



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.

Task 14 Plan the training and review Clauses 4.1 thru 4.6 of OHSAS 18001:2007

You will have to become familiar with the requirements of OHSAS 18001. This means that you will have to read and perhaps re-read the different sections of the publication and get some training to help you understand the requirements.

Training Options are available, where for example and under the direction of the Management Representative:

1. Use the OHSAS 18001 workbook and have your personnel identified as members of the OHS Steering Team and the Health and Safety Team go through the Task 14 Exercises B through E on their own and bring questions and concerns to the weekly OHS Team meetings.
2. Use the OHSAS workbook over several workshop sessions and have your personnel identified as members of the OHS Steering Team and the Health and Safety Team go through the Task 14 Exercises as a group and have questions and concerns addressed.

Above 2 options are more suited for small and medium size companies.

3. In larger companies, the Management Representative schedules the OHSAS training over a longer period of time where one exercise at a time is completed. Training can be spread over a period of 4 to 6 weeks where one topic / requirement of OHSAS 18001 is examined at a time.

A typical schedule can be confirmed as:

Oct 1	Clause 4.1 – 4.2	Exercise B	Date confirmed: _____ by: _____
Oct 8	Clause 4.3	Exercise C	_____ by: _____
Oct 15	Clause 4.4	Exercise D	_____ by: _____
Oct 22	Clause 4.5 – 4.6	Exercise E	_____ by: _____

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 requirements OH&S management system requirements	Activities currently being done / Activities required	-- YES -- In Compliance	-- NO -- Needs Attention
Sub-clauses 4.1 and 4.2	<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>..... </p>	-----	-----
4 OH&S management system requirements 4.1 General requirements	<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>		
4.2 OH&S policy	<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>		

Task 26 Implement the OH&S Management System

Implement the procedures identified for the OHSAS 18001 OH&S

Obviously another Major Task ..

The OHS steering team and the Health and Safety team need to be very active and involved.

- ◆ It will take time to implement the Operating Procedures and Instructions.
- ◆ As they are approved by the responsible person, an additional 2 to 3 months will likely be required for all to be in place.
- ◆ Follow the sequence of activities as shown on Process Input-output Worksheet (in next pages) to develop the documentation.
- ◆ Follow-Up on the activities through the 'weekly' OH&S steering Team meetings.

26. a	Approve OH&S Manual	President	Promise _____ date
26. b	Implement Initial Reviews	OHS Management Rep	Promise _____ date
26. c	Implement OH&S policy	OHS Steering Team	Promise _____ date
26. d	Implement Risk management	OHS Management	Promise _____ date
26. e	Implement Legal requirements	OHS Management	Promise _____ date
26. f	etc		

Comments:

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 [[[[[