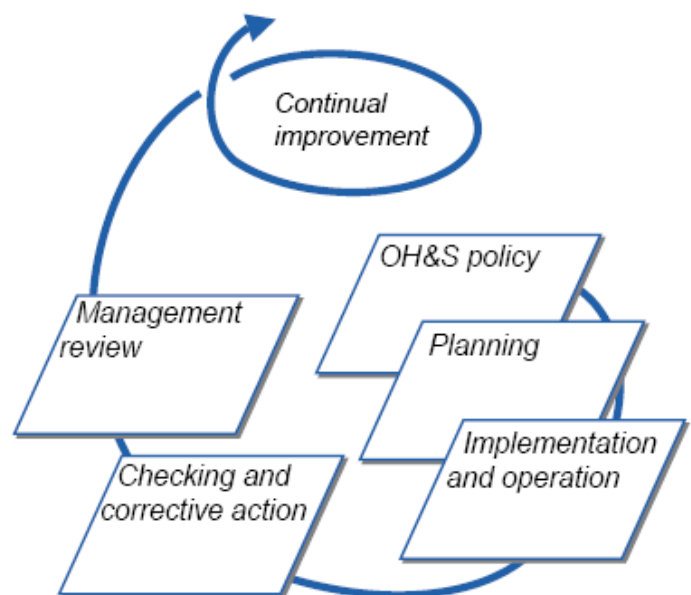

An Overview of OSHAS 18001



Overview of OSHAS 18001

The contents of OHSAS 18001 are listed below, followed by brief notes on each of the main subheadings.

1 Scope

2 Reference publications

3 Terms and definitions

4 OH&S management system elements

- 4.1 General requirements
- 4.2 OH&S policy
- 4.3 Planning
- 4.4 Implementation and operation
- 4.5 Checking and corrective action
- 4.6 Management review

[Annex A](#) (informative) Correspondence between OHSAS 18001, ISO 14001:1996 and ISO 9001:1994



1. Scope

The Scope section of OHSAS 18001 is a straightforward description of where OHSAS 18001 is intended to apply, and where it is not intended to apply. There is also a list of organisations to which OHSAS is applicable. The list is as follows.

"This OHSAS specification is applicable to any organization that wishes to:

- establish an OH&S management system to eliminate or minimize risk to employees and other interested parties who may be exposed to OH&S risks associated with its activities;
- implement, maintain and continually improve an OH&S management system;
- assure itself of its conformance with its stated OH&S policy;
- demonstrate such conformance to others;
- seek certification/registration of its OH&S management system by an external organization; or
- make a self-determination and declaration of conformance with this OHSAS specification."



2. Reference publications

Only two publications are given in this section, OHSAS 18002 and BS 8800.

3. Terms and definitions

This section defines a number of OH&S terms, for example, hazard, risk, accident and incident. However, it also includes a number of terms which are more associated with quality management, for example, interested parties and continual improvement.

4. OH&S management system elements

This clause begins with the diagram reproduced earlier, followed by six sub clauses setting out the detailed requirements.

4.1 General requirements

Organisations have to establish and maintain an OH&S management system which meets the requirements set out in the rest of clause 4.

4.2 OH&S policy

The organisation's top management have to authorise an OH&S policy stating the organisation's OH&S objectives and its commitment to continual improvement. There are other requirements covering, for example, communication and review of the policy.

4.3 Planning

4.3.1 Planning for hazard identification, risk assessment and risk control. Organisations have to have procedures for risk assessment and risk control and use the outputs from these procedures in setting OH&S objectives. There is also a list of criteria which must be met by the hazard identification, risk assessment and risk control procedures.

4.3.2 Legal and other requirements. Organisations must keep up to date records of the legal and other OH&S requirements which apply to them, and ensure access to details of these requirements. The



requirements must also be communicated to employees and other relevant interested parties.

4.3.3 Objectives. Organisations have to establish and maintain documented OH&S objectives and these OH&S objectives have to meet certain criteria.

