



OHSAS 18001

OHSAS (Occupational Health and Safety Assessment Series) **18001**

- OHSAS 18001: **Specifications** for OH&S Management Systems
- OHSAS 18002: **Guidance** for OH&S Management Systems
- OHSAS 18003: **Criteria for auditors** of OH&S Management Systems





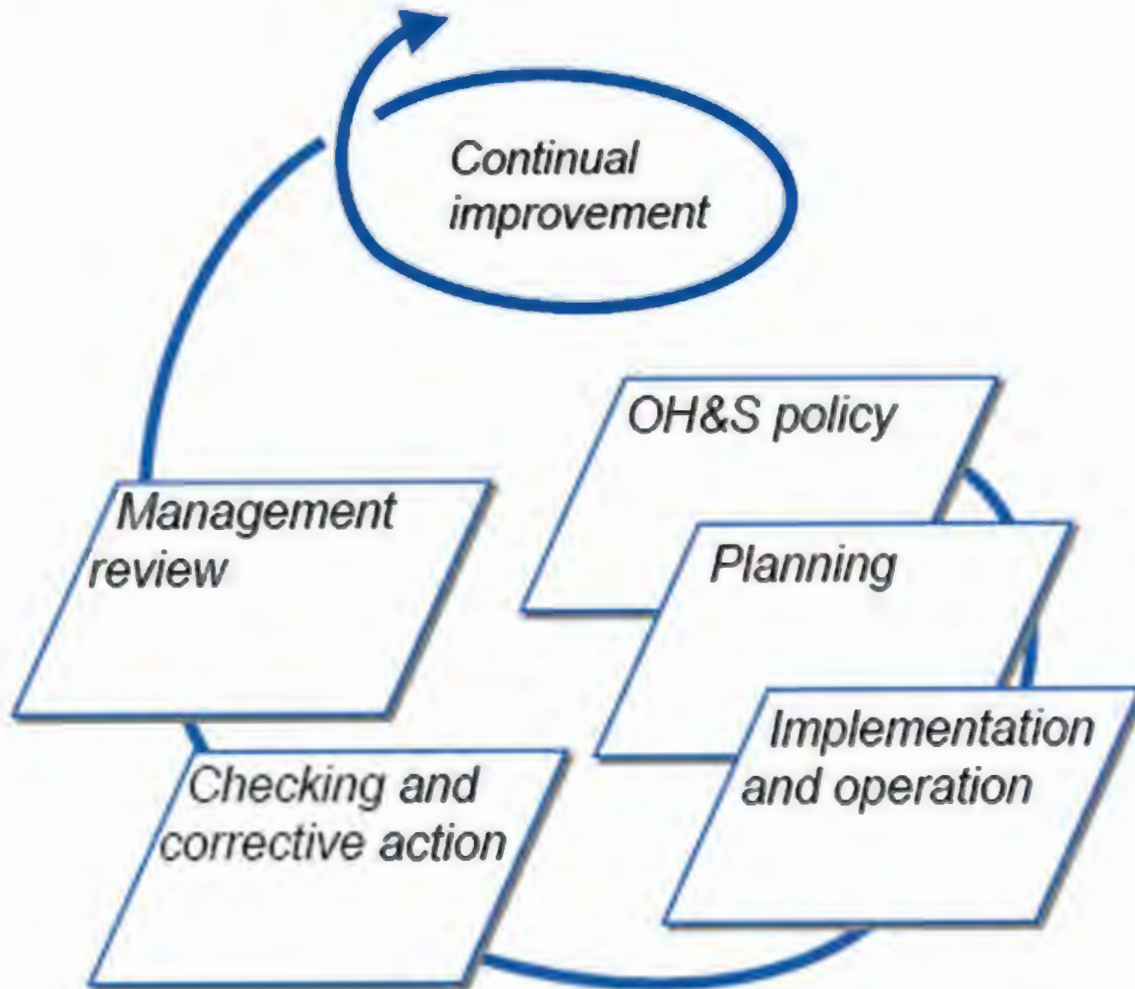
OHSAS 18001 - Benefits

- potential reduction in the number of accidents
- potential reduction in downtime and associated costs
- demonstration of legal and regulatory compliance
- demonstration of commitment to stakeholders
- demonstration of innovative, forward thinking approach
- increased access to new customers and business
- better management of risks, now and in the future
- potential reduced public liability insurance costs





OSHAS Basics



Continual Improvement

OH&S Policy

Planning

- Hazard Identification, Risk Assessment & Risk Control
- Legal & other Requirements
- Objectives
- OH&S Management programme(s)

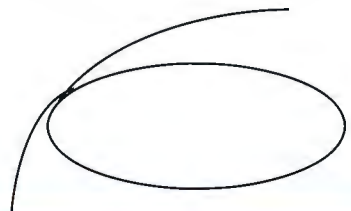
Implementation & Operation

- Structure & Responsibility
- Training, Awareness & Competence
- Consultation & Communication
- Documentation
- Document & Data Control
- Operational Control
- Emergency Preparedness and Response

Checking & Corrective Action

- Performance Measurement & Monitoring
- Accidents, Incidents, NCs & Corrective & Preventive Action
- Records & Records Management
- Audit

