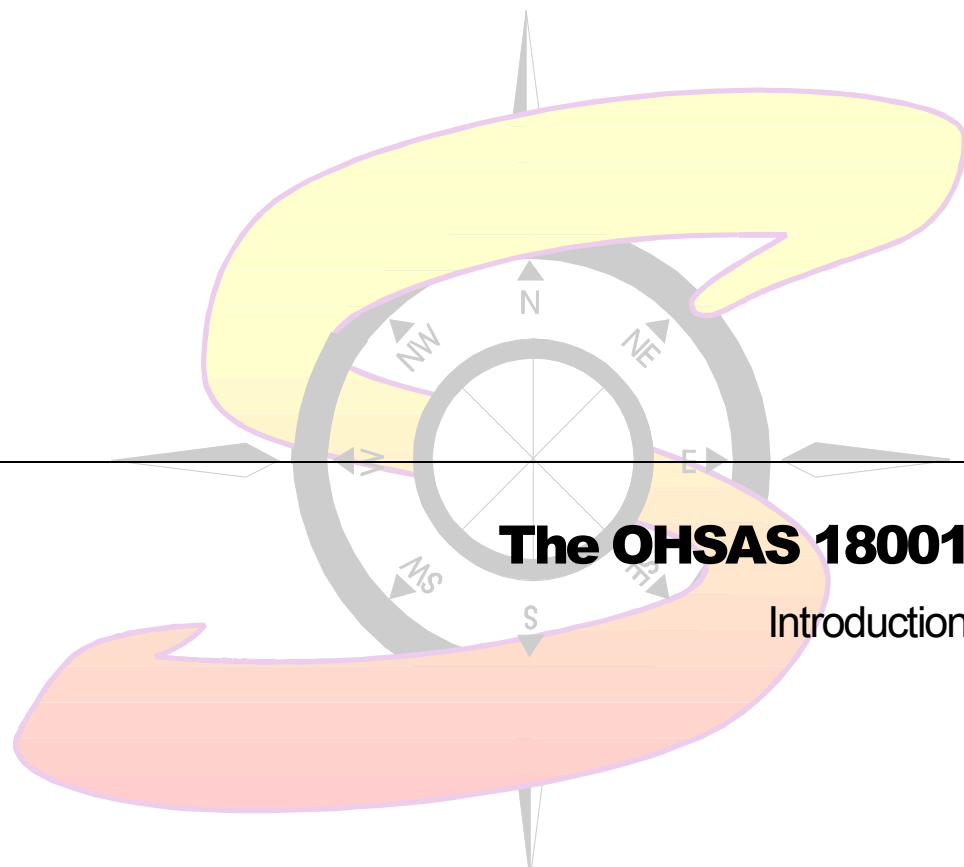




Title:

OHSAS 18001 STANDARD - OVERVIEW

Reference: SP/*****	Effective Date: 1 March 2006	Updated: 26 March 2006	Page: 1 of 10
Compiled by: Dr Greg Kew	Date: 20 Feb 2006	Checked by:	Date:
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Designation: Occupational Medicine Practitioner		Designation:	Designation:



The OHSAS 18001 Standard

Introduction and Overview



		Title:			OHSAS 18001 STANDARD - OVERVIEW		
Reference: SP/*****		Effective Date: 1 March 2006		Updated: 26 March 2006		Page: 2 of 10	
Compiled by: Dr Greg Kew		Date: 20 Feb 2006	Checked by:		Date:	Approved by:	Date:
Designation: Occupational Medicine Practitioner			Designation:		Designation:		

Table of Contents

1	Introduction.....	3
1.1	General Application	3
2	General Requirements	4
	OHS Policy	5
2.1.1	The policy must:	5
	Planning	5
2.1.2	Planning for hazard identification, risk assessment and risk control.....	5
2.1.3	Objectives.....	6
2.1.4	Legal and other requirements.....	6
2.1.5	OHS management program	6
	Implementation and Operation	7
2.1.6	Structure and Responsibility.....	7
2.1.7	Training, awareness and competence.....	7
2.1.8	Consultation and communication	8
2.1.9	Documentation	8
2.1.10	Document and data control	8
2.1.11	Operational control	9
2.1.12	Emergency preparedness and response.....	9
	Checking and Corrective Action	9
2.1.13	Performance measurement and monitoring	9
2.1.14	Accidents, incidents, non-conformances and corrective and preventative action.....	9
2.1.15	Record and record management.....	10
	Audit/Review	10

