

OHSAS 18001:2007 Documentation Toolkit - Contents

The documents provided include these Instructions, an over-arching OHS Manual, a series of supporting Procedures, a range of related Forms, Templates and Checklists, comprehensive Guidance and more.

- Instructions - Doxonomy OHSAS 18001 2007 Toolkit

18001 Documentation:

- OHS Manual

Core¹ Management System Procedures (file prefix CMS):

- Control of Calibration and Verification
- Control of Competency
- Control of Internal Auditing
- Control of Management System Documentation
- Control of Management System Records

OHS System Procedures (file prefix OHS):

- Contractor and Visitor Communication
- Control of Management Reviews
- Control of Monitoring and Measuring
- Corrective and Preventative Action Reporting (CPAR)
- Determination of Controls
- Emergency Preparedness and Response Procedure
- Fulfillment of Compliance Obligations
- Hazard Identification and Risk Assessment
- Incident Investigation
- Staff Participation

Forms, Templates, Logs and Registers:

- Accident-Incident Investigation Template
- Calibration and Production Software Validation Register
- Calibration Register
- Compliance Obligations Register
- Contractor Supervision Checklist
- Contractors Health and Safety Questionnaire

¹ These core procedures are common to each of our management system toolkits, 9001, 18001 etc.

- Controlled Documents Register
- Controlled Records Register
- Corrective and Preventative Action Report (CPAR) Form
- Corrective and Preventative Action Report (CPAR) Log
- Document Change Request Form
- Emergency Response Plan Template
- Legionella Control Pack
- Management Review Agenda Template
- Management Review Meeting Minutes Template
- Monitoring and Measuring Plan
- Permit to Work Register
- Potential Environmental Emergencies and Response Register
- Record Of Equipment Inspection Template
- Record of First Aid Treatment Template
- Risk Register
- Role Profile Form
- Role Profile Register
- Safety Inspection Template - General Mechanical Workshop
- Safety Inspection Template - General Offices
- Training Evaluation Form
- Work Equipment Safety Schedule

Risk Assessment Toolkit

- | | |
|---|---|
| • Compressed Gas Cylinders Risk Assessment Template | • Guidance on Compressed Gas Cylinders Risk Assessment |
| • Control of Substances Hazardous to Health (COSHH) Risk Assessment Template | • Guidance on COSHH Risk Assessment |
| • Dangerous Substances and Explosive Atmospheres (DSEAR) Risk Assessment Template | • Guidance on Fieldwork Risk Assessment |
| • Display Screen Equipment Self-Assessment Template | • Guidance on Hand-Arm Vibration Risk Assessment |
| • Fieldwork Risk Assessment Template | • Guidance on Lone Working Risk Assessment |
| • General Purpose Risk Assessment Template | • Guidance on Manual Handling Risk Assessment |
| | • Guidance on New and Expectant Mothers Risk Assessment |

- General Purpose Risk Assessment Template (Risk Matrix)
- Hand-Arm Vibration Risk Assessment Template
- Lone Working Risk Assessment
- Manual Handling Risk Assessment Template
- New and Expectant Mothers Risk Assessment Template
- Noise Risk Assessment Template
- PPE Assessment Template
- Record of Safe System of Work (SSW)
- Slips Trips and Falls Risk Assessment Template
- Stress at Work - Risk Assessment by a Manager Template
- Working at Home Safely Risk Assessment Template
- Young Persons Risk Assessment Template
- Guidance on Noise Risk Assessment
- Guidance on PPE Assessment
- Guidance on Slips, Trips and Falls Risk Assessment
- Guidance on Stress Risk Assessment by a Manager

Internal Audit:

- Audit Checklist OHSAS 18001-2007
- Code of Conduct for Internal Auditors
- Internal Audit Feedback Form
- Internal Audit Report Template
- Knowledge Requirements for OHS Auditors
- OHS Auditing Step-by-Step

Auditor Training (To OHSAS19011:2011) (PowerPoint Presentations)

- Auditor Training Module 1 - Auditing Concepts
- Auditor Training Module 2 - Audit Management
- Auditor Training Module 3 - Conducting the Audit
- Auditor Training Module 4 - Competence and Training of Auditors

18001 Guidance

- Glossary of OHSAS 18001-2007 OHS Management Terms
- Guide to Implementing OSHAS18001-2007
- OHSAS 18001-2007 Small Business Self Assessment

Abacre

- Instructions – Replacing Placeholders
- Placeholders

We have worked hard to create a “generic” document set that requires the minimum of tailoring to individual organisations. However, all businesses are different and you will inevitably, as described below, need to make changes to the documents we have provided and to fill in some “gaps”.