

DESCRIPTION OF OHSAS18001

The key requirements of BS OHSAS 18001 : 2007, hereafter referred to as OHSAS18001, are set out under six main headings in Section 4 of the Standard.

The description below also shows how an occupational health & safety management system can be linked to an existing ISO9001 quality management system and ISO14001 environmental management system.

4.1 Occupational health & safety management system

There must be a documented occupational health & safety management system. The system must be designed to ensure that the occupational health & safety policy and legal compliance is achieved, and must conform to any pertinent code of practice. The scope of the management system must be defined.

4.2 Occupational health & safety policy

There must be an occupational health & safety policy which is appropriate to the nature and scale of the organisation's activities, commits to prevent injury and ill health and observe relevant legislation, has a commitment to setting objectives and states how it is made available to all employees and others working under the control of the organisation and is available to interested parties.

4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

Hazards and risk must be identified and assessed, for routine and non-routine activities.

Controls must be determined in order to minimise risk.

Hazards, risks and controls must be documented.

4.3.2 Legal and other requirements

There must be a register of relevant legislative, regulatory and other occupational health & safety requirements.

- ISO14001 Clause 4.3.2 "Legal and other requirements" is very similar.

4.3.3 Objectives and targets and programmes

Occupational health & safety improvement objectives and targets must be set, consistent with the policy.

Programmes must be set for the achievement of the objectives and targets, including responsibilities, procedures, monitoring and changes.

- The process of improvement by setting objectives is common to all three Standards, ISO9001 Clause 5.4.1 “Quality Objectives” and ISO14001 Clause 4.3.3 “Objectives, targets and programmes”.

4.4 Implementation and operation

4.4.1 Resources, roles, responsibility and authority

Top management must take ultimate responsibility for occupational health & safety and the management system, with one member of top management having specific responsibility.

All persons in the organisation must take responsibility for the activities under their control.

Adequate resources must be provided.

4.4.2 Competence, training and awareness

All employees must be competent to carry out their occupational health & safety responsibilities and have appropriate job training in relevant environmental procedures and understand the potential consequences of departing from the procedures.

These requirements also apply to anyone working on behalf of the organisation, e.g. contractors.

- Can cross refer to ISO9001 Clause 6.2.2 and ISO14001 Clause 4.4.2 “Competence, training and awareness”.

4.4.3 Communication

There must be a procedure to ensure proper internal communication between the various levels in the organisation, with contractors and visitors, and with external parties.

There must be arrangements for worker participation and consultation.

- Can cross refer to ISO9001 Clause 5.5.3 “Internal communication” and ISO14001 Clause 4.4.3 “Communication”.

4.4.4 Documentation

There must be a documented description of the occupational health & safety management system, bringing together the policy, objectives and targets, and responsibilities. It must point to all the associated documentation, e.g. the registers, procedures and records.



4.4.5 Control of Documents

There must be a system for document control.

- Document control can make use of the document control procedure, ISO9001 Clause 4.2.3 and ISO14001 Clause 4.4.5 “Control of documents”.

4.4.6 Operational control

Documented procedures and work instructions must be prepared where controls are needed to ensure safe working.

These should also relate to purchased goods and services with occupational health & safety implications. They should cover subcontractors and visitors.

- Making enquiries about the occupational health & safety status of suppliers and subcontractors can be added to vetting of suppliers and subcontractors, ISO9001 Clause 7.4.1 “Purchasing process”. ISO14001 Clause 4.4.6 c) also relates.

4.4.7 Emergency preparedness and response

Reasonably foreseeable and emergency situations must be identified and appropriate procedures implemented. They must be reviewed, especially if they have been called into action, and periodically tested.

- ISO14001 Clause 4.4.7 “Emergency preparedness and response” has the same requirement.

4.5 Checking and corrective action

4.5.1 Monitoring and measurement

There must be procedures for monitoring and measuring occupational health & safety performance and monitoring the effectiveness of controls.

- If instruments have to be used for monitoring, these can be included in the calibration procedures. ISO9001 Clause 7.6 “Control of monitoring and measuring equipment” deals with this in detail. ISO14001 Clause 4.5.1 “Monitoring and measurement” is similar.

4.5.2 Evaluation of compliance

There must be specific procedures for testing that the organisation is complying with the legal requirements. This can be built into the internal auditing programme.

- ISO14001 Clause 4.5.2 “Evaluation of compliance” has the same requirement.

4.5.3 Incident investigation, nonconformity, corrective and preventive action

There must be a system for handling incidents, with investigation and corrective actions.

- It may be possible to make use of the nonconformity and corrective action procedures, ISO9001 Clauses 8.3 "Control of nonconforming product" and 8.4 "Analysis of data" and ISO14001 Clause 4.5.3 "Nonconformity, corrective action and preventive action".

4.5.4 Control of records

Records must be kept and archiving requirements specified.

- Make use of records procedures, ISO9001 Clause 4.2.4 and ISO14001 Clause 4.5.4 "Control of records"

4.5.5 Internal audit

The occupational health & safety management system must be audited regularly to ensure the system is operating effectively. There must be an audit programme and a reporting and follow-up system.

- Make use of the internal auditing procedure, ISO9001 Clause 8.2.2 and ISO14001 Clause 4.5.5 "Internal audit".

4.6 Management review

Management must periodically review the occupational health & safety management system, performance and objectives to ensure they are still effective and relevant to the company's needs in the light of changing circumstances.

- This requirement for management review is mirrored in ISO9001 Clause 5.6 and ISO14001 Clause 4.6 "Management review".