

OHSAS 18001:2007: Introduction to the Requirements

Introduction to the Requirements of OHSAS 18001:2007

Section 4.4:

Implementation & Operation

As we continue with the longest section in the standard we look at the last three areas.

5. Control of documents

A procedure will guide us with a system for the preparation, review, approval, distribution, revision and control of documents required for the OHSMS.

The documents are controlled and they consist of the OH&S Manual, the Procedures and Work Instructions, National and International standards, documents obtained through regulatory bodies, and customer supplied docs.

Documents that we will originate for the OH&S system will be identified by date of issue, and an authorized approval signature. Documents will be reviewed for adequacy, correctness prior to issue.

6. Operational control

A set of operational controls will ensure that the activities and processes that affect health and safety at our company are carried out under controlled conditions.

Operational controls will describe operations and activities where it is deemed that their absence could lead to deviations from planned arrangements. The different operations and activities contributing to our significant health and safety and legal impacts will be considered when developing or modifying operational controls.

An important control point focuses on the need to follow documented procedures & work instructions and making sure that you are using a latest controlled copy of the documentation.

Because of the (*Manufacturing*) nature of our business, other operational controls will be included for:

- Design and development
- Incoming inspection
- Purchasing and Out-sourcing
- Gauge control / equipment calibration
- + .. *Others*

For example, the design and development controls consider the use of materials and products that are safe and healthy; and operational controls for gauge control and equipment calibration activities enhance operational controls through credible measurement results.

7. Emergency preparedness & response

By having a planned response to accidents or emergencies, we will be in a better position to meet the strategic goals of preventing injury & ill health and reducing negative impacts on health and safety.

For example, a procedure will provide a method for the reporting of an incident that can contribute to injury and ill health to employees and for the effective management of the incident from the time of discovery to the ultimate resolution.

The procedure will be activated whenever an incident or accident such as a spill of any identified hazardous material occurs. To test the effectiveness of the emergency preparedness procedure, mock drills will be planned and performed.

Watch for our next newsletter for more introduction to OHSAS 18001:2007, what it will mean to you and your coworkers.