<Full Name>

OHS Manual

Conforms to OHSAS 18001:2007

Revision history

Revision	Date	Record of Changes	Approved By
0.0	[Date of Issue]	Initial Issue	

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Contents

1   Introduction

<Short Name> has developed and implemented an Occupational Health and Safety Management System (OHS Management System), which allows us to:

- eliminate or minimise risk to employees and third parties who may be exposed to OHS risks associated with our activities

- assure ourselves of our conformance with our stated OHS Policies and Procedures

- drive improvement and thereby enhance our health and safety performance

This manual describes our OHS management system and sets out the authorities and responsibilities of staff operating within it, as well as referencing those procedures and activities that fall within its scope.

1.1   OHSAS 18001:2007

We aspire to achieve and demonstrate sound occupational health and safety (OHS) performance by controlling our OHS risks, consistent with our OHS policy and objectives.

The OHSAS 18001:2007 Standard covers OHS management and is intended to provide organisations with the elements of an effective OHS management system that can be integrated with other management requirements and help organisations achieve OHS and economic objectives.

Our OHS management system has been developed in compliance with the OHSAS 18001:2007 standard, and provides us with a framework to achieve OHS and economic objectives.

1.2   Plan-Do-Check-Act (PDCA) cycle

Management of our processes and our occupational health and safety management system as a whole is achieved using the Plan-Do-Check-Act (PDCA) cycle with an overall focus on using risk-based-thinking to take advantage of opportunities and prevent undesirable results.
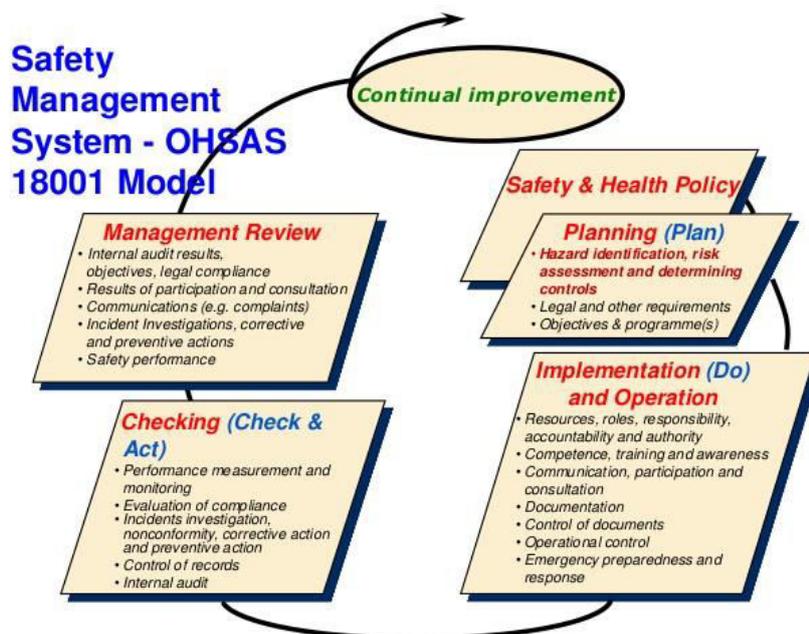
2   References

Standard	Title	Description
OHSAS 18001:2007	Occupational health and safety management system	Requirements
OHSAS 18002:2008	Occupational health and safety management systems	Guidelines for the implementation of OHSAS 18001:2007
ISO 19011:2011	Auditing management systems	Guidelines for Auditing

3   Terms and Definitions

The terminology used in this OHS management system reflects both that used in OHSAS 18001:2007 and:

- standard business/safety terminology

- terms and vocabulary typically used within our scope of activity

- terms typically used in standards and regulations as they relate to our scope of activity

"we" and "our" refer to <Short Name>.

"OHS" Occupational Health and Safety

"Top Management" as referred to in OHSAS 18001:2007 is represented in <Short Name> by the <Senior Management Team>.

4   OHS Management System

To achieve our OHS objectives, we have established, implemented, maintain and continually improve our OHS management system, including the processes needed and their interactions.