		Title:			OHSAS 18001 STANDARD - OVERVIEW		
Reference: SP/*****		Effective Date: 1 March 2006		Updated: 26 March 2006		Page: 3 of 10	
Compiled by: Dr Greg Kew		Date: 20 Feb 2006	Checked by:		Date:	Approved by:	Date:
Designation: Occupational Medicine Practitioner			Designation:		Designation:		

1 Introduction

OHSAS is an international occupational health and safety management system specification. Th It comprises two parts:

- OHSAS 18001:1999, which is the Specification document
- OHSAS 18002:2000, which is the Implementation Guideline


They grew out of the international success of the ISO 9000 and ISO 14000 series of Standards, and the need for managing health and safety in the work environment. The 18000 standard was substantially derived from the British Standard for Occupational Health and Safety Management Systems BS 8800:1996, but also from other management system standards worldwide. Contributing standards can be listed as follows:

- BS8800:1996 Guide to occupational health and safety management systems;
- DNV Standard for Certification of Occupational Health and Safety Management Systems (OHSMS):1997;
- Technical Report NPR 5001: 1997 Guide to an occupational health and safety management system;
- Draft LRQA SMS 8800 Health & safety management systems assessment criteria;
- SGS & ISMOL ISA 2000:1997 Requirements for Safety and Health Management Systems;
- BVQI Safety Cert: Occupational Safety and Health Management Standard;
- Draft AS/NZ 4801 Occupational health and safety management systems Specification with guidance for use;
- Draft BSI PAS 088 Occupational health and safety management systems;
- UNE 81900 series of pre-standards on the Prevention of occupational risks; and
- Draft NSAI SR 320 Recommendations for ah Occupational Health and Safety (OHS)

The 18001 standard is designed to be seamlessly compatible with the allied standards, ISO14001 (Environment) and ISO 9001 (Quality). Many sub-clauses are very similar, such as management review, document control, and corrective and preventive action. Combining the implementation of OHSAS 18001 with ISO 9001 and ISO 14001 will provide the full “SHEQ” solution.

1.1 General Application

The OHSAS Specification is applicable to any organisation that wishes to:

		Title: <h2 style="text-align: center;">OHSAS 18001 STANDARD - OVERVIEW</h2>		
Reference: SP/*****	Effective Date: 1 March 2006	Updated: 26 March 2006	Page: 4 of 10	
Compiled by: Dr Greg Kew	Date: 20 Feb 2006	Checked by:	Date:	Approved by:
Designation: Occupational Medicine Practitioner	Designation:	Designation:		

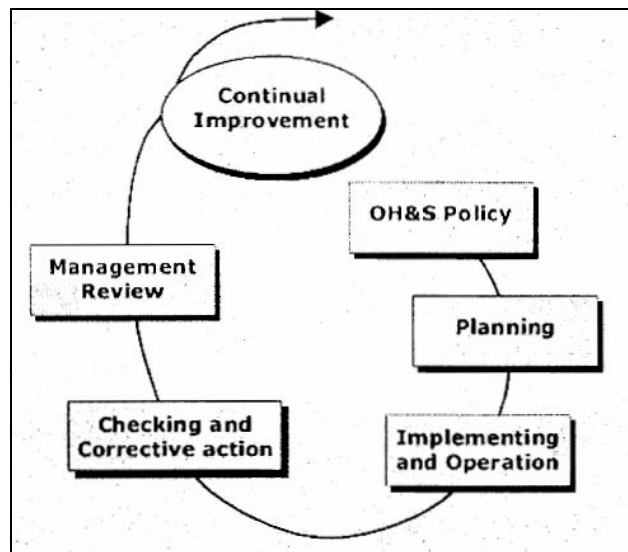
- Establish an OHS management system to eliminate or minimise risk to employees and other interested parties who maybe exposed to OHS risks associated with its activities.
- Implement, maintain and continually improve an OHS management system.
- Assure itself of its conformance with its stated OHS policy
- Demonstrate such conformance to others.
- Seek certification/ registration of its OHS management system by an external organisation
- Make a self-determination and declaration of conformance with this

The OHSAS 18001 system is based on the principle of "Continual Improvement" and is aimed at reducing and preventing accidents and accident-related loss of lives, time and resources. It can be applied to any type of business, organization or industry that wishes to manage its risks for Health & Safety in the work place.

The Specification is intended to address occupational health and safety rather than product and service safety.

2 General Requirements

The key requirements of OHSAS 18001 are embodied in six main sections.