4.3.4 OH&S management programme(s). These programmes are the ones required to achieve the OH&S objectives. The programme(s) must be documented, with details of responsibilities and timescales, and reviewed and revised as necessary.

4.4 Implementation and operation

4.4.1 Structure and responsibility. Organisations are required to document OH&S responsibilities and how these responsibilities are structured. A member of top management (the management appointee) must be responsible for the totality of the OH&S management system.

There are also requirements to provide adequate resources for the OH&S management system and for all those with management responsibility to demonstrate their commitment to continual improvement of OH&S performance.

4.4.2 Training, awareness and competence. This sub clause requires that personnel are competent to perform tasks that may impact on OH&S and, when training is used to provide competence, it takes into account the ability and literacy of the trainees and the risk to which they will be exposed.

The sub clause also lists a number of OH&S issues of which employees should be aware.

4.4.3 Consultation and communication. Organisations must have procedures for communication on OH&S issues and documented arrangements for employee involvement and consultation. There is also a list of criteria to be met by the involvement and consultation arrangements.



4.4.4 Documentation. There must be a written description of the management system with, as necessary, references to more detailed documentation.

4.4.5 Document and data control. There must be control of all documents and data required by the OH&S management system and this control must ensure a number of things, including adequate locating, reviewing and archiving of documents and data.

4.4.6 Operational control. This sub clause begins with a requirement to identify all activities where control measures need to be applied. These activities must then be planned to ensure that they are carried out under specified conditions. There is also a list of criteria which must be met by these plans, and their implementation.

4.4.7 Emergency preparedness and response. Organisations must identify the potential for, and responses to, incidents and emergency situations. The plans must be reviewed and tested where practicable.

4.5 Checking and corrective action

4.5.1 Performance measuring and monitoring. This sub clause begins with a list of the requirements for monitoring and measuring OH&S performance and then deals with what organisations have to do if they use monitoring equipment.

4.5.2 Accidents, incidents, non-conformances and corrective and preventive action. Organisations must have procedures for investigating accidents, incidents and non-conformances and for ensuring that appropriate corrective and preventive action is taken. Proposed corrective and preventive actions must be the subject of a risk assessment prior to their implementation.

Changes arising from any of these activities must be documented.

4.5.3 Records and record management. The main purpose of records is to be able to demonstrate conformance with the OHSAS 18001 specification, and this section lists the criteria which must be met by the record management procedures.

4.5.4 Audit. Organisations must have periodic OH&S management system audits which check whether the OH&S management system conforms to planned arrangements, is properly implemented and



maintained, and is effective. To meet the requirements, the audit programme and procedures have to conform to a number of criteria.

4.6 Management review

Top management are required to review the suitability, adequacy and effectiveness of the OH&S management system at intervals determined by the top management. The reviews must be documented.



Annex A (informative)

| Clause | OHSAS 18001 |
|---------|---|
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| | (See OHSAS 18002) |

OHSAS 18002

OHSAS 18002 is a much more detailed document than OHSAS 18001 (54 pages compared with 15). However, it follows exactly the same structure as OHSAS 18001 and uses the same numbering for clauses and sub-clauses.

Within each sub-clause, the same format is used as follows.

OHSAS 18001 requirements. This is a reprint of the relevant material from OHSAS 18001.

Intent. This is a general statement of what the OHSAS 18001 requirement is intended to achieve.

Typical inputs. This is a list of the inputs required for the process, or processes, needed to satisfy those OHSAS 18001 requirements which are the subject of the sub-clause under consideration.

Process. This is a description of what organisations have to do in order to meet the OHSAS requirements. In many sub-clauses there are a number of processes reflecting the complexity of particular OHSAS requirements.

Typical outputs. This is a list of the expected outputs from the process or processes under consideration.

OHSAS 18002 states that it imposes no requirements which are additional to those imposed by OHSAS 18001.

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