





To assist organisations to

manage risk



improve performance

& achieve best-practice

Through the provision of ●●●

Independent certification

Assessment



Training & support services globally



nqa.



Jonathan Wilson

● ● ● Sector Manager (Health & Safety)

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OHSAS 18001:2007 ●●●

Making Life Easier For
Health & Safety Managers



Workshop Agenda

1. Introduction
2. Why Manage Health & Safety
3. OHSAS 18001 and OHSMS Auditing
4. Understanding the Elements of OHSAS 18001
5. Base Line, Stage 1 & Stage 2 Assessment
6. Benefits of OHSAS 18001
7. In Touch



OHSAS 18001 is a specification giving requirements for an Occupational Health and Safety Management System, to enable an organization to control its OH&S risks and improve its performance.

It does not lay down specific performance criteria or give detailed specifications for the actual structure or form of the management system. It is applicable to any organization that wishes to:



Introduction

- Establish an OH&S Management System to eliminate or minimize risk to employees and other interested parties who may be exposed to OH&S risks associated with its activities
- Implement, maintain and continually improve an OH&S Management System
- Assure itself of its conformance with its stated OH&S policy



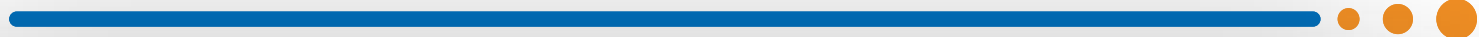
Why Manage Health & Safety???

Financial Implications

- Compensation claims/ legal costs
- Cover for sickness absence
- Reduced productivity
- Damage to plant/product
- Lost time
- Reduced Profit

- 4 Main sections
- 22 Sub-clauses
- 16 Mandatory Procedures
- Over 75 Mandatory Requirements (shall's)





Common 'System' Elements OHSAS 18001, ISO 9001, ISO 14001

Policy

Structure & Responsibility

Training, Awareness & Competence

Document & Data Control

Records

Audits

Management Review

Continuous improvement



4.1 General Requirements

- The organisation shall establish, document, implement, maintain and continually improve an OH&S management system in accordance with the requirements of this OHSAS Standard and determine how it will fulfil these requirements
- The organisation shall define and document the scope of its OH&S management system.



4.2 OH&S Policy

- A documented policy authorised by top management
 - stating overall H&S objectives
 - appropriate to the nature & scale;
 - a commitment to continual improvement
 - commitment to comply with OH&S Legislation, and other requirements e.g. codes of practice
 - documented, implemented and maintained
 - communicated to all employees;
 - made available to interested parties;
 - periodically reviewed



Commitment and Policy

Common Non-conformances

- The policy is not defined by “top management”
- Corporate policy used where site policy more appropriate
- The policy is not relevant to activity or scope
- Commitment to continual improvement not clear
- No mechanisms for revision
- System records do not support policy commitment
- Policy is not communicated to employees
- Policy is not publicly available



4.3.1 Hazard Identification, Risk Assessment and Risk Control

- Establish and maintain procedures for ongoing identification of hazards, the assessment for risks and implementation of control measures
- Routine and Non-routine activities;
- Activities of all personnel having access to the workplace (including subcontractors and visitors);
- Facilities at the Workplace



What are the Auditors Looking For

- Robust procedures for risk assessment
 - Identification of hazards
 - Evaluation of risks with control measures, likelihood of failure of control measures, potential consequences
 - Evaluation of tolerability of residual risk
 - Identification of additional risk control measures
- Roles & authorities, competency for those performing RA
- Use of information from employee consultations, review and improvements
- Risk of human error within processes
- Hazards posed by materials, plant or equipment that may degrade over time
- Clear evidence of corrective & preventive action
- Process should be reviewed at pre-determined time



Risk Assessments

COMMON NON-CONFORMANCES

- Procedures not established or maintained
- Legal requirements not included
- RA process not thorough or managed
- Reviews of RA not done
- Actions not followed up
- Continuous improvement not considered
- Employees not included



4.3.2 Legal & Other Requirements

- Establish and Maintain a procedure for identifying & accessing legal and other OH&S Requirements
- Keep such information up-to-date;
- Communicate relevant information on legal and other OH&S requirements to employees and other relevant interested parties.



