

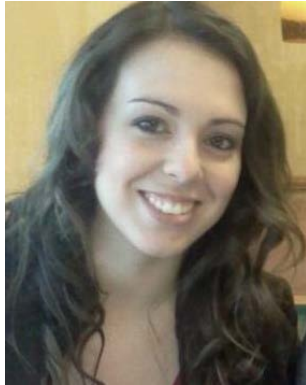


OHSAS 18001:2007 OVERVIEW

OHS



PERRY JOHNSON REGISTRARS
PJR



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EHS Assistant Program Manager

- Welcome From PJR Headquarters:
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Troy, MI 48084
Phone: 1-800-800-7910
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- Audience for today's meeting
- Introduction of speaker

Agenda:

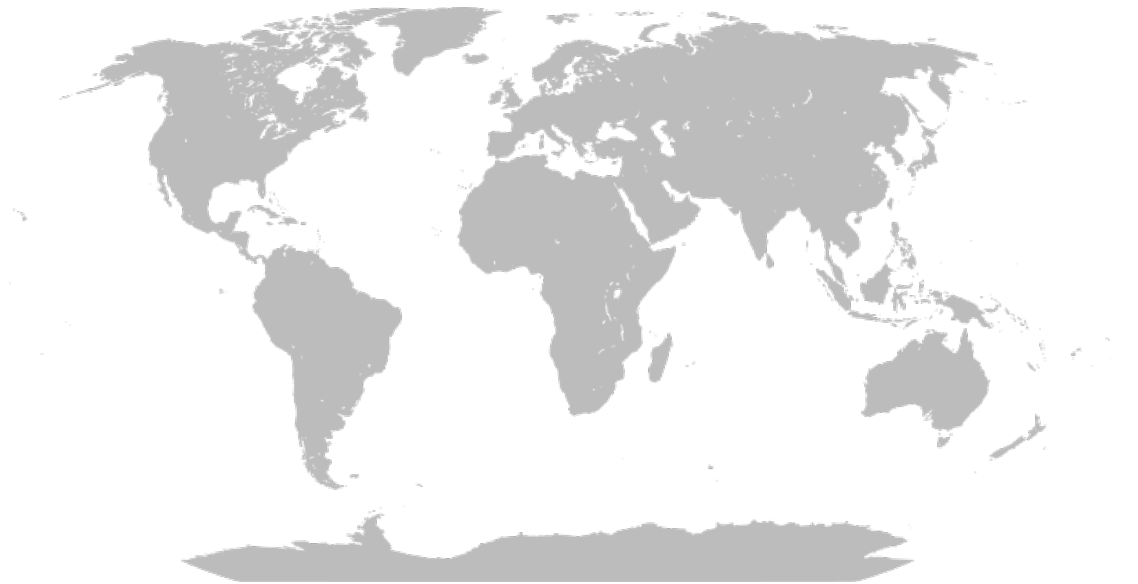
- About PJR
- Benefits and Drivers
- Certification Steps and Requirements
- Standard Overview
- Questions





PJR is a leading Registrar

- Countries where PJR has certified companies:
 - Australia
 - Brazil
 - European Union
 - Japan
 - India
 - Malaysia
 - Mexico
 - Singapore
 - Thailand
 - United States



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PJR is accredited to grant certification for :

- ISO 9001
- ISO 14001
- AS 9100, 9110 & 9120
- ISO/TS 16949
- Responsible Recycling-R2
- RIOS
- ISO 13485
- SQF
- TL 9000
- **OHSAS 18001**
- ISO 27001
- RCMS® AND RC14001
- ISO 22000
- HACCP Compliance
- FSSC 22000
- e-Stewards





Benefits of Getting Certified

- Meeting legal requirements and improving the organization's health and safety performance.
- Management commitment and employee engagement.
- Business management, notably for meeting stakeholder requirements, improving public image, achieving strategic objectives, and integrating with business management systems.
- Supplier health and safety performance.
- Providing a competitive advantage.





Benefits of Getting Certified (continued)

- Minimizing the risks of production delays.
- Providing a safe environment to do business.
- Providing financial benefit(s), and possible cost savings from public liability insurance premiums.





Certification Steps

- Establish Documentation to meet 18001 requirements
- Integrate with existing systems (if applicable), such as ISO 14001
- Training to 18001 requirements
- Implement 18001 requirements
 - Conduct internal audits of system
 - Conduct compliance evaluation
 - Conduct review of system based on input from internal audit
- Contract with a certification body
- Complete Stage I and Stage II audits
 - Address any nonconformities → 😊 Certification!





