BS OHSAS 18001 Occupational Health and Safety Management

Minimizing your health and safety risks
Product Guide

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What is BS OHSAS 18001?

BS OHSAS 18001 is the internationally recognized standard for an occupational health and safety management system (OHSMS). It gives you a framework to consistently identify and control your health and safety risks, reduce the potential for accidents, help achieve compliance with health and safety legislation and continually improve your organization's performance.

BS OHSAS 18001 is suitable for organizations of all sizes that want to set up formal procedures to manage health and safety risks. It takes a risk-based approach to documentation – enabling you to decide what you need by reviewing your risks and evaluating the effectiveness of current controls.

Like to know more about BS OHSAS 18001?
Book a BS OHSAS 18001 introductory course now at
bsigroup.ae/18training

Why implement BS OHSAS 18001?

Implementing an occupational health and safety (OHS) system is now a legal requirement in many countries. But even if it isn't, there are strong reasons for implementing an OHSMS including improved health and safety performance, fewer accidents, greater stakeholder confidence, enhanced staff morale and reduced costs, making BS OHSAS 18001 certification a worthy investment.

To be effective your OHSMS should be in compliance with a recognized standard. BS OHSAS 18001 provides a framework for the effective management of health and safety including compliance with relevant legislation.

Initially, it may be perceived that occupational health and safety can be a drain on resources, offering little in financial return. In practice, it has been shown that the costs will be outweighed by fewer workplace accidents and illnesses, less downtime and a reduction in the cost of fines and civil actions – at the same time, prioritizing the welfare of your staff. BS OHSAS 18001 also reassures customers and suppliers and protects your brand and reputation.

Why BS OHSAS 18001
64% of our customers experienced a reduction in incidents and 53% had a reduction in lost hours through sickness and illness*

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* BSI Excellerator Research 2011

Implementing BS OHSAS 18001

Initial review

The first step in implementing a BS OHSAS 18001 compliant OHSMS is undertaking an assessment to understand what policies, procedures and documentation you currently have in place.

This will provide a baseline from which progress can be 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 incidents and accidents?
- How do we deal with emergency situations?
- What are the views of our stakeholders?