Legal and Other Requirements

What are our auditors looking for?

- An established procedure within the OHSMS
- A register of applicable legislation including requirements and relevance
- The register is reviewed and updated on a regular basis
- Register includes forthcoming legislation in the register
- Information communicated and staff trained on requirements (include suppliers/contractors)
- Conducting regular legislative compliance audits
- Linkage between legislative non-compliance within non-conformance reporting to ensure that corrective actions are taken



Legal and Other Requirements



COMMON NON-CONFORMANCES

- Procedures not established or maintained
- Identification of “legal and other requirements” not sufficiently comprehensive
- Access to legal and other requirements cannot be demonstrated
- Verification of legal compliance cannot be demonstrated



4.3.3 Objectives and Programme/s

- Establish & maintain documented OHS objectives
- Relevant function and level within the organisation
 - Legal requirements
 - hazards & risks
 - Technological options
 - Financial, operational and business requirements
 - Views of interested parties
- Consistent with the OH & S policy



Objectives

COMMON NON-CONFORMANCES

- Objectives do not reflect policy requirements
- They do not demonstrate continual improvement
- They are not linked to hazards & risks and/or legislative requirements
- They are not documented and distributed to the relevant personnel for action



Programme(s)

- Establish (a) programme(s) for achieving objectives
- Designation of responsibility
- Means and time frame
- Covering new or modified developments activities/services



Management Programme(s)



COMMON NON-CONFORMANCES

- Responsibilities are not adequately defined
- No detailed means of achieving Objectives
- Hazards & risks of new projects not considered
- Time-scales are not met and/or unrealistic
- No demonstration of Continual Improvement



4.4.1 Structure and Responsibility

Define role, responsibilities and authorities;

- Documented and communicated
- Management shall provide resources
- Human resources
- Specialised skills
- Technology
- Financial resources

Management Representative;

- Establish implement and maintain OHSMS
- Report on the performance of the OHSMS



Structure and Responsibility

COMMON NON-CONFORMANCES

- Management representative not clearly defined.
- Failure to identify OH&S responsibilities and authorities of other personnel
- Meaningful changes to job descriptions are often overlooked
- Responsibilities often not communicated to relevant personnel



4.4.2 Competence, Training and Awareness

Identify training needs;

- All Personnel with significant impacts
- Receive appropriate training.
- Ensure employees are aware of
 - Importance of conformance with the policy and OHSMS
 - OH&S consequences of their work activities
 - Roles and responsibilities in achieving conformance
 - Consequences of departure from specified procedures
- Personnel performing tasks shall be competent



COMMON NON-CONFORMANCES

- TNA is not completed for all personnel
- Appropriate training not delivered
- Training found to be inadequate or incomplete
- Failure to keep training records



4.4.3 Consultation, Participation & Communication

- Procedure for ensuring pertinent OH&S info is communicated to & from employees & interested parties
- Employee involvement & consultation arrangements shall be documented
- Employees shall be:
 - involved in development of procedures to manage risk
 - consulted where changes affect H & S
 - informed of employee reps



4.4.3.1 Communication

COMMON NON-CONFORMANCES

- Little or no consultation with employees
- Poor communications with interested parties (including contractors and suppliers)
- Training programmes, team briefings and recommendations for improvement, etc not adequately communicated



4.4.3.2 Participation & Consultation

Appropriate involvement of staff in:

- Hazard identification
- Risk assessment
- Incident investigation
- Development and review of OHS policies and objectives
- Consultation and representation

Consultation with contractors re changes that affect their OHS



4.4.4 Documentation

Establish and maintain information:

- Describing core elements of the OHSMS and interaction
- Provide direction to related documentation



4.4.5 Control of Documents

Control all OHSMS documents;