Certification Process

PJR conducts a cursory review of documents in house prior to Stage I

The registration audit consists of two stages:

- Stage I:
 - On-site document review of your OHSMS
 - Evaluates the readiness of your organization to move to Stage II.
- Stage II:
 - Scheduled 30 to 45 days after the Stage I audit.
 - On-site audit of your entire OHSMS.
 - Nonconformities will need to be resolved prior to issuing of the certificate.





Certification Requirements

- Surveillance audits
 - Scheduled at either six or twelve month intervals depending on the contract.
 - Partial system audit.
- Re-certification audit
 - On-site audit conducted prior to the third anniversary of the initial certification
 - Surveillance visits will then continue, as before, on a 3-year cycle.





Multisite Certification

- One HQ with multiple locations doing the same activity

Pros

- One corporate certificate with sites listed in appendix
- Sampling is allowed
- Reduced man-days if same Lead Auditor is available to audit most locations

Cons

- Risk of losing certification if any of the sites in the group falters





Integrated Audits

- Can easily integrate an OHSMS with other standards like ISO 14001, 9001, ISO 50001, R2, and RIOS.
- Audit time can be discounted up to 20% for each standard to be integrated, provided there is proof of full integration
 - Integrated audits by internal auditors qualified for all standards being integrated
 - One corrective action system to manage system nonconformities
 - A single management review addressing all standards' inputs and outputs
 - Integrated policy, procedures manual
 - Competency/training records handled in one system
 - Subcontract/supplier management handled in one program
 - For EMS/OHSMS integration – a single compliance audit
 - Most likely accomplished by a single Management Representative.
- Systems that are found not to be integrated at the Stage I will result in PJR increasing the audit time.
 - There is a difference between simultaneous vs. integrated audits!





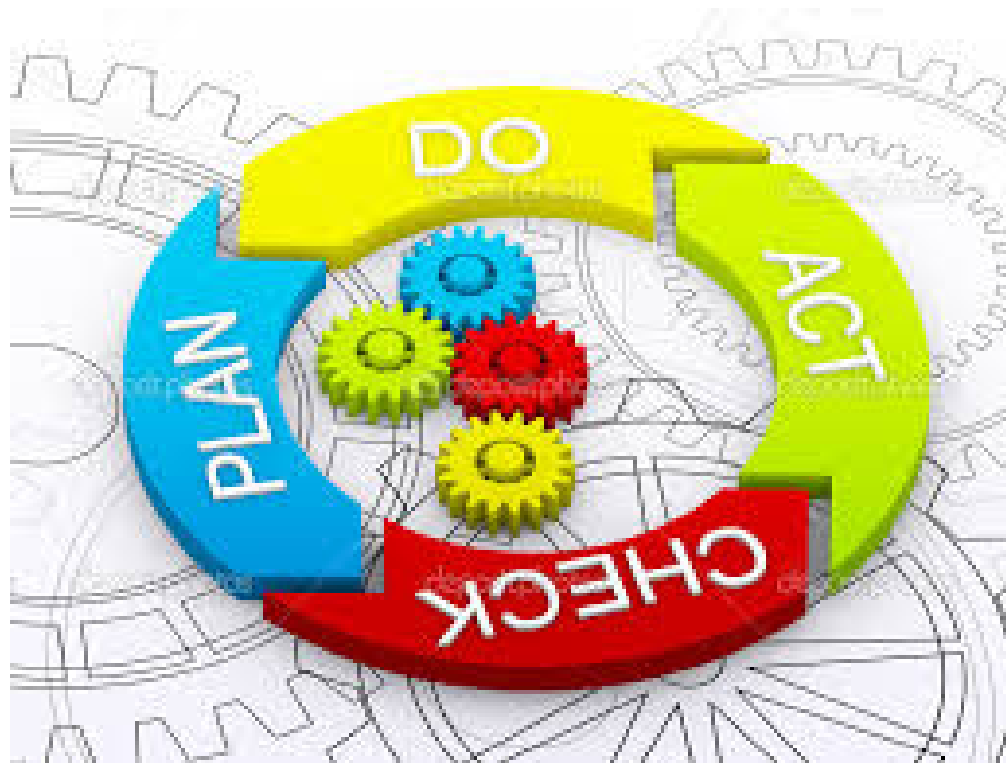
OHSAS 18001 Overview

- OHSAS 18001 is an internationally accepted standard that defines the requirements for establishing, implementing and operating an Occupational, Health & Safety (OHS) Management System
- An OHS is a framework that allows an organization to consistently control its hazards, reduce the risk of accidents, injuries, down time and continually improve its processes and operations.
- Standard first came out in 1999 and then revised in 2007
- Voluntary





