

INTRODUCTION

This pocket guide has been created as a quick reference guide to assist personnel to grasp the OHSAS requirements in simple terms. This guide explains in a basic layout how you need to address the OHSAS 18001:2007 requirements for the standard. The intention of this guide has been to write it in a format that should cater for all facets of an organisation.

It should be noted that this booklet is our interpretation of the standard, based on systems that we have implemented and should by no means be used instead of the actual standard.

We would hope that this guide allows personnel to consider how a clause would be addressed, and what should be done to comply with the standard.

OHSAS 18001:2007 is a culture that needs to be entrenched within an organisation that has adopted the standard. This pocket guide should allow all personnel to have OHSAS 18001:2007 at their fingertips any place, any time, thus allowing OHSAS 18001:2007 to become the standard by which processes are carried out.

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WHY DO WE NEED OHSAS 18001

- Eliminate or minimize risk, accident or incidents to all
- Reduce company expenditure
- Comply with legal requirements.

WHAT IS OHSAS 18001

- OHSAS 18001 system, manages Occupational Health and Safety issues.
- It is audited by independent assessors.
- A logo that indicates that all management and staff are committed to the Occupational Health and Safety standard, and will ensure that all precautions are implemented.

MODULES

The OHSAS 18001 standard has been broken into the following structures:

- General Requirements
- OH&S Policy
- Planning
- Implementation and Operation
- Checking and corrective action
- Management review

TO ACHIEVE CERTIFICATION (IN-HOUSE)

- Comply with minimum legal requirements.
- Comply with Corporate requirements.
- Continuous aspect, and impact studies.
- Set objectives
- Project plans (controlled)
- Show improvement
- OHSAS 18001:2007 is a continuous improvement program



OHSAS 18001:2007	
1.	Scope
2.	Reference
3.	Terms and Definitions
4.	OH&S Management System
4.1	General Requirements
4.2	OH&S policy
4.3	Planning
4.3.1	Analyse OH&S Hazards and Select Controls
4.3.2	Legal and Other Requirements
4.3.3	Objectives and Programmes
4.4	Implementation and Operation
4.4.1	Responsibility and Accountability
4.4.2	Training, Awareness and Competence
4.4.3	Consultation and Communication
4.4.4	Documentation
4.4.5	Document and Data Control
4.4.6	Operational Control
4.4.7	Emergency Preparedness and Response
4.5	Checking and Corrective Action
4.5.1	Performance Measurement and Monitoring
4.5.2	Legal and Non-legal compliance
4.5.3	Accidents, Incidents, Non-conformance & Corrective & Preventive Action
4.5.4	Control of Records
4.5.5	OH&S Management System Audit
4.6	Management Review

OCCUPATIONAL HEALTH AND SAFETY Requirements

1. SCOPE

General

The Occupational Health and Safety Assessment Series (OHSAS) gives specifications of requirements for a Occupational Health and Safety (OH&S) management system

- a) The organisation must develop a policy and objectives, taking in account legislative requirements.
- b) The organisation must look at all risks associated with its activities

2. REFERENCE

OHSAS 18001:2007 – Occupational Health and Safety Management Systems – Specification
OHSAS 18002:2000 - Guidelines

3. TERMS AND DEFINITIONS

Organisation = Your company or the company whereby OHSAS 18001:2007 has been implemented

Customer = The company that requires your organisation to look at Occupational Health and Safety

Accident = Undesired event giving rise to death, ill health, injury, damage or other loss.

Hazard = Any thing that has a potential for harm in terms of injury, ill health, damage to property, damage to the workplace environment or all combinations of all

Objectives = Goals that are set to be achieved

OH&S = Occupational Health and Safety

OHSAS = Occupational Health and Safety Assessment Series

Risk = The possibility of incurring misfortune or loss

Safety = Free from danger or risk of injury

4. OH&S MANAGEMENT SYSTEM

4.1 General Requirements

System Requirements

The organisation needs to establish, document, implement and maintain an OH&S management system at all times.

Continuous improvement must be practiced to ensure that the system remains efficient and effective.

What must we do

Establish a documented system, either electrically or on paper.

Required Records

- OHSAS 18001 Health and Safety Manual

Typical Auditors Questions

Do you have a documented Health and Safety Management System?

4.2 OH&S POLICY

System Requirements

A Health and Safety Policy needs to be developed and documented, either electronically or on paper, and must ensure:-

- The organisations risks are considered
- Have a commitment to continual improvement.
- Commitment to comply with legal and non-legal requirements
- It is communicated to all employees
- That all employees know what their obligations to Health and Safety are
- It is reviewed periodically.

The Health and Safety Management System must be available to any interested parties.

What must we do

Document an OHSAS 18001 Health and Safety Policy that will be reviewed by top management and communicated to all employees.

Required Records

- OHSAS 18001 Health and Safety Management System Policy

Typical Auditors Questions

- Do you have an OHSAS 18001 Health and Safety Management System Policy?
- How is it communicated to staff?
- How is it review?

4.3 PLANNING

4.3.1 Planning for Hazard Identification, Risk Assessment and Risk Control

System Requirements

Establish and maintain procedures for the ongoing identification of hazards and the assessment of risks.

- Implement various control methods.
- All areas need to be considered.
- The identification of hazards and risks needs to be reviewed during audits, aspect / impact studies and or Management Reviews