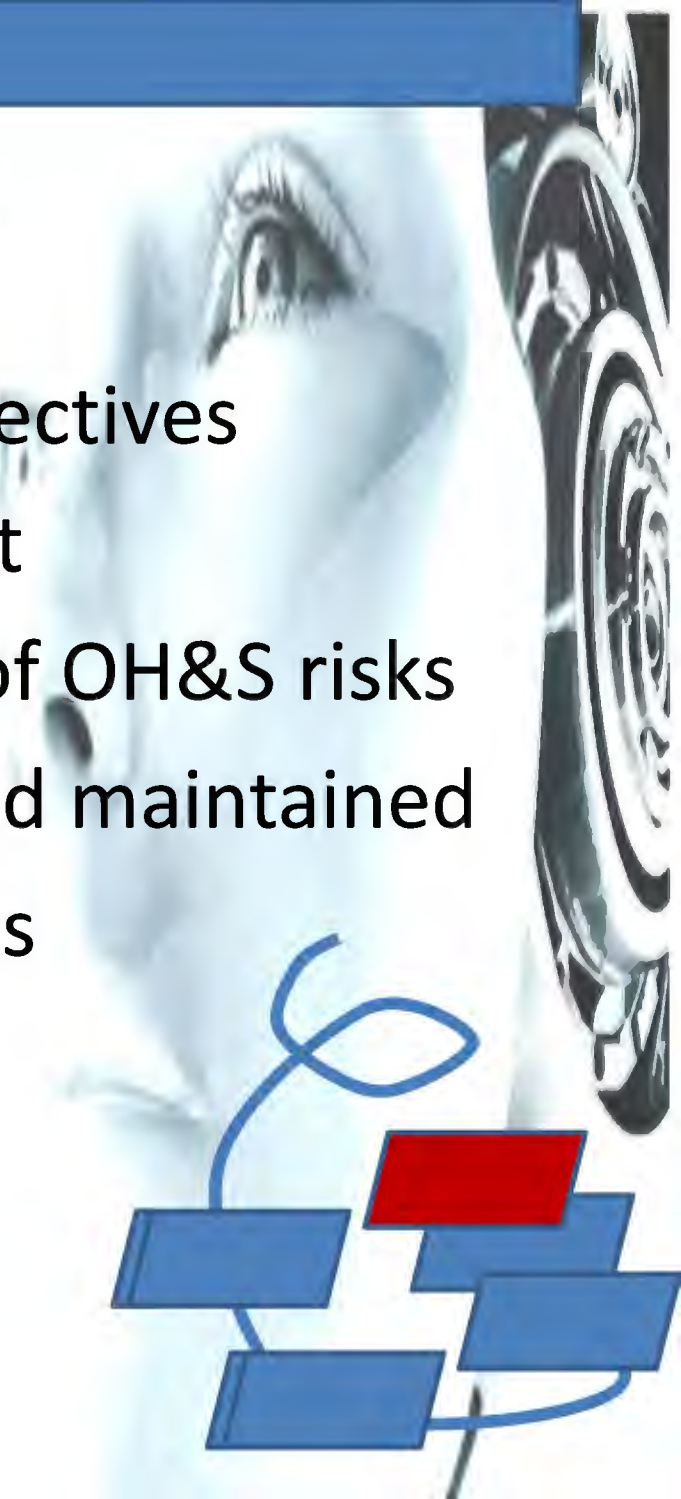
Management Review





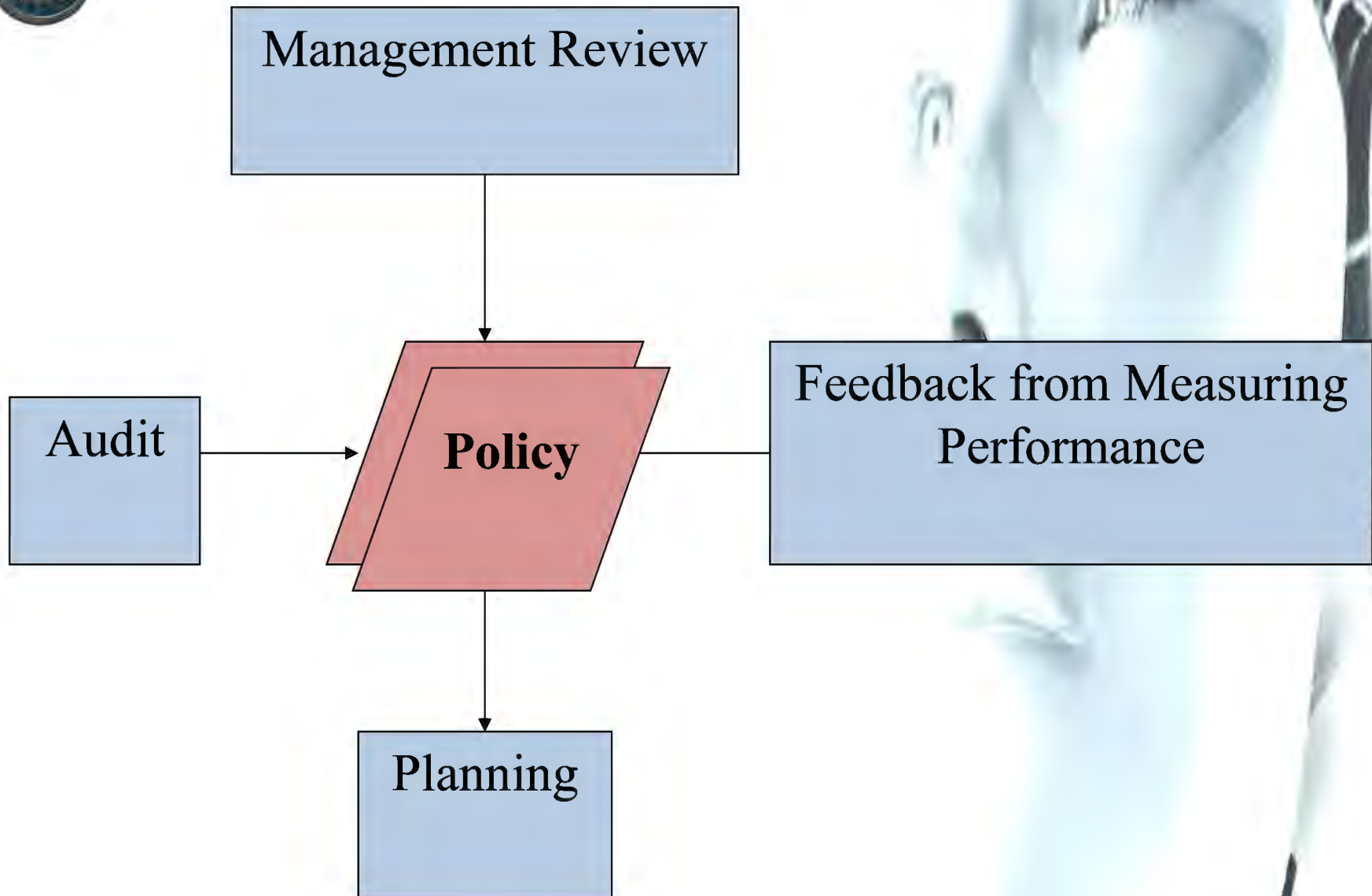
OH&S Policy

- Clearly states overall OH&S objectives
- Authorised by top management
- Appropriate to nature & scale of OH&S risks
- Documented, implemented, and maintained
- Communicated to all employees
- Available to interested parties
- Reviewed periodically