PDCA CYCLE



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OHSAS 18001—Clauses 1-3

Clause 1: Scope

- Overview of the requirements of the OH&S management system, its application and intention, etc.

Clause 2: Reference publications

- For further guidance: OHSAS 18002 *Occupational health and safety management systems – Guidelines for the implementation of OHSAS 18001* and International Labour Organization:2001 *Guidelines on Occupational Health and Safety Management Systems (OSH-MS)*

Clause 3: Terms and definitions





OHSAS 18001—Clauses 4.1-4.2

4.1 General requirements

- Establishing, documenting, implementing, maintaining, and continually improving the OH&S management system (OHSMS)
- Define and document scope of OHSMS

4.2 OH&S policy

- Policy defined and authorized by top management that is:





- a) is appropriate to the nature and scale of the organization's OH&S risks;
- b) includes a commitment to prevention of injury and ill health and continual improvement in OH&S management and OH&S performance;
- c) includes a commitment to at least comply with applicable legal requirements and with other requirements to which the organization subscribes that relate to its OH&S hazards;
- d) provides the framework for setting and reviewing OH&S objectives;
- e) is documented, implemented and maintained;
- f) is communicated to all persons working under the control of the organization with the intent that they are made aware of their individual OH&S obligations;
- g) is available to interested parties; and
- h) is reviewed periodically to ensure that it remains relevant and appropriate to the organization.





OHSAS 18001—Clause 4.3.1

4.3.1 Hazard identification, risk assessment and determining controls

- Establishing, implementing, and maintaining a procedure for ongoing hazard identification, risk assessment, and determination of necessary controls
- Taking into account:





- a) routine and non-routine activities;
- b) activities of all persons having access to the workplace (including contractors and visitors);
- c) human behaviour, capabilities and other human factors;
- d) identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace;
- e) hazards created in the vicinity of the workplace by work-related activities under the control of the organization;

NOTE 1 It may be more appropriate for such hazards to be assessed as an environmental aspect.

- f) infrastructure, equipment and materials at the workplace, whether provided by the organization or others;
- g) changes or proposed changes in the organization, its activities, or materials;
- h) modifications to the OH&S management system, including temporary changes, and their impacts on operations, processes, and activities;
- i) any applicable legal obligations relating to risk assessment and implementation of necessary controls (see also the NOTE to 3.12);
- j) the design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities.





OHSAS 18001—Clause 4.3.1 (continued)

- Methodology for hazard ID and risk assessment that is defined, proactive, and provides for ID of risks and controls as appropriate
- Management of change
- Consider the results of assessments when determining controls
- Control hierarchy (elimination, substitution, engineering controls, signage/warnings and/or administrative controls, and PPE)
- Document and maintain results up-to-date
- Consider risks and controls when maintaining OHSMS





OHSAS 18001—Clause 4.3.2

4.3.2 Legal and other requirements

- Establishing, implementing, and maintaining a procedure for ID and assessment of applicable legal and other requirements
- Take into account when maintaining OHSMS
- Keeping up-to-date
- Communicate relevant information to persons working for or on behalf of the organization, as well as interested parties as applicable





OHSAS 18001—Clause 4.3.2 (continued)

Please note:

- OHSAS auditors are not compliance cops
- 18001 does not replace any legislative requirements
- “Other requirements” such as customer requirements (e.g. RoHS), requirements of trade associations, commitment to parent organization, etc.
- Evaluation of compliance is a key requirement (4.5.2)
- Potentially saves companies from paying heavy legal penalties





OHSAS 18001—Clause 4.3.3

4.3.3 Objectives and programme(s)

- Establishing, implementing, and maintaining documented OH&S objectives
- Measurable (where practicable), and consistent with policy, compliance to applicable legal/other requirements, etc.
- Designate responsibility for objectives, and means/time-frames
- Review at planned intervals