1. Policy

An Organisation defines its OHS policy through a policy statement appropriate to the organisation and ensures commitment to its OHS management system



Title:

OHSAS 18001 STANDARD - OVERVIEW

Reference: SP/*****	Effective Date: 1 March 2006	Updated: 26 March 2006	Page: 5 of 10
Compiled by: Dr Greg Kew	Date: 20 Feb 2006	Checked by:	Date: Approved by:
Designation: Occupational Medicine Practitioner	Designation:	Designation:	

2. Planning

An organisation formulates a plan to fulfil its OHS policy

3. Implementation and Operation

For effective implementation, an organisation must develop the capabilities and support mechanisms necessary to achieve its OHS policy, objective and targets.

4. Checking and corrective action

This is where the Organisation measures, monitors and evaluate its OHS performance.

5. Review

An organisation reviews and improves its OHS management system, with the objective of improving its overall OH& S performance.

6. Continual Improvement

An organisation continues to seek new ways to improve OH& S performance, through improved risk control and high quality management systems.

OHS Policy

There must be an OH& S policy authorised by the company's top management that clearly states the overall health and safety objectives and a commitment to improving health and safety performance.

2.1.1 The policy must:

- Be appropriate to the nature and scale of the company's OHS risks
- Include a commitment to continual improvement
- Include a commitment to at least comply with current applicable OHS legislation and with other requirements to which the company subscribes.
- Be documented, implemented and maintained
- Be communicated to all employees with the intend that employees are made aware of their individual OHS obligations.
- Be available to interested parties.
- Be reviewed periodically to ensure it remains relevant and appropriate to the Company.

Planning**2.1.2 Planning for hazard identification, risk assessment and risk control**

The company must establish and maintain procedures for the ongoing identification of hazards, the assessment of risk, and the implementation of necessary control measures that must at least include the following:

- Routine and non-routine activities

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Title:

OHSAS 18001 STANDARD - OVERVIEW

Reference: SP/*****	Effective Date: 1 March 2006	Updated: 26 March 2006	Page: 6 of 10		
Compiled by: Dr Greg Kew	Date: 20 Feb 2006	Checked by:	Date:	Approved by:	Date:
Designation: Occupational Medicine Practitioner	Designation:	Designation:			

- Activities of all personnel having access to the workplace, and
- Facilities at the workplace, whether provided by the company or others.
- The company must ensure that the results of these assessments and the effects of these controls are considered when setting its objectives. The information must be documented and up to date.

The methodology for hazard identification and risk assessment must:

- Be defined with respect to its scope, nature and timing to ensure it is pro-active rather than re-active
- Provide for the classification of risk and identification those that are to be eliminated or controlled by measures defined in the specification.
- Be consistent with operating experience and the capabilities of risk control measures employed.
- Provide input into the determination facility requirements, identification of training needs and development of operational controls.
- Provide for the monitoring of required actions to ensure both effectiveness and timelessness of their implementation

2.1.3 Objectives

The company must establish and maintain documented OHS objectives at each relevant function and level

- Consider its legal and other requirements, OHS hazard and risks, operational and business requirements.
- Objectives must be consistent with the OHS policy, including commitment to continual improvement

2.1.4 Legal and other requirements

The company must establish and maintain a procedure to identify legal and other OHS requirements.

- Keep this information up to date.
- Communication relevant information to employees

2.1.5 OHS management program

The company must establish an OHS program to achieve its objectives. This must include documentation of:

- The designated responsibility for achievement of objectives at relevant functions and levels of the company



Title:

OHSAS 18001 STANDARD - OVERVIEW

Reference: SP/*****	Effective Date: 1 March 2006	Updated: 26 March 2006	Page: 7 of 10		
Compiled by: Dr Greg Kew	Date: 20 Feb 2006	Checked by:	Date:	Approved by:	Date:
Designation: Occupational Medicine Practitioner	Designation:	Designation:			

- The means and time-scale by which objectives are to be achieved.
- Reviewing the OHS program regularly
- Where necessary the OHS program must be amended to address changes to activities, services, operating conditions etc.

Implementation and Operation

2.1.6 Structure and Responsibility

Roles, responsibilities and authorities must be defined and communicated. The responsibility and implementation of the OHS program rest with top management. Management must provide resources for the implementation, control and improvements of the OHS management system:

Resources include:

- Human Resources
- Specialised skills
- Technology
- Financial resources

The Company's management appointees must have defined roles, responsibilities and authorities for:

- Ensuring that the OHS system requirements are established implemented and maintained.
- Ensuring that reports on the performance of the OHS system are presented to top management for review for improvements.
- Management responsibilities must demonstrate by example of their commitment regarding continual improvement

2.1.7 Training, awareness and competence.

The Company must determine its training needs. These include:

- Policies, Procedures and Work Instructions (Safe Work Practices)
- Hazard Awareness and Risk Control

The Company must maintain records of OHS training provided for each individual.