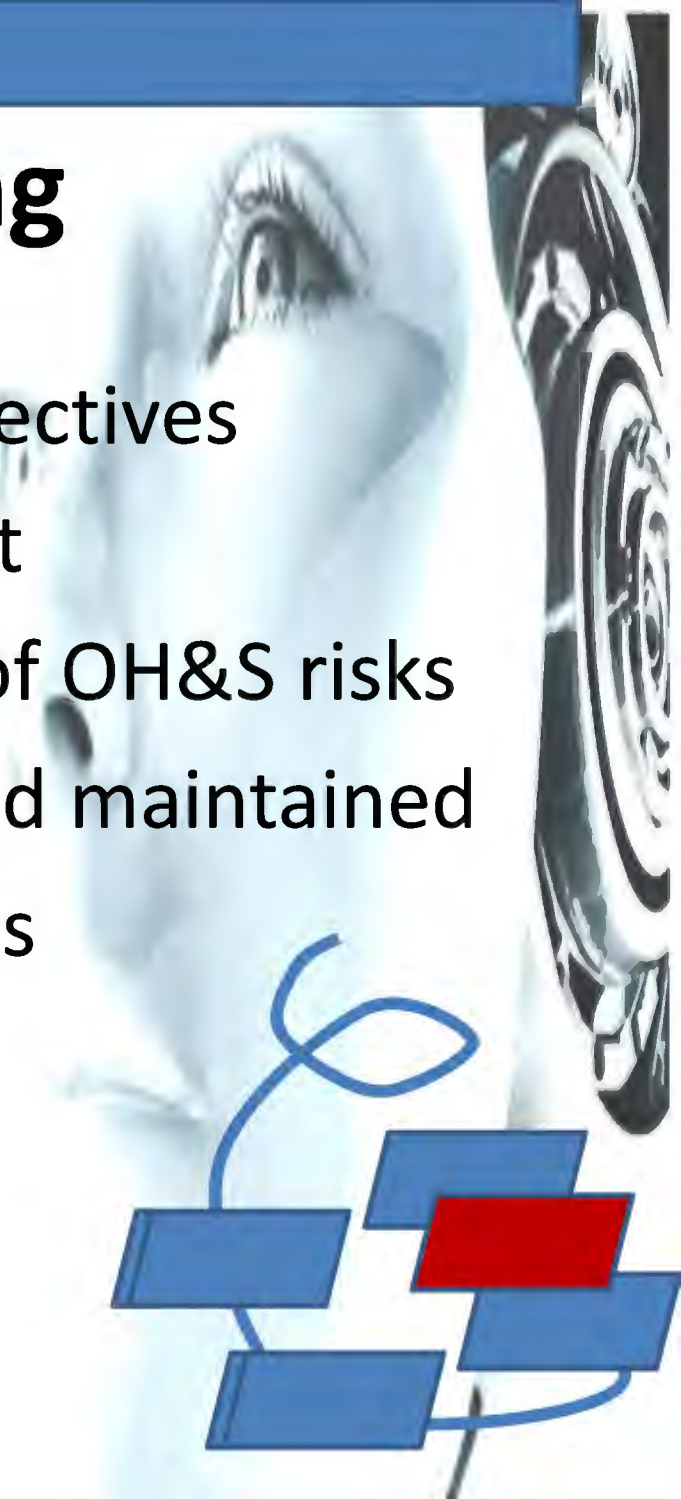
OH&S Policy





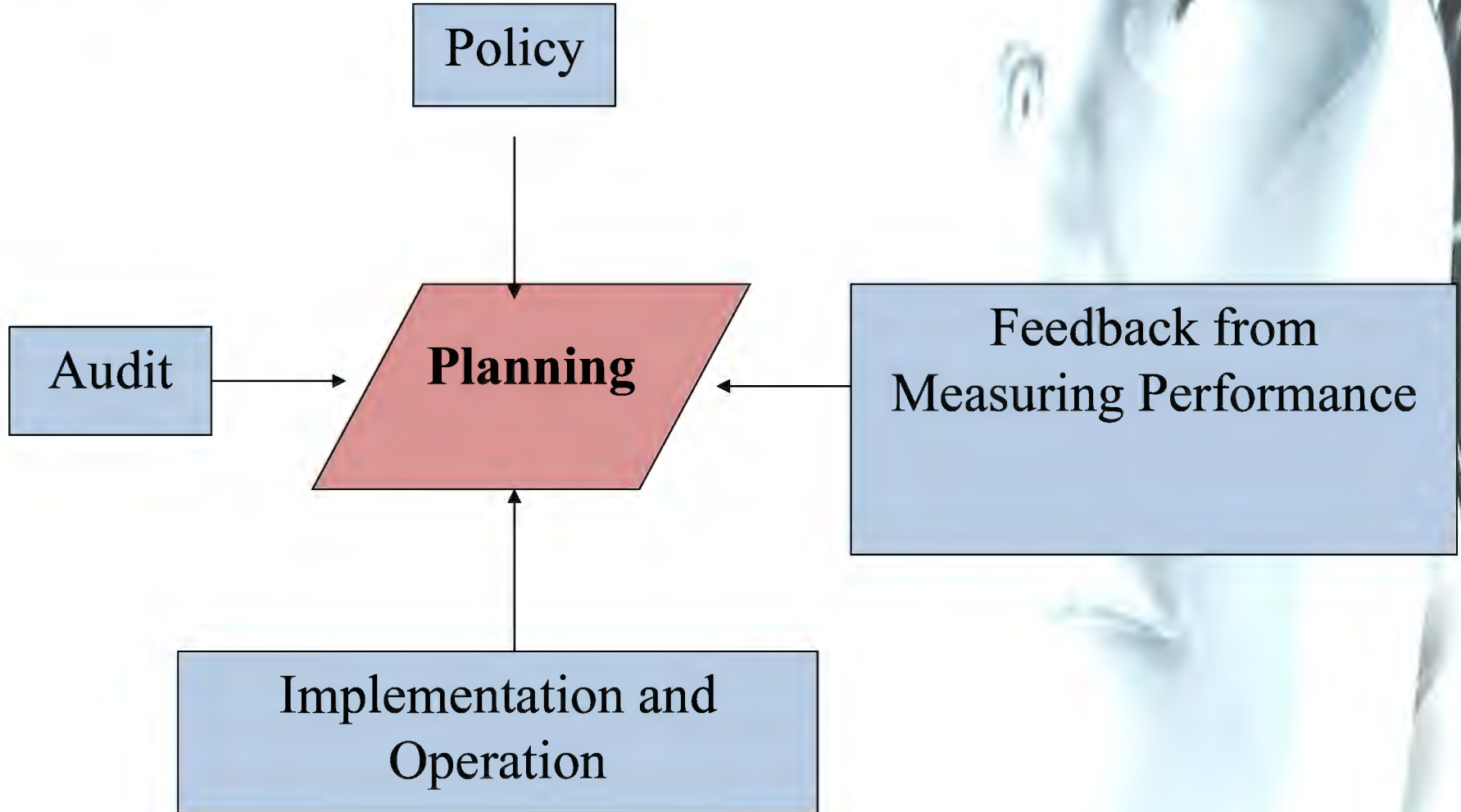
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OH&S Planning