- Located
- Periodically reviewed, revised as necessary and approved
- Current documents for relevant personnel are available
- Obsolete documents are promptly removed
- Obsolete documents retained for legal and/or knowledge preservation are suitably identified



Documentation and Document Control



COMMON NON-CONFORMANCES

- Documentation does not fully describe the system
- Documentation does not direct user to related documentation of the OHSMS
- Interfaces with the system are not clearly defined
- Responsibilities for creating, modifying and controlling documentation are not defined
- Document review process is not established



4.4.6 Operational Control

- Identify operations that are associated with identified risks
- Plan activities (including maintenance)
- Ensure they are carried out under specified conditions by:
 - Establishing and maintaining documented procedures
 - Stipulating operating criteria
 - Procedures relating to identified OH&S risks
 - Procedures for design of workplace, machinery,
 - operating procedures to eliminate or reduce risk at source
 - Communicating procedures to suppliers and contractors



COMMON NON-CONFORMANCES

- Instructions are not related to associated risks
- No mechanism to identify the risks of goods and services
- Weak instructions applied to suppliers and contractors



4.4.7 Emergency Preparedness and Response

- Identify potential for accidents and emergency situations
- Respond to accidents and emergency situations
- Prevent and mitigate the likely illness and injury
- Review and revise procedures after occurrence
- Periodically test procedures



Emergency Preparedness and Response

COMMON NON-CONFORMANCES

- Potential emergency situations (such as fires, explosions, spills or releases of hazardous materials, and natural disasters)
- Hazardous materials used on-site (and their locations)
- Key organisational responsibilities
- Arrangements with local emergency services and regulators
- Emergency response instructions, including communication
- Locations and types of emergency response equipment
- Maintenance of emergency response equipment
- Training / testing of personnel, including the on-site emergency response team (if applicable)
- Testing of alarm / public address systems
- Evacuation routes and exits (map), and assembly points



4.5.1 Performance Measurement & Monitoring

- Monitor and measure OH&S performance, procedures shall provide for:
 - Qualitative & quantitative measures
 - Monitor objectives
 - Monitor compliance (inc. legislative)
 - Monitor accidents, ill health, incidents
 - Record data & results
- Monitoring equipment shall be calibrated and maintained



4.5.2 Evaluation of Compliance

Organisation must have procedure to evaluate compliance with legal or other requirements that are applicable to its OHS risks
Depends on size, nature

- Management system audits
- Environmental audits
- Quality audits
- Regulatory inspections
- Legal and other requirements
- Document reviews
- Accidents and incidents
- Interviews
- Project reviews
- Test results
- Tours
- Internal audits



Monitoring and measurement

COMMON NON-CONFORMANCES

- Objectives not tracked
- Legislative compliance is not tracked
- New legislation is not identified
- Instructions for calibration not established



4.5.3 Accidents, Incidents, Non-conformance & Corrective and Preventive Action

Define responsibility and authority for

- Handling and investigating accidents, incidents & non-conformance
- Taking action to mitigate consequences arising from above initiating and completing corrective/preventive action
- Preventive/corrective actions shall be reviewed through risk assessment, commensurate with risk encountered



4.5.3.1 Incident investigation

COMMON NON-CONFORMANCES

- Procedure not followed
- Investigation lead not trained
- Incorrect people involved
- No involvement from witness, H&S reps
- No root cause analysis



4.5.3.2 Nonconformity, Corrective & Preventative Action

COMMON NON-CONFORMANCES

- Procedures inadequately defined to ensure that non-conformances, corrective and preventative actions are taken
- No records are established on non-conformance or follow up actions
- Corrective & preventive action not reviewed through risk assessment
- Failure to take action which is commensurate with non-conformance



4.5.4 Control of Records

Identification, maintenance and disposition of OH&S records
Include training records and the results of audits and reviews

- Legible, identifiable and traceable to the activity
- Stored and maintained (readily retrievable and protected from damage/deterioration/ loss)
- Retention times shall be established and recorded
- Records shall be maintained, to demonstrate conformance to OHSAS specification



