

The OHSAS 18001 Implementation Workbook

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Note:

1. The OHSAS 18001 implementation workbook is suitable for use with the **OHSAS 18001:2007** standard for Occupational Health and Safety management systems.
2. The implementation workbook is best utilized with OHSAS implementation training tools as provided in a series of ppt presentations. Visit <http://www.18000store.com> for the presentation package that matches the workbook sections.

The OHSAS 18001 Implementation Workbook

Comments and Instructions:

Congratulations on the management decision to implement the OHSAS 18001:2007 Occupational health and safety management system. This commitment and your participation say a lot about you and show that you are interested in learning, in growing, and in improving your business.

This OHSAS 18001 Workbook becomes an implementation tool and is intended to make your project as organized as possible when executing a set of tasks in the sequence that they are normally required on the journey to OHSAS 18001 certification.

An important first activity or prerequisite as the Health and Safety program is launched, is for the OHS Management Representative to become as familiar as possible with the OHSAS 18001 Workbook format and content.

The Workbook:

The workbook is presented in three sections where the Tasks and Exercises are introduced, initiated and completed. You will find that your workbook can be used and marked up to develop and detail the information required for each task and exercise.

The Workbook Forms:

However, since more than one person will be involved in the OH&S project, the workbook forms that represent the tasks and the exercises are provided in word format for distribution to the staff that will be participating and providing inputs.

The Workbook Presentations:

The OHSAS 18001 workbook is best utilized with OHSAS implementation training tools as provided in a series of ppt presentations that match the workbook sections. The presentations become very effective tools that the OHS Management Representative, as the project manager, can use to keep the momentum moving toward a target registration date.

Good Luck with this important initiative.



Building your OHSAS 18001

OH&S Management System

Section 1

The Preparation Phase

Task 6 Establish the Health and Safety Team

From Task 4.a the OHS Management Representative is: _____

For this Task 6 Appoint the Health and Safety Team

The health and safety team needs to be selected and appointed,

In support of the OHS management representative, a multi-disciplinary team to establish, implement, maintain and regularly review the OH&S system shall have sufficient knowledge and experience with regard to the organization's products and process within the scope of the OH&S management system.

In small and medium size enterprises, one group can effectively function as both the OHS Steering Team (Task 4) and the Health and Safety Team (Task 6).

In support of the OHS management representative, the members of the Health and Safety team are:	
<p><u>TITLE</u></p> <ul style="list-style-type: none"> • President • OHS management representative • • • 	<p><u>NAME</u></p>
Supporting Health and Safety team participation from:	
<ul style="list-style-type: none"> • Personnel Manager • 	

Comments:

Prepared by; _____ Date: _____

Task 14 OH&S Workshop Exercise B – Sub-Clauses 4.1 to 4.2

OHSAS 18001 Requirements Clause 4	Instructions for the review of the OHS management system requirements	Activities currently being done / Activities required	-- YES -- In Compliance	-- NO -- Needs Attention
<p>Sub-clauses 4.1 and 4.2</p>	<p>An essential prerequisite for this exercise is to have at your company location the latest publication of the OHSAS 18001 standard.</p> <p>And with the execution of Task 3 in the OHSAS 18001 Implementation Workbook, this document will be available for use with this exercise.</p>	<p>Take the time to review the requirements of Clause 4.1 and Clause 4.2. Read each paragraph and in the 3 right hand columns:</p> <ul style="list-style-type: none"> • Describe what you are currently doing to comply with the requirements. • Identify where you will need to implement new activities. Existing activities that may already comply with the standard and New activities that need attention will become part of your Occupational Health and Safety management system – OH&S. 	-----	-----
<p>4 OH&S management system requirements 4.1 General requirements</p>	<p>Read paragraph 4.1 dealing with general requirements, and in the right hand columns:</p> <p>Describe what you are currently doing to comply with the requirements.</p> <p>Identify where you will need to implement new activities.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		
<p>4.2 OH&S policy</p>	<p>Read paragraph 4.2 dealing with OH&S policy and in the right hand columns:</p> <p>Describe what you are currently doing to comply with the requirements.</p> <p>Identify where you will need to implement new activities.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		

The Journey to OHSAS 18001 Certification

Task 1 Describe your company

1. Name of your organization: _____

Name of Owner / Managing Director / the Boss:

Date / Year established: _____

Total number of employees: _____

2. Do you describe your company, products, services in a brochure?

_____ Yes _____ No

3. If No .. State what your company does!!

Prepared by: _____ Date: _____

Task 26 Input-Output worksheet for identification & planning of OHSAS 18001 OH&S processes

PROCESS INPUTS - OHSAS 18001:2007 Occupational Health and safety Management Systems Requirements	PROCESS OUTPUTS Identification of key processes & sub- processes	DOCUMENTATION for processes	RESPONSIBILITY for processes	REMARKS
4.1 General Requirements	From Exercise B [[[[Consider the OH&S Documentation Package from www.18000store.com		
4.2 Environmental Policy	From Exercise B [[[[
4.3 Planning 4.3.1 Hazard identification, risk assessment and determining controls 4.3.2 Legal and Other Requirements 4.3.3 Objectives and targets	From Exercise C [[[[[[
4.4 Implementation and operation 4.4.1 Resources, roles, responsibility, accountability and authority 4.4.2 Competence, training and awareness	From Exercise D [[[[[