OHSAS 18001—Clause 4.4.1

4.4.1 Resources, roles, responsibility, accountability and authority

- Top management ensures availability of resources for OHSMS, and define/document and communicate roles/responsibilities
- Specific roles and responsibilities required by standard
- Demonstrate commitment to continual improvement
- All persons in the workplace shall take responsibility for the OH&S aspects over which they have control





OHSAS 18001—Clause 4.4.2

4.4.2 Competence, training and awareness

- Any person(s) under the organization's control (performing tasks that can impact the OH&S) are to be *competent*
- Training needs identified
- Provide training (etc.), evaluate the effectiveness of training, retain records
- Consider differing levels of responsibility, ability, language skills, literacy, and risk





OHSAS 18001—Clause 4.4.2

The organization shall establish, implement and maintain a procedure(s) to make persons working under its control aware of:

- a) the OH&S consequences, actual or potential, of their work activities, their behaviour, and the OH&S benefits of improved personal performance;
- b) their roles and responsibilities and importance in achieving conformity to the OH&S policy and procedures and to the requirements of the OH&S management system, including emergency preparedness and response requirements (see 4.4.7);
- c) the potential consequences of departure from specified procedures.





OHSAS 18001—Clause 4.4.3


4.4.3.1 Communication

- Establishing, implementing, and maintaining a procedure for internal communication and external communication (including contractors, visitors, and external parties)
- Document communication and maintain records

4.4.3.2 Participation and consultation

- Employee involvement
- Contractor consultation on relevant matters





OHSAS 18001—Clause 4.4.4

4.4.4 Documentation

The OH&S management system documentation shall include:

- a) the OH&S policy and objectives;
- b) description of the scope of the OH&S management system;
- c) description of the main elements of the OH&S management system and their interaction, and reference to related documents;
- d) documents, including records, required by this OHSAS Standard; and
- e) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to the management of its OH&S risks.

NOTE It is important that documentation is proportional to the level of complexity, hazards and risks concerned and is kept to the minimum required for effectiveness and efficiency.





OHSAS 18001—Clause 4.4.5-4.4.7

4.4.5 Control of documents

- Establishing, implementing and maintaining procedures for document approval, review, control, availability, identifiability, etc. (including external documents) and control of obsolete versions

4.4.6 Operational control

- Implement and maintain controls as specific by the standard

4.4.7 Emergency Preparedness

- Identify emergency situations and implement and maintain plans for response
- Test procedures periodically and review/revise as needed





OHSAS 18001—Clause 4.5

4.5.1 Performance measurement and monitoring

- OH&S performance on a regular basis

4.5.2 Evaluation of compliance

- Periodically evaluate compliance with applicable legal/other requirements and maintain records

4.5.3.1 & 4.5.3.2 Incident investigation and Nonconformity, corrective action and preventive action

- Investigate incidents in a timely manner to identify underlying OH&S deficiencies, need for corrective action, opportunities for preventive action and/or continual improvement, etc.
- Actual and potential nonconformities resulting in actions as necessary to mitigate consequences and avoid recurrence (as appropriate)
- Communicate and record results



OHSAS 18001—Clause 4.5

4.5.4 Control of records

- Establishing and maintaining procedure for record identification, storage, protection, retrieval, retention and disposal

4.5.5 Internal audit

- Planned intervals
- OHSMS conformance to requirements, implementation and effectiveness
- Maintain records
- Plan and maintain audit program
- Selective qualified and objective internal auditors





OHSAS 18001—Clause 4.6 Management Review

- OHSMS reviews at planned intervals which include the following and have records maintained:

Input to management reviews shall include:

- a) results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes;
- b) the results of participation and consultation (see 4.4.3);
- c) relevant communication(s) from external interested parties, including complaints;
- d) the OH&S performance of the organization;
- e) the extent to which objectives have been met;
- f) status of incident investigations, corrective actions and preventive actions;
- g) follow-up actions from previous management reviews;
- h) changing circumstances, including developments in legal and other requirements related to OH&S; and
- i) recommendations for improvement.

The outputs from management reviews shall be consistent with the organization's commitment to continual improvement and shall include any decisions and actions related to possible changes to:

- a) OH&S performance;
- b) OH&S policy and objectives;
- c) resources; and
- d) other elements of the OH&S management system.

Relevant outputs from management review shall be made available for communication and consultation (see 4.4.3).



Please type any questions you may have.



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