COMMON NON-CONFORMANCES

- Procedure are inadequately defined for records keeping to ensure records are created, maintained and retained
- Poor identification, traceability and retrievability of records
- Insufficient information to demonstrate compliance with OHSAS 18001



4.5.5 Internal Audit

Establish and maintain a programme for periodic OHSMS audits

- Determined whether or not the OHSMS conforms to planned arrangements for OH&S management including the requirements of OHSAS 18001; and
- Has been properly implemented and maintained; and provide information on the results of audits to management



COMMON NON-CONFORMANCES

- Responsibilities for performing audits not clearly defined
- Audit programme is not comprehensive to cover all areas of risk
- Audit frequency not appropriate
- Audit not consistent with previous audits



4.6 Management Review

- Top management shall review the OHSMS
- At intervals that it determines
- Ensure continuing suitability, adequacy and effectiveness
- Necessary information should be collected to allow review
- The review should be documented
- Address need for changes to policy, objectives and OHSMS in light of audit results, changing circumstances and commitment to continual improvement



Management Review

COMMON NON-CONFORMANCES

- Frequency not clearly stipulated in procedure
- Agenda does not include an examination of the effectiveness of the OHSMS in delivering the policy
- Information gathered to review the OHSMS is insufficient
- Failure to document and follow-up actions



OHSMS Audit Procedures

- Stage 1 Assessment
- Stage 2 Assessment
- Surveillance



Stage 1 Assessment

- Check elements of 18001 addressed by documented OHSMS including hazard identification & risk assessment therefore site visit (s) required
- Assess extent of implementation - approximately 3 months of records prior to registration



Stage 2 assessment

- Ensure OHSAS 18001 met in practice
- Review of operational procedures
- Review of hazard identification & risk assessment
- Relevant objectives
- Monitoring and review
- Internal auditing
- Management responsibilities
- Sample legislative requirements
- Referral or certification



What we are looking for

That the organisation...

- Uses information from employee consultations, reviewed and drives improvements
- Evaluation of risk of human error within processes
- Hazards posed by material, plant or equipment that may degrade over time.
- Clear evidence of corrective and preventative action
- Feedback
- Process should be reviewed at pre-determined time



What we are looking for

- Established procedure for Legal requirements
- Register of applicable legislation including relevance
- Register is reviewed and updated on a regular basis
- Includes forthcoming legislation in the register
- Information communicated and staff trained on requirements (include suppliers/contractors)
- Conducting regular legislative compliance evaluations
- Ensure that corrective actions are taken



OHSMS Reporting

Corrective Action Reports to provide a clear insight into:

- implementation of the standards requirements
- effectiveness of the system in achieving client objectives
- audit activities conducted detailing consideration of :
 - H&S issues
 - Reliance to be placed on internal audits
 - Hazard identification and risk control
 - Legislative issues (4.2 c, 4.3.2, 4.5.1)
 - Functioning of reporting and control mechanisms
 - Effectiveness of systems supporting continuous improvement



Reporting the Audit

- Administrative info. (numbering, auditor's and auditee's names, etc.)
- Scope and objectives
- Summary of audit findings
- Inform management of effectiveness of the audit
- Conclusions section (Referring to non-conformities or observations)
- Where appropriate raise corrective actions
- Signature of auditor



NQA OHSAS Codes

32 Codes in 3 sections

9 Industrial codes

- OHSAS01- Agriculture
- OHSAS02- Mining/Quarrying
- OHSAS03- Construction
- OHSAS04- Offshore installations
- OHSAS05- Nuclear
- OHSAS06- Shipbuilding and Docks
- OHSAS07- Offshore
- OHSAS08- COMAH
- OHSAS09- Defence



NQA OHSAS codes

- OHSAS10- Working with asbestos
- OHSAS11- Working with explosives
- OHSAS12- Working with and storage of flammable substances
- OHSAS13- Transport of dangerous goods
- OHSAS14- Diving at work
- OHSAS15- Working with materials at extreme temperatures
- OHSAS16- Working with dangerous animals
- OHSAS17- Working in proximity to water (risk of drowning)
- OHSAS18- Working with gas
- OHSAS19- Working with Ionising radiation
- OHSAS20- Working with lifting equipment and lifting operations