Implementation guidance
BS OHSAS 18002 offers guidance for the implementation of BS OHSAS 18001. It explains the requirements of the standard in greater detail and how to work towards implementation and certification. For more information visit **bsigroup.ae/18002**
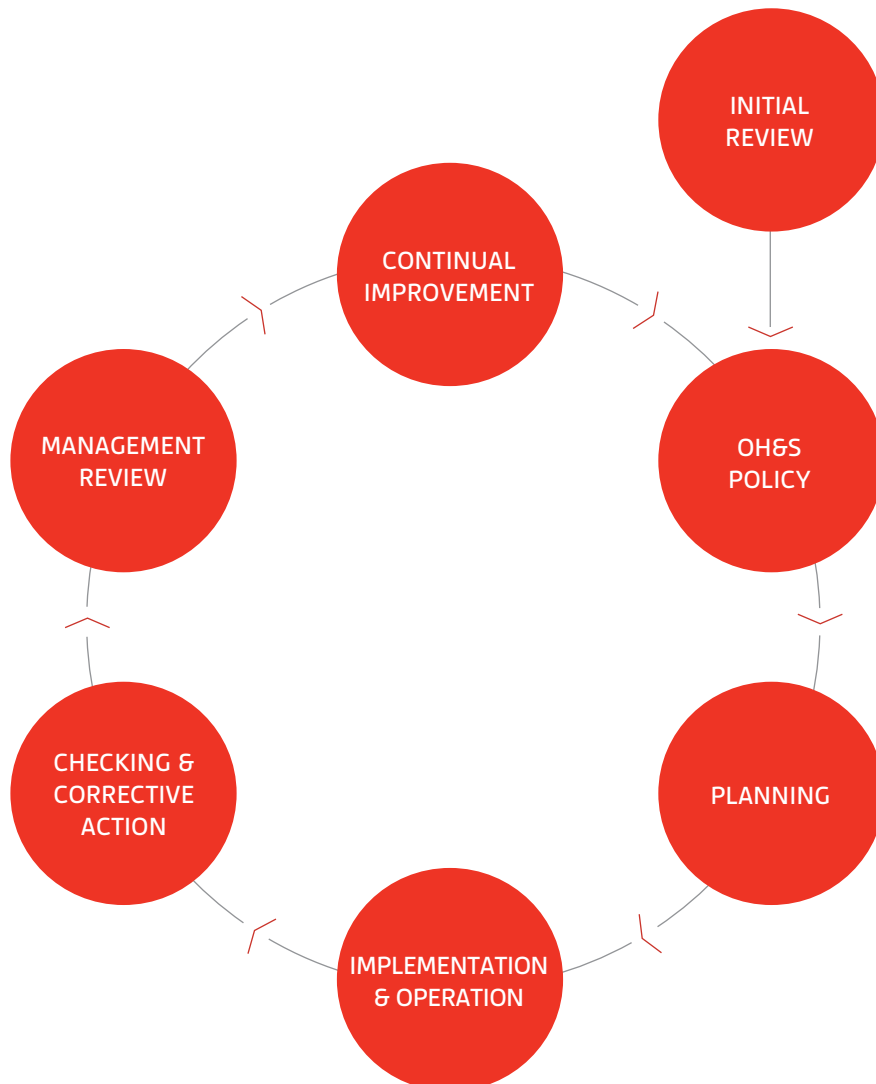
BSI Entropy Software™ provides a web-based platform for you to manage your occupational health and safety management system more efficiently. It helps you improve control, assurance, visibility and accountability of your OHS whilst reducing risks, incidents, time and costs. For more information, visit **bsigroup.ae/entropy**
or call **+971 4 3364917 (Dubai)**
+971 2 443 9660 (Abu Dhabi)
+974 44 101 711 (Qatar)

BS OHSAS 18001 model

Policy and planning

BS OHSAS 18001 requires you to produce a policy statement that communicates your occupational health and safety (OHS) objectives and is supported and authorised by top management.

Your initial review and development of your policy statement should have helped you to gain a better understanding of your legislative and regulatory requirements to:

- Identify the OHS risks faced by the organization
- Examine all existing OHS management practices, processes and procedures
- Evaluate feedback from the investigation of previous accidents, incidents and emergencies.

You are now in a much better position to develop a BS OHSAS 18001 compliant health and safety management system.

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. BS OHSAS 18001 allows you to manage the complexity of these processes based on your organizations size, workplace situations and the nature and significance of the hazards. These activities need to be conducted continuously.

Legal and other requirements

You will need to develop a procedure that enables you to identify the legal and other OHS requirements relating to your organization and evaluate your ongoing compliance.

Objectives, targets and management programmes

OHS objectives will need to be established to ensure that OHS policy is achieved. Ideally, they should be specific, measurable, agreed, realistic and time bound.

For example:

- To plan and implement an action plan to reduce site transport risks to a level as low as reasonably practicable within six months
- Increase usage rate of hearing protection in designated hearing protection zones from the present value of 20% to 100% within one year

The objectives are achieved through the implementation of management programmes. Management programmes are plans that define what will be done, who will do what and by when.

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 an executive management representative with specific accountability and responsibility for OHS and the OHS management system
- Ensure that appropriate training is provided to all personnel performing work for or on behalf of the organization
- Ensure effective internal and external communication
- Ensure effective 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 controlled OHSMS documentation, for clear communication and use of the current system
- 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-conformities in order to eliminate the actual or potential cause. OHS system audits are required to assess the system's suitability and ongoing effectiveness. These audits provide evidence that the OHSMS is working and that you are in control.

A process for monitoring and measuring is required. This will give you the confidence that you are in control of your OHS risks and provide a mechanism to determine your progress towards achieving your OHS objectives.