Hazard Identification, Risk Assessment & Risk Control

- Conceptually similar to environmental aspects and impacts –target of management program(s)
- Much more detailed than 14001 approach
- **Assessment** must address:
 - routine and non-routine activities
 - all personnel, including contractors and visitors
 - facilities at the workplace, whether provided by the organization or by others



Hazard Identification, Risk Assessment & Risk Control

- Methodology must be proactive:
 - in advance of process/equipment changes
 - allow engineering of hazard controls during design
 - implementation of controls as change occurs
- Success requires strong Management of Change (MOC) procedure



Hazard Identification, Risk Assessment & Risk Control

- Process overview
 - identification of hazards
 - evaluation of risks under current controls
 - evaluation of the tolerability of residual risk
 - identification of needed additional controls
- People are involved
 - significant risks must be controlled
 - individual behaviour is a significant factor





Risk assessment

- essential for safe working
- applicable beyond OH&S
- quick assessment of relative risks
- simple methodology, usually
 - **Risk factor = probability x severity**
 - other forms may be used





Risk assessment

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- | | | |
|----------------------|----------------|----------------|
| • 1-3 = low risk | • 1 = unlikely | • 1 = minor |
| • 4 = medium risk | • 2 = possible | • 2 = serious |
| • 6 or 9 = high risk | • 3 = probable | • 3 = critical |





Risk assessment as a table

One Row / activity with Columns for:

- Reference number
- Activity
- Task
- Hazards
- Persons in Danger
- Probability (P)
- Severity (S)
- Risk Factor ($R = P * S$)
- Controls in Place *or* Action to be Taken
- Additional Requirements





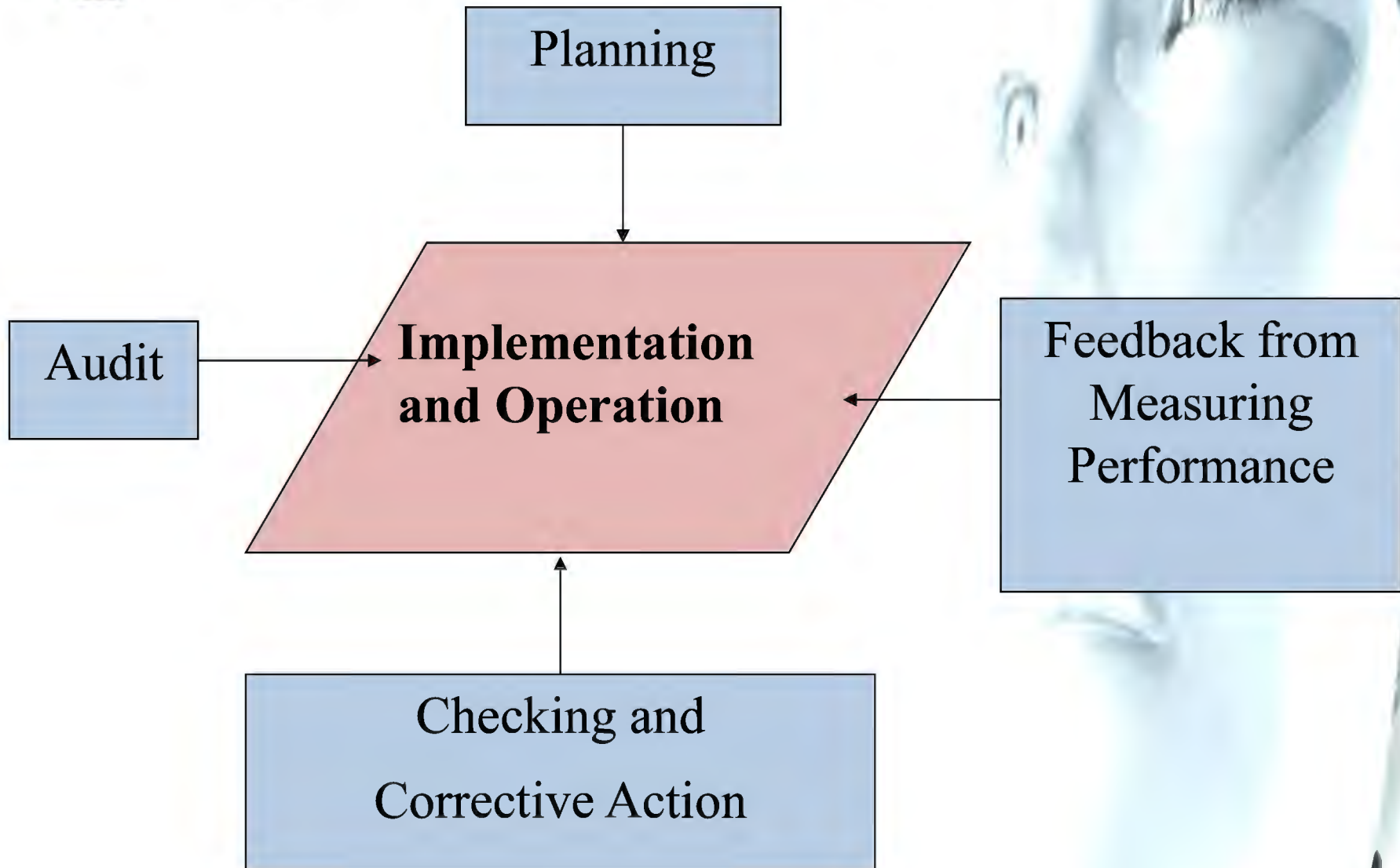
Implementation & Operation

- Structure and responsibilities
- Training awareness and competence
- Consultation and communication
- Documentation
- Document and data control
- Operational control
- Emergency preparedness and response