4.1   Scope

All the requirements stated in the OHSAS18001:2007 standard are intended to be incorporated into any OHS management system. The extent of the application will depend on such factors as the OHS policy of the organisation, the nature of its activities and the risks and complexity of its operations.

Our OHS management system satisfies the requirements of OHSAS 18001:2007 and, based on our understanding of our business, and the needs and expectations of our stakeholders, addresses and supports all of our activities, be they within or without our premises.

Insert your scope statement above. This should summarise the breadth of application of your OHS management system in a single sentence. If you intend to subject your system to independent third party certification in due course, this summary will be shown your OHSAS 18001:2007 certificate.

Our OHS management system addresses occupational health and safety, and is not intended to address other health and safety areas such as employee wellbeing / wellness programs, product safety, property damage or environmental impacts.

4.1.1   Exclusions

The following table gives a list of activities / premises not covered by our OHS management system:

Workplace / Activity	Reason for Exclusion
None	None

Insert any exclusions in the above table or state specifically that there are no exclusions.

4.1.2   Business locations within the scope

This OHS management system applies to our business activities at:

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Insert the address of your organisation above. If you have multiple sites which are covered by this OHS management system, then you need to list each site to clarify the scope of the application of the OHS management system.

4.2   Occupational Health and Safety Policy

The <Senior Management Team> has developed our OHS Policy, which is to strive for a safer workplace by:

- adopting good OHS practices

- preventing injury and ill health

- continually improving our OHS management

- continually improving our OHS performance

- complying with all applicable legal and other requirements

An example OHS Policy is given above. Add your own OHS Policy here, for examples just google 'example Health and Safety Policy'.

To accord with the standard, the policy must:

- *be appropriate to the nature and scale of the organisation's OHS risks*

- *include a commitment to prevention of injury and ill health and continual improvement in OHS management and OHS performance*

- *include a commitment to at least comply with applicable legal requirements and with other requirements to which the organisation subscribes that relate to its OHS hazards*

- *provides the framework for setting and reviewing OHS objectives*

- *be documented, implemented and maintained*

- *be communicated to all persons working under the control of the organisation with the intent that they are made aware of their individual OHS obligations*

- *be available to interested parties*

- *be reviewed periodically to ensure that it remains relevant and appropriate to the organisation.*

The <Senior Management Team> consider that, in accordance with OHSAS 18001, this OHS Policy:

- is appropriate to the nature, scale and the risks of our activities, products and services

- provides a framework for setting OHS objectives

- includes a commitment to fulfil our legal and other requirements

- includes a commitment to continuously improve the performance of the occupational health and safety management system

This policy governs our day-to-day operations to ensure good OHS outcomes and is communicated and implemented throughout our organisation. Our OHS Policy is made available as a stand-alone document and widely distributed, including during induction and to interested parties.

Our OHS Policy is typically reviewed annually, as part of the OHS management review program, or as required to recognise the changing needs and expectations of relevant interested parties or risks identified by the management review process.

4.3   Planning

4.3.1   Occupational Health and Safety Review

As part of the implementation process for this OHS management system, we reviewed our OHS arrangements to:

- identify and gaps between our systems and those required by OHSAS 18001

- identify all hazards and risks associated with our activities and facilities

- assess our level of knowledge and compliance with all OHS standards and legislation

- compare our practices with best practice and our peers

- review past experience with OHS incidents, assessments, legal actions, insurance claims, personal compensation claims etc.

- assess the efficiency, effectiveness and adequacy of resourced dedicated to OHS

The results of this review were documented and used to prioritise the implementation of this OHS management system.

4.3.2   Hazard identification, risk assessment, and determining controls

We operate and maintain arrangements for ongoing hazard identification, risk assessment and the determination of necessary controls set out in our OHS Hazard Identification and Risk Assessment Procedure and our OHS Determination of Controls Procedure.

These arrangements reflect:

- both our routine and non-routine activities

- the activities of all those having access to our workplace, including sub-contractors and visitors

- all of the facilities we utilise, whether provided by ourselves or others

The results of these assessments are taken into consideration when setting our OHS objectives.