Management review

Top management will need to meet periodically to ensure that the OHSMS is suitable and effective. This will include a review of your OHS policy and performance against its objectives. The review will also consider the changing business environment and the future management programme.

With BSI our commitment does not stop with a certificate

BSI offers independent third-party certification to BS OHSAS 18001. With BSI the certification process is simple. After you apply, we appoint a client manager who will guide you and your business through the certification process. Once you've achieved the certificate our support doesn't stop there. We'll continue to visit your organization for three years, delivering the expertise you need to remain compliant. So not only will you be able to demonstrate to stakeholders and customers that you comply with health and safety best practice, you will also benefit from regular audits and opportunities for improvement.

Business benefits of BS OHSAS 18001

BS OHSAS 18001 certification gives you a competitive edge, reducing the cost of tendering and improving financial performance through health and safety improvements, reduced down time and decreased insurance premiums – so it's good for business and your brand.

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 have met a number of legal and regulatory requirements, giving stakeholder's confidence in your organization. And you can also avoid the bad publicity that goes with workplace accidents.

Morale

Implementing BS OHSAS 18001 shows a clear commitment to the safety of your staff, establishing a positive health and safety culture, and contributing to a more motivated, efficient and productive workforce.

Reduced costs

Fewer accidents mean less expensive downtime for your organization and improved insurance liability rating.

Monitoring

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

Integrated

BS OHSAS 18001 has been written to be seamlessly integrated with other management system standards such as ISO 9001 for Quality and ISO 14001 for Environment.

Combine your management systems to get more out of your investment with PAS 99, a framework to identify and integrate common management system requirements for better performance. For more information visit **bsigroup.ae/pas99**

Route to certification

1. Buy the Standard. Visit **bsigroup.co.uk/buy27**
2. Make contact. Call us on **+971 4 3364917 (Dubai)**

   +971 2 443 9660 (Abu Dhabi) | +974 44 101 711 (Qatar)
3. Complete the BSI application form
4. Plan your BSI training
5. Consider an optional BSI gap analysis (pre-certification audit)
6. Your BSI assessment team is appointed
7. Formal BSI assessment – stage 1
8. Formal BSI assessment – stage 2
9. BSI certificate awarded
10. BSI certification and beyond

Find out how much BS OHSAS 18001 certification will cost for your business. Contact us **+971 4 3364917 (Dubai) +971 2 443 9660 (Abu Dhabi) | +974 44 101 711 (Qatar)** or visit **bsigroup.ae/18002**

Transfer your certification to BSI

Registered with another certification body? Get global recognition with the BSI Assurance Mark and discover how our experience and reputation delivers real value to your business. We focus on continual improvement, as well as maintaining your system – showing you how to grow and develop your business. Plus, transferring is easy. To find out more **+971 4 3364917 (Dubai) +971 2 443 9660 (Abu Dhabi) | +974 44 101 711 (Qatar)** or visit **bsigroup.ae/18002**

BSI health and safety solutions

Whether you want to align with BS OHSAS 18001 for sound corporate governance or take it further and gain independent third party certification to demonstrate your systems compliance – we can provide the right solution.

BSI products and services available to you:

- Standards and publications
- Information, guidance and advice
- Training – courses, in-company and eLearning
- Gap analysis
- Management system certification
- Entropy Software™ – integrate all your management systems with one click

Why BSI?

BSI is recognized by the UK Government as the National Standards Body (NSB) for the UK and develops, publishes and markets standards and related products. Our business is enabling organizations to perform better and make excellence a habit. For more than a century our experts have been challenging mediocrity and complacency to help embed excellence into the way people and products work... to perform better, reduce risk and achieve sustainable growth. Our clients range from globally recognized brands to small, local companies in 150 countries worldwide. We're a Royal Charter company that develops and delivers products and services in a truly inclusive way, we are committed to continual improvement and work with the highest level of integrity. Regardless of your location, organization size or sector, nothing says confidence like the BSI mark.

Next steps

To find out more about our assessment and certification solutions

Visit our website bsigroup.ae/18002

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