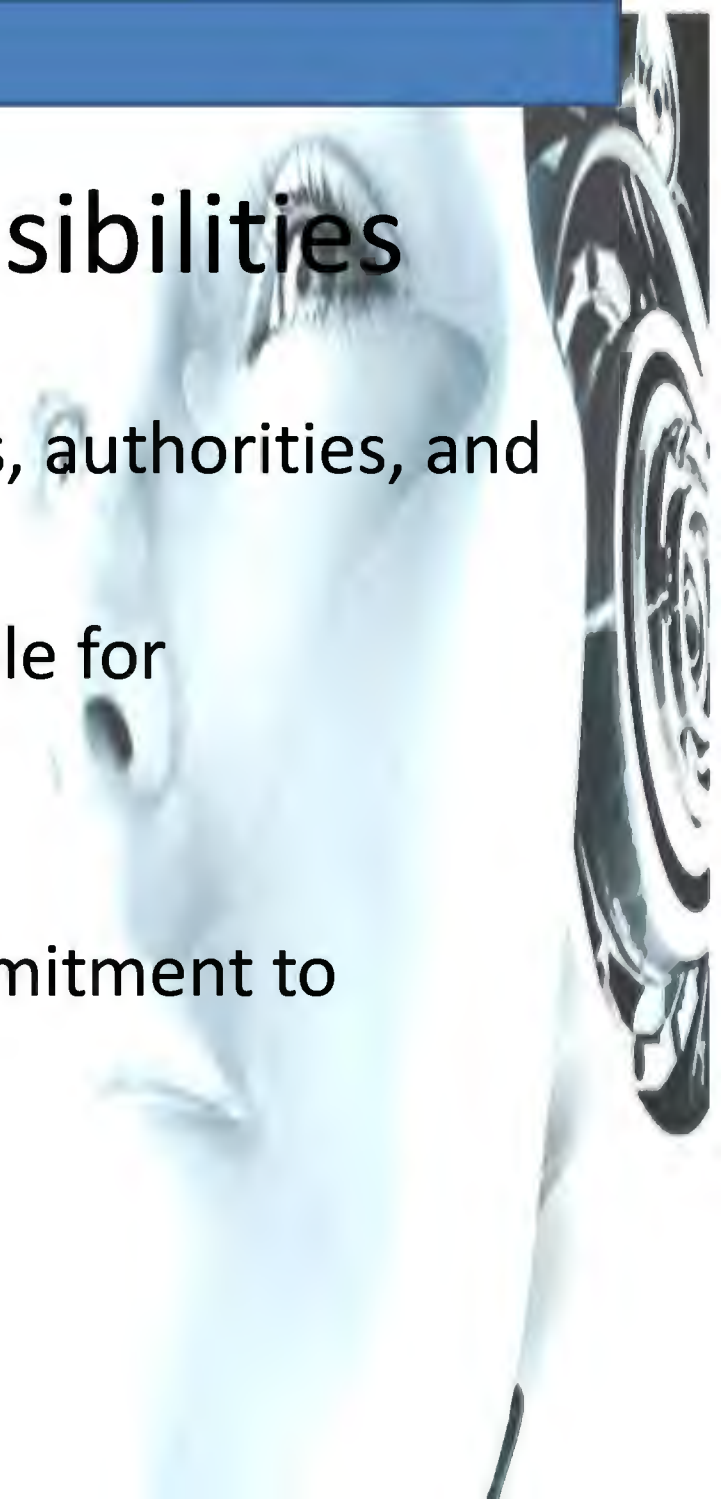
Implementation & Operation





Structure & Responsibilities

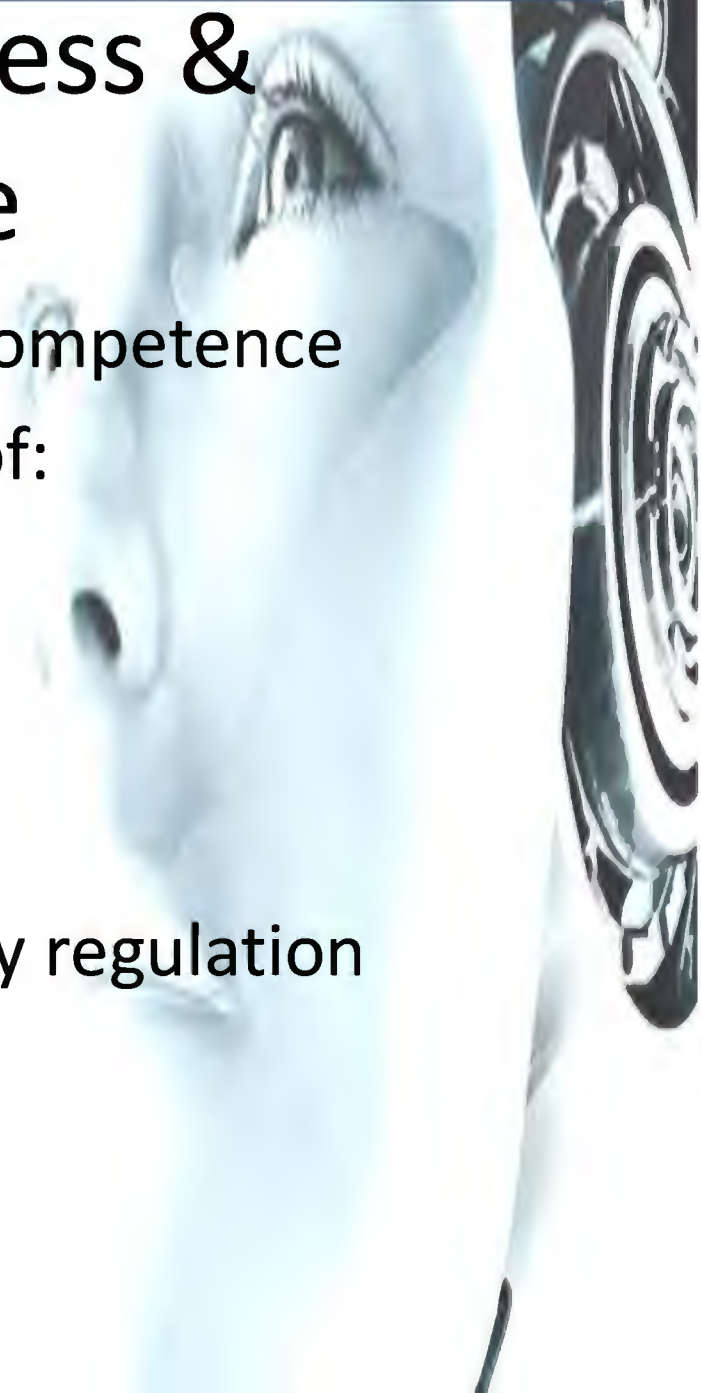
- Documented roles, responsibilities, authorities, and accountability
- Management appointee responsible for implementation
- Resources
- Managers must demonstrate commitment to continual improvement





