

**Occupational
Health and Safety
Management System**

**OHSAS 18001:2007
OH&S Manual**

*Type Your
Company Name,
Address,
City, State, Zip
Here*

This generic manual is to be used as a template in developing your Manual for the OHSAS 18001:2007 Occupational health and safety management system.

Review the text and replace / revise it to match your Health and Safety management system requirements.

- Insert any other available information that would further enhance the company introduction, (preferably electronically).

At a minimum, the blue text should be replaced / revised with your information. “*Your Company*” indicates that you should use Your Company name in that spot.

- Use replace function – enter “*Your Company*” in find space, enter Your Company name in replace space – system should make changes throughout the entire document.
- In the header, replace the www.18000store.com name and logo with Your Company Name and Logo.



Occupational Health and Safety Manual

Introduction

Your Company developed and implemented an Occupational Health and Safety Management System in order to support and promote good health and safety practices in balance with socio-economic needs.

The Occupational Health and Safety Management System at *Your Company* meets the requirements of the international standard OHSAS 18001:2007. It addresses the OH&S policy commitments to comply with applicable legal requirements and other non legal requirements to which it subscribes, to the prevention of injury and ill health and to continual improvement.

The manual is divided into ten sections that correlate to the Occupational Health and Safety Management System sections of OHSAS 18001:2007 standard. Sections begin with a statement expressing *Your Company's* obligation to implement the basic requirements of the referenced health and safety management system section. Each statement is followed by specific information pertaining to the procedures that describe the methods used to implement the necessary requirements.

This manual describes the OH&S Management System, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides procedures, instructions, and references for the activities comprising the health and safety management system to ensure compliance to the necessary requirements of the standard.

The manual is used internally to guide the company's employees through the various requirements of the standard that must be met and maintained in order to ensure Occupational Health and Safety stewardship, customer satisfaction, continual improvement and provide the necessary instructions that create an empowered work force.

This manual is used externally to introduce our health and safety management system to our customers and other external organizations or individuals. The manual is used to familiarize them with the controls that have been implemented and to assure them that the integrity of the health and safety management system is maintained and focused on Occupational Health and Safety stewardship, customer satisfaction and continuous improvement.

President: _____

Date: _____





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4.4.6 Operational Control

Your Company establishes, implements, documents and maintains a system for the identification of the operations and activities that are associated with the identified hazards where the implementation of controls is needed to manage the OH&S risks.

The procedure **18MP-446** is used to establish, implement and maintain a system of controls at the operational level to ensure that the processes that affect health and safety are carried out under controlled conditions. Operational controls describe operations and activities where it is deemed that their absence could lead to deviations from the planned arrangements related to the OH&S policy, significant hazards, the legal and other non legal requirements, and objectives and targets.

The required operational controls and instructions are integrated in the OH&S system and the requirements communicated to employees and to persons that are required to perform tasks on behalf of the company or are required for temporary short-term activities.

Depending on the nature of your business, operational controls may include systems and work instructions for activities such as Design and development, Outsourcing and purchasing, Maintenance of infrastructure, Gage control / Equipment calibration, Incoming inspection, etc as required.

Design and development.

*If you are a developer, a designer or an inventor of products or services, the design and development instruction **18WI-446-010** outlines the controls for the design and development process. The instruction applies to the design control activities where safe and healthy materials and products are used and industry standard requirements incorporated.*

Outsourcing and purchasing.

*If you purchase goods and sub-contracted services, the outsourcing and purchasing instruction **18WI-446-020** outlines the controls for the procurement process. Providers / Contractors / Persons that are required to perform tasks on behalf of the company that have the potential to cause an impact on health and safety are qualified on the basis of education, training, or experience. Selected candidates are engaged through a business agreement and added to the list of acceptable sources after the satisfactory completion of the contractor communication checklist.*

Infrastructure.

*If your facilities include physical infrastructure, the instruction **18WI-446-030** outlines the system where health and safety controls are enhanced with properly maintained resources.*

Facilities resources incorporate the overall physical infrastructure aspects such as buildings, offices, laboratories, work areas, transport systems, equipment, telecommunications systems, storage, communication services, and other facilities.

Control of measuring and monitoring equipment.

*If you make use of measuring and monitoring equipment, whether employee owned, customer owned or company supplied, the instruction **18WI-446-040** outlines the system where the control and calibration of such equipment enhance health and safety controls through credible*





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monitoring and measurement results.

Incoming inspection.

If the nature of your business is such that you receive materials and components from suppliers or from customers that are used in the final products for customers you want to ensure that they are safe and healthy and comply to the quality requirements, the instruction

***18WI-446-050** outlines the system for performing and controlling the incoming inspection activities.*

4.4.7 Emergency Preparedness and Response

Your Company establishes, implements, documents and maintains a system for the identification of potential emergency situations that can impact health and safety and be prepared to respond to actual incidents. By having a planned response to emergencies, the company is able to meet our strategic goals of preventing injuries and ill health.

The procedure **18MP-447** for emergency preparedness and response outlines a method for the reporting of emergencies and for the effective management of incidents or accidents from the time of discovery to the ultimate resolution in order to comply with the applicable legislation governing health and safety in the workplace.

The instruction **18WI-447-010** is established to outline the response to incidents that may not be regulated and relate to the well-being of personnel in the office and administrative areas of the company.

Section 4.4 Related Procedures and Instructions

18AP-441, Structure and responsibility

18AP-442, Competence, training and awareness

18AP-443, Internal and external communication

18QP-444, Documentation

18QP-445, Control of documents

18MP-446, Operational control

18WI-446-010, Design and development

18WI-446-020, Outsourcing and purchasing

18WI-446-030, Infrastructure

18WI-446-040, Control of measuring equipment

18WI-446-050, Incoming inspection

18MP-447, Emergency preparedness and response – plant

18WI-447-010, Emergency instructions – office