These procedures include provisions for keeping information up-to-date, the management of change and the keeping of appropriate records.

4.3.3 Legal and other requirements

We operate and maintain arrangements to:

- identify and have access to all legal and other arrangements to which we subscribe and which are attributable to OHS aspects of our activities

- determine how these requirements apply to our OHS hazards and risks

As set out in our <u>OHS Fulfilment of Compliance Obligations Procedure</u> which also ensures the continuing communication of legal and other requirements to our staff.

4.3.4 Objectives, Targets, Performance indicators and Programmes

We have established, implemented, documented, assigned responsibility for and maintain OHS objectives and targets at relevant functions and levels.

Our overall objectives are to:

- reduce accidents by 10% per annum

- ensure compliance with noise regulations

- improve ergonomics of the assembly area

- enhance OHS awareness among employees, contractors, and visitors

Example OHS Policy objectives are given above. Add your own OHS Objectives and targets here, for examples just google 'example Health and Safety Objectives'.

To accord with the standard, the objectives must:

- *be measurable, where practicable, and consistent with the OHS policy, including the commitments to the prevention of injury and ill health, to compliance with applicable legal requirements and with other requirements to which the organisation subscribes, and to continual improvement*

- *consider your technological options, your financial, operational and business requirements, and the views of relevant interested parties*

These overall objectives should be supported by documented objectives and targets (which may be specific to a function or level, but should be consistent with the overall objectives), at any relevant functions and levels.

The <Senior Management Team> ensures that our OHS objectives are:

- consistent with our OHS policy

- measurable (if practicable) and supported by performance indicators where appropriate

- reflect the risks inherent in our activites

- include commitments to:

  – the prevention of injury and ill health

  – compliance with applicable legal requirements and with other requirements to which we subscribe

  – continual improvement

- reflect our technological options, our financial, operational and business requirements, and the views of relevant interested parties

- monitored

- communicated

- updated as appropriate

Progress towards achieving each objective, and the targets themselves, are reviewed annually by the <Senior Management Team> and updated as necessary.

These objectives, and the results of the <Senior Management Team>'s annual review, are communicated to all employees, customers, suppliers, contractors, interested parties and the wider community.

We maintain documented information on each of the OHS objectives.

To achieve these objectives we have implemented OHS Improvement Programmes which include, as a minimum:

- designation of responsibility and authority for achieving objectives at relevant functions and levels of the organisation

- the means and time-frame by which the objectives are to be achieved

These programs are documented and progress is reviewed at our regular OHS management reviews, where programmes may be adjusted as necessary to ensure that the objectives are achieved.

4.4   Implementation & Operation

4.4.1   Resources, roles, responsibility, accountability, and authority

Our <Senior Management Team> demonstrates leadership and commitment to achieving the objectives of the OHS management system by taking ultimate accountability for its effectiveness and by providing direction and support ensuring that:

- our occupational health and safety management system is suitably resourced

- the importance of effective OHS management, and of conforming to the requirements of our OHS management system, are clearly communicated

- our OHS management system achieves its intended outcomes

- continual improvement is actively promoted

- our OHS policies, objectives and targets are, where appropriate, reflected in individual performance objectives

Our <Senior Management Team> has assigned responsibilities, accountabilities and authorities for all roles relevant to the full and proper implementation, operation and

maintenance of this management system. These are communicated through the combination of our Organisation Chart and internal Job Titles.

We have appointed a member of the <Senior Management Team> to have specific responsibility for OHS, irrespective of their other responsibilities, and with defined roles and authority for:

- ensuring that our OHS management system is established, implemented and maintained in accordance with OHSAS 18001

- ensuring that reports on the performance of the OHS management system are presented to the <Senior Management Team> for review and used as a basis for improvement of the OHS management system

The identity of the <Senior Management Team> appointee is made available to all persons working under our control.

The member of the <Senior Management Team>, that has been appointed to have specific responsibility for OHS, may delegate some of their duties to a subordinate management representative(s) while still retaining accountability. Such delegations are documented and made available to all persons working under our control.