Training, Awareness & Competence

- Ensure employee awareness and competence
- Take into account **differing levels** of:
 - Responsibility
 - Ability
 - Literacy
 - Risk
- Much of required training driven by regulation





Consultation & Communication

- More **internally focused** than ISO 14001
- Employee involvement and consultation
 - in development/review of policies and procedures
 - about changes that affect workplace safety or health
 - ensuring representation in OH&S matters
- Buy-in, ownership, motivation
- Insights of shop floor perspective





Documentation & Data

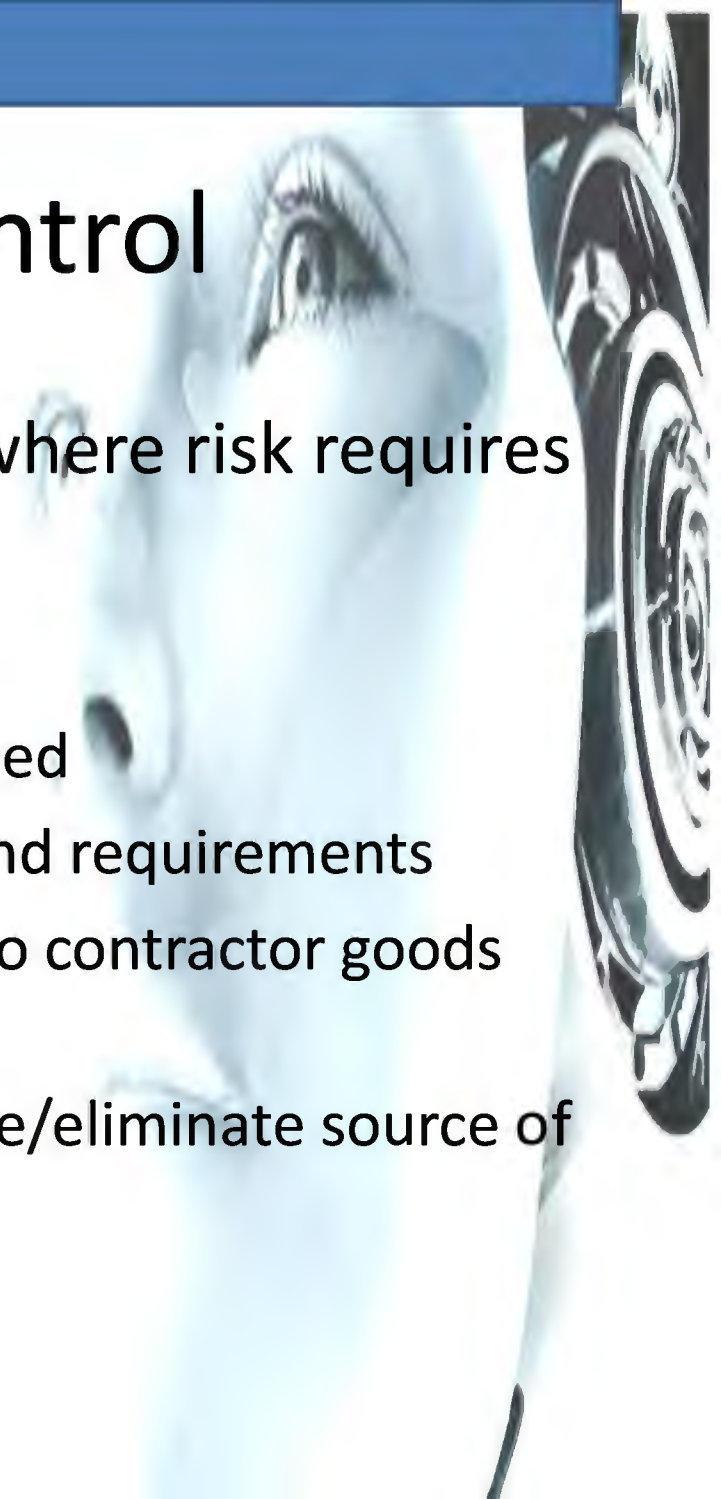
- Documentation of core elements
 - aids employee awareness
 - shows how the various system relate
 - extremely valuable during certification process
- Document and data control procedures
 - critical documents are available
 - obsolete documents and data are removed





Operational Control

- Identify operations and activities where risk requires further control
- Plan these to ensure that
 - documented procedures are developed
 - operating criteria specify key steps and requirements
 - procedures addressing risks related to contractor goods and services
 - establish design procedures to reduce/eliminate source of risks