The Company must establish and maintain procedures to make employees at all levels aware of:



Title:

OHSAS 18001 STANDARD - OVERVIEW

Reference: SP/*****	Effective Date: 1 March 2006	Updated: 26 March 2006	Page: 8 of 10		
Compiled by: Dr Greg Kew	Date: 20 Feb 2006	Checked by:	Date:	Approved by:	Date:
Designation: Occupational Medicine Practitioner	Designation:	Designation:			

- The importance of conformance to OHS policy and procedures and with the requirements of the OHS system
- Their roles and responsibilities in achieving conformance with the OHS policy and procedures including emergency preparedness and response requirements
- The OHS consequences, actual or potential, of their work activities and the OHS benefits of improved personal performance
- The potential consequence of departure from specified operating procedures.

All employees should be competent on the basis of appropriate education, training and experience.

2.1.8 Consultation and communication

Employees must be:

- Involved in the development and review of policies and procedures to manage risk.
- Be informed when there are any changes that affect the health and safety of their workplace
- Represented on health and safety meeting/matters
- Informed as to who is their OHS rep and specified management nominee.


2.1.9 Documentation

The company must establish and maintain information in a suitable medium to describe the core elements of the management system. Related documentation should be easily accessible on the system.

2.1.10 Document and data control

The company must establish and maintain procedures for controlling documents and data required ensuring:

- They can be located
- They are reviewed
- Current versions of relevant documents are available
- Obsolete documents/procedures/data are removed from all points of issue
- All legal documents are suitably identified

		Title:			OHSAS 18001 STANDARD - OVERVIEW			
Reference: SP/*****		Effective Date: 1 March 2006		Updated: 26 March 2006		Page: 9 of 10		
Compiled by: Dr Greg Kew		Date: 20 Feb 2006	Checked by:		Date:	Approved by:		Date:
Designation: Occupational Medicine Practitioner			Designation:			Designation:		

2.1.11 Operational control

The company must identify those operations and activities that are associated with identified risks where control measures need to be applied.

The Company must establish and maintain documented procedures for:

- Situations where their absence could lead to deviations from the OHS policy and objectives.
- The identified OHS risks of goods, equipment and services purchased and used by the company.
- Communication to suppliers and contractors of relevant procedures is essential.
- The design of workplace, process installations and machinery operating procedures in order to eliminate OHS risks at the source.

2.1.12 Emergency preparedness and response

The Company must:

- Establish and maintain plans and procedures to identify potential for and response to incidents and emergency situations.
- Review its response plans and emergency preparedness plans and procedures, also after the occurrence of incidents or emergency situations.
- Test these procedures where practicable.

Checking and Corrective Action

2.1.13 Performance measurement and monitoring

This element requires monitoring the extent to which the company's OHS objectives are met. The company must develop proactive measures of performance regarding compliance with the OHS program. These include:

- Reactive measures of performance regarding accidents, incidents, injuries, near misses, etc.
- Records of monitoring and measurement regarding data, results, corrective action and preventative action.

2.1.14 Accidents, incidents, non-conformances and corrective and preventative action

The company must establish and maintain procedures for:

- Defining responsibility (and authority) for the handling and investigation of accidents, incidents and non-conformances.



Title:

OHSAS 18001 STANDARD - OVERVIEW

Reference: SP/*****	Effective Date: 1 March 2006	Updated: 26 March 2006	Page: 10 of 10		
Compiled by: Dr Greg Kew	Date: 20 Feb 2006	Checked by:	Date:	Approved by:	Date:
Designation: Occupational Medicine Practitioner	Designation:	Designation:			

- Taking action to mitigate /minimise any consequences arising from accidents, incidents and non-conformances.
- The initiation and completion of corrective and preventative action
- Confirmation of the effectiveness of corrective and preventative action

2.1.15 Record and record management

The company must establish and maintain procedures for the identification, maintenance and disposal of OHS records. These records must be:

- Identifiable and traceable to the activity involved
- Stored and maintained so that they are retrievable, protected against loss or damage. Their retention times must be established and recorded.

Audit/Review

The Company must establish and maintain a program for periodic OHS system audits to determine if the system conforms to:

- Legal requirements
- The company's policy and objectives
- The business need for information on the OH outcomes (reports to management)
- The reviewing of results and previous audits.