The <Senior Management Team> has assigned responsibility and authority for:

- ensuring that the OHS management system conforms to applicable standards

- ensuring that OHS management system processes are delivering their intended outcomes

- reporting on the performance of the OHS management system

- ensuring the promotion of a focus on OHS matters throughout the organisation

- ensuring that the integrity of the OHS management system is maintained when changes are planned and implemented

All managers are expected to demonstrate their commitment to the implementation and improvement of the OHS management system through:

- the provision of necessary resources

- their involvement in the internal audit process

- their proactive involvement in continual improvement activities

All managers are responsible, within their scope of responsibility, for the implementation of the policies, processes and systems described in this manual and for planning, controlling and suitably resourcing OHS management system processes.

All staff are responsible for the implementation of the OHS policies and procedures applicable to processes they perform and are encouraged to identify and report any known or potential problems and to recommend related solutions.

All staff have the authority to stop activities to address OHS risks.

4.4.2   *Competence, training and awareness*

We operate and maintain arrangements to ensure competency and awareness as set out in our Competency Communication and Awareness Procedure.

These arrangements ensure that:

- all staff are competent to undertake their tasks

- all staff are aware of:
  - our management system(s) and their related policies and objectives
  - their roles and responsibilities
  - their contribution to the effectiveness of our management system(s)
  - the benefits of improved personal performance
  - the importance of complying with our management systems, policies and procedures
  - the consequences of any departure from our management systems, policies and procedures
  - emergency preparedness and response requirements
  - any management system changes
  - the results of the <Senior Management Team>'s annual review of management system(s) compared to their objectives

- training needs are identified

- appropriate training plans are developed and implemented (with the <HR Manager>)

- each role affecting management system outcomes is recorded

In addition to our staff, awareness programmes are also provided for contractors, temporary workers and visitors etc. as appropriate.

4.4.3 Communication, participation, and consultation

We operate and maintain arrangements for internal communication regarding OHS matters as set out in our Competency Communication and Awareness Procedure.

We operate and maintain arrangements for communication and consultation with contractors and communication with visitors as set out in our OHS Contractor and Visitor Communication Procedure.

We operate and maintain arrangements for staff participation as set out in our OHS Staff Participation Procedure.

By means of our these procedures we operate and maintain arrangements for:

- internal communication

- the participation, representation and consultation of staff

- communication with contractors and visitors regarding OHS matters

- consultation with contractors where there are changes that affect their OHS

- communication and consultation with relevant external interested parties regarding OHS matters

We respond to all relevant external interested parties regarding our OHS management system, including complaints, and retain, as appropriate, records of our communications.

The following table sets out responsibilities for communications with external interested parties:

External Int. Party	Communication	In / Out	Received by	Documented by	Sent / Replied By
Customers	Purchase orders specifying OHS requirements for on-site jobs	In	Marketing Manager	Marketing Manager	Marketing Manager
Contractors	Our work contract / purchase orders to contractors specifying the OHS requirements for jobs at our site / our customer's site.	Out	N.A.	Purchasing Manager	Purchasing Manager
Visitors	Suggestions for improvement as recorded in visitors' book	In	Visitor's Host	Visitor's Host	OHSM
Neighbours	Information regarding areas of OHS hazards within our premises but affecting their premises.	Out	N.A.	OHSM	OHSM
	Information regarding areas of OHS hazards within neighbours' premises but affecting our premises.	In		OHSM	OHSM
Volunteers	Information regarding areas of OHS hazards within our premises.	Out	N.A.	OHSM	OHSM
Emergency Services	Service and contact details	In	OHSM	OHSM	OHSM
Insurers	Queries / insurance proposals regarding OHS hazards	In	OHSM	OHSM	OHSM
Government or regulatory body inspectors	Audit findings, show-cause notices, data, OHS requirements etc.	In	OHSM	OHSM	OHSM
OHSAS18001 certifiers	Letters, certification service offers, audit schedules, audit findings, etc.	In	OHSM	OHSM	OHSM

"OHSM" refers to the <OHS Manager>

The above table is an example only, you will need to tailor this table to be specific to your organisation.

