For example:

- Design and deploy an action plan to identify, prioritize, implement and complete at least three workplace hazard elimination initiatives within 12 months
- Review current status and formalize performance metrics to monitor and report effectiveness of OHS related training within 9 months

The objectives are achieved through the implementation of Management Programs. Plans define what will be done, who will take responsibility for what actions and by when are management programs.

# Learn more at [www.bsiamerica.com](http://www.bsiamerica.com)

## Implementation and operation

To implement and operate an effective OHSMS, you will need to:

- Define the roles, responsibilities and authorities of staff with regard to OHS, including the appointment of a management representative who is a member of top management with specific accountability and responsibility for OHS and the OHS management system
- Provide appropriate training to ensure all personnel performing work for or on behalf of the organization are competent
- Ensure that there is internal and external communication
- Ensure that there is participation and consultation with workers, contractors and external parties
- Describe how the management system is structured and develop the necessary OHS processes and procedures
- Ensure that OHSMS documentation is controlled so that current versions are in use
- Ensure that risk control measures are being properly managed, including the development of appropriate procedures, and the maintenance of records
- Establish, maintain, and test a process for dealing with emergency situations

## Checking and corrective action

Procedures are required for the handling, investigation, and analysis of accidents, incidents, and non-conformances in order to eliminate the actual or potential cause. OHS system audits are required to assess the system's suitability and effectiveness. These audits provide evidence that the OHSMS is working and that you are in control.

You are required to have a process in place to periodically evaluate compliance with legal and other requirements.

You will need a process for monitoring and measuring. These processes, when effectively deployed, will give you the confidence that you are in control of your OHS risks and provide a mechanism to determine your progress towards achieving the OHS objectives.

## Management review

Top management will need to meet periodically to review progress toward OHS objectives and targets and ensure that the OHSMS remains effectively maintained. This will include a review of your OHS policy and overall illness and injury avoidance and OHS performance of the organization. Consideration will need to be given to changes to the emerging legal and other requirements, status of corrective and preventive actions and relevant audit results.



# Because our commitment to you does not stop with a certificate.

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## The features and benefits of OHSAS 18001

BSI offers independent third-party certification to OHSAS 18001. Compliance with the standard is determined via a phased program of assessment visits and an ongoing schedule of surveillance visits.

Registration to OHSAS 18001 provides confidence for your stakeholders by proving that you have implemented an OHSMS to manage risks, that this system meets a recognized international standard, and that it has been shown to deliver OHS improvement.

Other benefits include:

### A safer workplace

An OHSMS enables you to identify hazards, assess risks, and put the necessary risk control measures in place to prevent accidents.

### Stakeholder confidence

An independently assessed OHSMS tells your stakeholders that you committed to a safe workplace and motivated workforce, giving stakeholders confidence in your organization. You also avoid the negative publicity that goes with workplace accidents, illness, and injury.

### Morale

Implementing OHSAS 18001 shows a clear commitment to the safety of your staff and can contribute to a more motivated, efficient, and productive workforce.

### Reduced costs

Fewer accidents means less interruptive downtime and costly medical expenses for your organization. OHSAS 18001 can also improve your insurance liability rating and potentially reduce costs.

### Training

As a required element of an OHSMS, your organization must ensure that your workers are competently prepared for their assigned task, which enhances communication and encourages teamwork.

### Monitoring

The regular assessment process will help you continually monitor and improve your workplace health & safety performance.

### Integration

OHSAS 18001 has been designed to be seamlessly integrated with other management system standards such as ISO 9001 and ISO 14001.

For further information or to receive a no obligation 'quick quote', contact us:  
BSI Learning, Certification and Entropy™ Software **1 888 429 6178**

# ROUTE TO CERTIFICATION

We offer an array of learning solutions to help you at every step on your route to certification.

Visit [www.bsiamerica.com](http://www.bsiamerica.com) for more information.

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**STEP 3** Complete the application form

**STEP 4** Plan your training

**STEP 5** Gap assessment (Pre-certification audits)

**STEP 6** Meet your assessment team

**STEP 7** Certification assessment – stage 1

**STEP 8** Certification assessment – stage 2

**STEP 9** Surveillance, assessment, and continual system improvement

**STEP 10** Certification and beyond

## BSI services summary

- Information, guidance, and advice
- Standards and publications
- Management system certification
- Tailored customer events
- Training – public courses, on-site, and eLearning
- Supply chain management and compliance
- Entropy™ Software – web based solutions to make the most of your management systems

## A family of standards

BSI can integrate OHSAS 18001 assessment visits with:

- **ISO 9001**  
Quality Management
- **ISO 14001**  
Environmental Management





For more information call 888-429-6178  
or visit [www.bsiamerica.com](http://www.bsiamerica.com)

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The mark shall never be applied directly on the product or service.