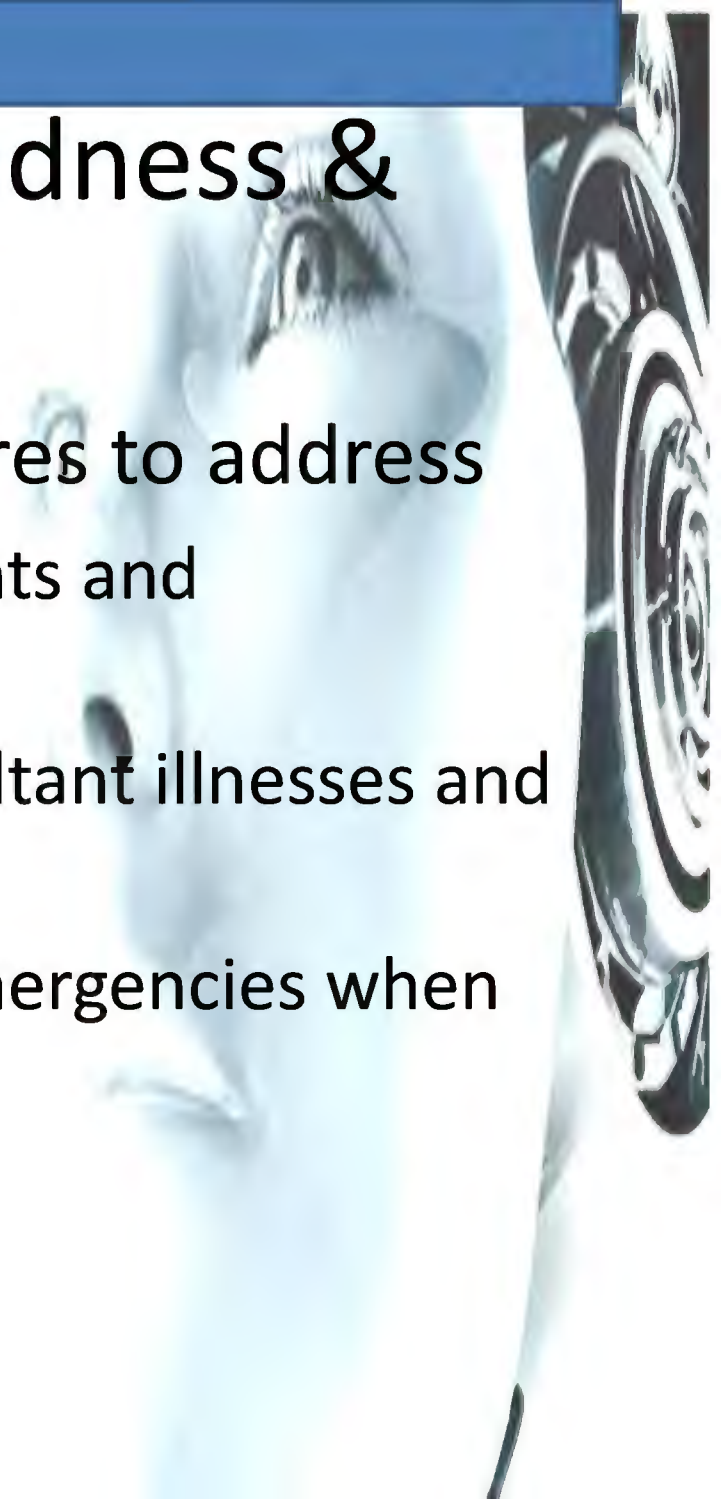
Operational Control





Emergency Preparedness & Response

- Emergency response procedures to address
 - **identifying** potential for incidents and emergencies
 - **preventing and mitigating** resultant illnesses and injuries
 - **responding** to incidents and emergencies when they occur.





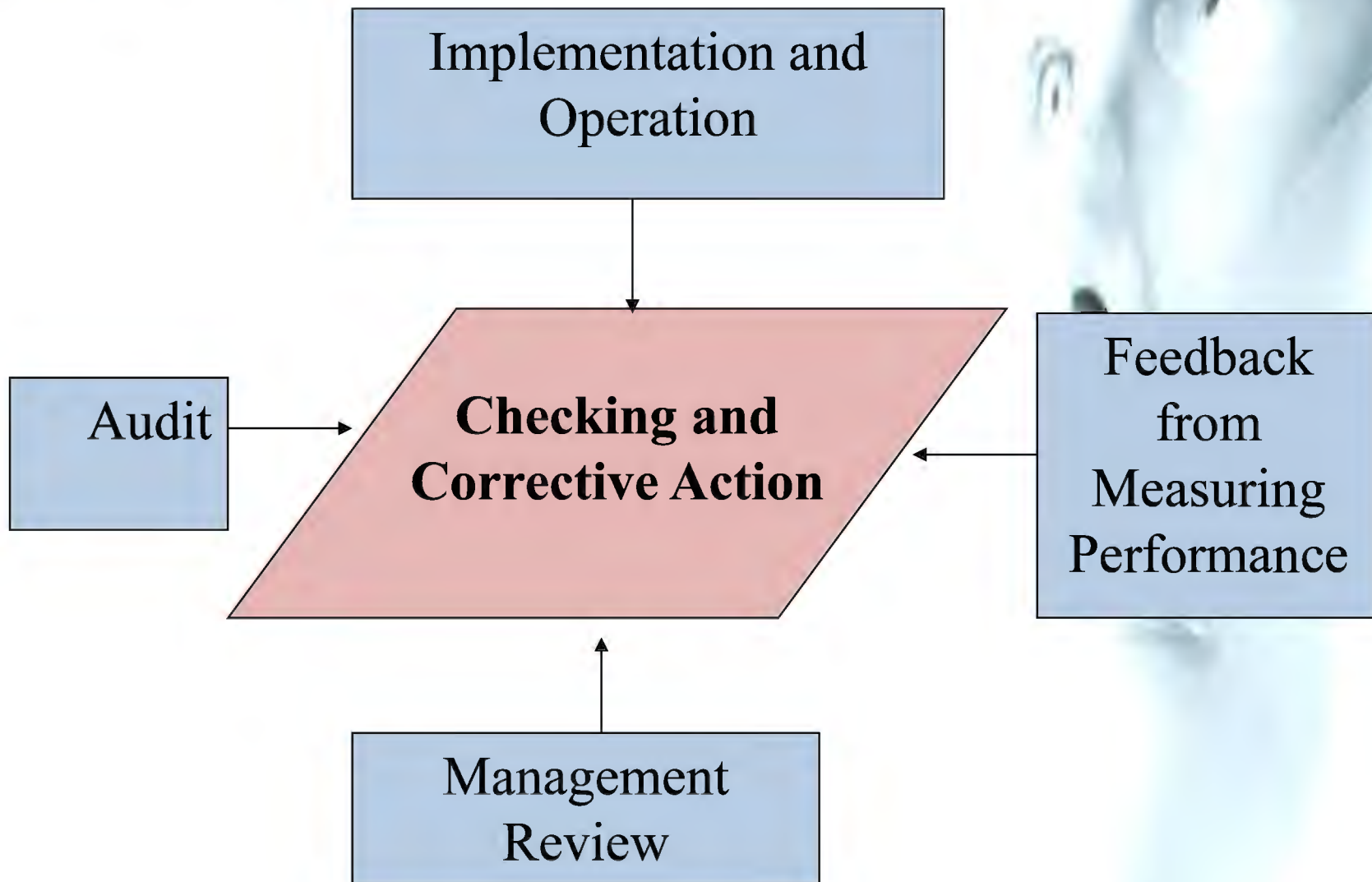
Checking & Corrective Action

- Performance measurement and monitoring
- Accidents, incidents, non-conformances and corrective and preventive action
- Records and records management
- OH&S management system audit





Checking & Corrective Action





Performance Measurement & Monitoring

- Monitoring the achievement of objectives
- Quantitative and qualitative measures
- Proactive and reactive methods
- Records to facilitate corrective and preventive actions
- Calibration of monitoring equipment