NQA OHSAS codes

- OHSAS21- Working with biological hazards
- OHSAS22- Working at height
- OHSAS23- Working in proximity to moving vehicles
- OHSAS24- Food preparation for other parties
- OHSAS25- Working in compressed air
- OHSAS26- Working in confined spaces
- OHSAS27- Working with pressure systems
- OHSAS28- Use of lead and heavy metals at work
- OHSAS29- Working in fumes, gases, dust
- OHSAS30- Working with chemical hazards
- OHSAS31- Use of Work Equipment
- OHSAS32- General



NQA OHSAS codes

- Based upon the scope of registration and the most significant hazards and risks identified by the client (through the OHSAS questionnaire)- the appropriate code(s) are allocated
- An auditor that has demonstrated competence in the relevant code should be allocated to the job
- Due to general nature of OHS31/32 all auditors must have qualified in these codes to undertake OHSAS audit work



Base Line Assessment

NQA's low cost baseline assessment of your current management system provides a comprehensive report on your company, confirming the areas that your organisation is currently complying with the standard and any areas that are not compliant.



Benefits of BS OHSAS 18001

There are many reasons for organizations to decide to implement an occupational health and safety management system, not least the reduced risk of failing to comply with legislation.

A systematic approach to the effective management of health and safety can bring numerous benefits such as:

‘CONTROL’



Benefits of OHS Management Systems

- Compliance with Legislation
- Ownership of Health & Safety Issues
- Nominal effort required
- Training needs are identified & realised
- Reduce Costs
- Ongoing improvement
- Liabilities minimised



Benefits of BS OHSAS 18001

Compliance with legislation

BS OHSAS 18001 provides a framework by which an organization can identify the health and safety legislation applicable to its activities, products, services and identified hazards. Such a framework extends to provide the means to comply with the regulatory requirements identified.

Ownership of health and safety issues

BS OHSAS 18001 provides the means by which an organization can communicate and consult upon its health and safety issues.



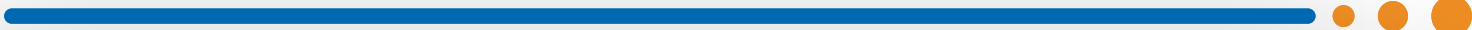
Benefits of BS OHSAS 18001

Nominal effort is required

Companies with a formal documented management system compliant with ISO 9001 (Quality) and/or ISO 14001 (Environmental) can easily extend existing system controls to encompass the management of health and safety.

Training needs are identified and realised

BS OHSAS 18001 enables health and safety training needs to be identified, and the adequacy of subsequent training assessed through measures of competency.



Reduce costs

The cost of an accident extends beyond the compensation paid to an employee. By implementing health and safety improvement strategies, through the effective implementation of a documented OH&S Management System, significant financial savings can be realised; not forgetting the effect that accident reduction can have upon the morale of employees.



Benefits of BS OHSAS 18001

Oppportunity for integration

Compatibility with ISO 9001/14001 provides an opportunity to integrate your management systems, thereby reducing bureaucracy and maximising effectiveness.

Liabilitys minimised

As hazards and their associated risks are eliminated or controlled liabilities are reduced, offering greater stability to your business.



In Touch

- Whatever your organisation's activities, our range of practical information can help you to improve your quality, environmental and health and safety management and meet legal obligations. Our expert advisors can help ease the strain by keeping you up to date with our FREE update service.
- For organizations that operate a certified management system such as OHSAS 18001, InTouch is an ideal service. InTouch is a trusted source of information for over 8500 subscribers, providing feature articles, case studies Q&A and updates
- For further information contact our friendly team on:
- **08000 522424** or intouch@nqa.com.

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Three small orange dots are arranged horizontally to the left of the word 'Questions'.

... Questions
& Answers