4.4.4   Documentation

Our OHS management system documented information includes both documents and records.

The <Senior Management Team> has determined the extent of documented information:

- required by the OHSAS 18001

- necessary for the effectiveness of our OHS management system

Based on the following criteria:

- the size of our business

- the scope, complexity, hazards and risks associated with our activities

- the need to demonstrate fulfilment of our compliance obligations

- the competence of our staff

- the need for effectiveness and efficiency

4.4.5   Control of documents

We operate and maintain arrangements for the control of our OHS management system documentation as set out in our Control of Management System Documentation Procedure.

By means of this procedure we ensure that staff have access to the latest, approved information, and restrict the use of obsolete information.

Once established, all documented procedures are implemented and maintained.

4.4.6   Operational control

We identify OHS hazards, determine their associated operations and activities, and implement the necessary controls to manage those attendant risks, on an ongoing basis, including through regular management review.

Risks are managed through the application of various operational controls which are integrated into our OHS management system, including:

- planning, including the management of change

- controls related to purchased goods, equipment and services

- controls related to contractors and other visitors to the workplace

- documented procedures where their absence could otherwise lead to deviations from our OHS policy and objectives

- stipulated operating criteria, where the absence of such criteria could otherwise lead to deviations from our OHS policy and objectives

4.4.7   Emergency preparedness and response

We operate and maintain arrangements for emergency preparedness and response as set out in our OHS Emergency Preparedness and Response Procedure.

4.5   Checking

4.5.1   Performance measuring and monitoring

We operate and maintain arrangements to monitor and measure OHS performance on a regular basis as set out in our OHS Control of Monitoring and Measuring Procedure.

We ensure that any equipment required to monitor and measure OHS performance complies with our Control of Calibration and Verification Procedure and that records of calibration and maintenance and results are retained.

4.5.2   Evaluation of compliance

We operate and maintain arrangements for periodically evaluating and recording compliance with applicable legal and other requirements as set out in our OHS Fulfilment of Compliance Obligations Procedure.

4.5.3   Incident investigation, nonconformity, corrective and preventative action

We operate and maintain arrangements for the timely recording, investigating and analysing of incidents as set out in our OHS Incident Investigation Procedure.

By means of this procedure we:

- determine any underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents

- identify the need for corrective action

- identify opportunities for preventative action

- identify opportunities for continual improvement

- communicate the results

We operate and maintain arrangements for dealing with actual and potential non-conformities and for taking corrective and preventative action as set out in our OHS Corrective and Preventative Action Reporting (CPAR) Procedure.

By means of this procedure we may:

- identify new or changed hazards

- identify the need for new or changed controls

Where such new hazards/controls are identified we apply risk assessment prior to implementing changes and ensure that our OHS management system documentation is amended as required.

4.5.4 Control of records

We operate and maintain arrangements for the control of our OHS management system records as set out in our Control of Management System Records Procedure.

This procedure is applicable to all those records which provide evidence of conformance to our OHS management system, OHS objectives and compliance obligations.

4.5.5 Internal Audit

We operate and maintain arrangements for internal auditing at planned intervals as set out in our Control of Internal Auditing Procedure.

By means of these audits, we provide information to management and determine whether our OHS management system:

- conforms to our own requirements

- conforms to the requirements of the OHSAS 18001

- is effectively implemented and maintained

- is effective in achieving our management system's policies and objectives

4.6 Management Review

Our <Senior Management Team> reviews the suitability, adequacy and effectiveness of our OHS management system at planned intervals as set out in our OHS Control of Management Reviews Procedure.

By means of these reviews we seek opportunities for continual improvement, take decisions and plan improvements related to possible changes to OHS:

- performance

- policy and objectives

- resources

- management system and processes

Relevant outputs from management review are made available for communication and consultation.

Appendix 1 - Organisation Chart

Add your organisation chart here to demonstrate who is responsible for what.