Accident, Incidents & Non-conformances

- Handle = immediate action
 - Notification
 - emergency response
 - recordkeeping to facilitate investigation
- Investigation process
 - team and procedures
 - root cause analysis
- People are involved
 - human elements





Corrective and Preventive Action

- Correct immediate problem
- Mitigate consequences
- Eliminate or control root cause
- Prevent recurrence
- Review action plans through risk assessment process
- Communicate results and monitor





Records & Record Management

- Identification, maintenance, and disposition
- Records must be:
 - Legible
 - Identifiable
 - traceable to the activities involved
 - easily retrievable
 - protected from damage, deterioration, or loss
 - held for specified and documented retention times





OH&S Management System Audit

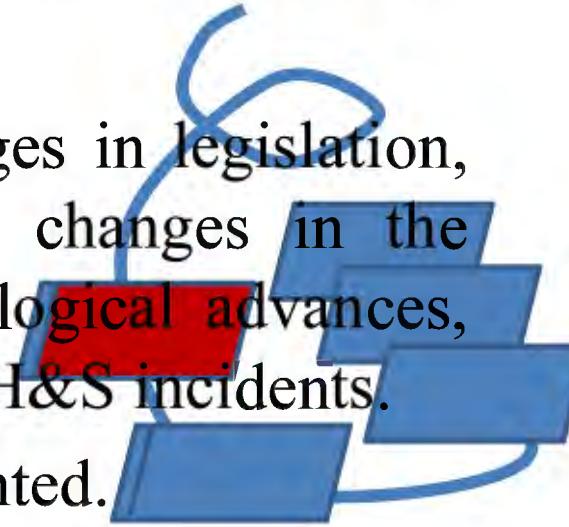
- Determine if OH&S-MS:
 - conforms with planned arrangements
 - is properly implemented and maintained
 - is effective in meeting policy and objectives
- Results provided to top management
- Audit program and schedule reflect risks and previous audit results





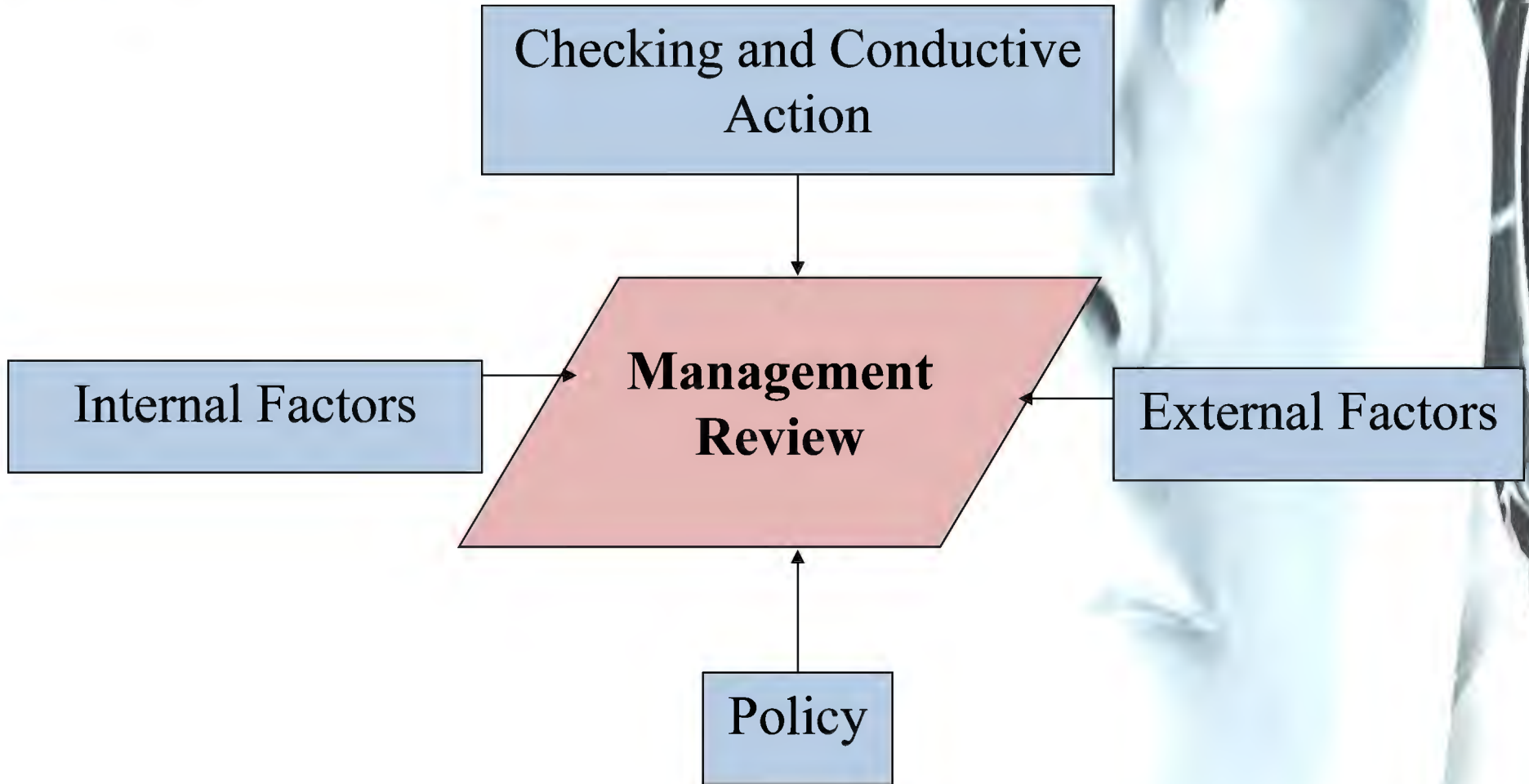
Management Review

- it is essential that the system is reviewed and evaluated periodically to ensure its continuity, suitability, adequacy and effectiveness.
- During the review, the management will evaluate the policy, objectives and other elements of the OH&S management system for possible changes in view of the management system audit results, with changes in circumstances and commitment to continual improvement.
- Changing circumstances may include changes in legislation, varying expectations of interested parties, changes in the organization's products or activities, technological advances, marketing information, and feedback from OH&S incidents.
- the management review needs to be documented.





Management Review





Quality of Life





Conclusion

- OHSAS 18001 is stand alone management system or integrated with either their ISO 14001 or ISO 9001 management system.
- Integration of management systems is an organizationally specific proposal.
- Necessary to achieve understanding of key business process.
- ISO has recognised wishes for integration in management system design.