



**The 3-in-1
Implementation Workbook**

Integrating

ISO 9001

ISO 14001

OHSAS 18001

Management Systems

The Three-in-One Implementation Workbook – Integrating the ISO 9001, ISO 14001 and OHSAS 18001 management systems

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Notes:

This 3-in-1 implementation workbook is suitable for use with the **ISO 9001:2008** Quality, the **ISO 14001:2004** Environmental and the **OHSAS 18001:2007** Occupational Health and Safety standards for management systems.

The workbook is best utilized with implementation training tools as provided in a series of ppt presentations covering the three sections.

Visit <http://www.the9000store.com> for the presentation package that matches the workbook sections.

The Three-in-One Implementation Workbook – Integrating the ISO 9001, ISO 14001 and OHSAS 18001 management systems

Comments and Instructions:

Congratulations on the management decision to implement the integrated ISO 9001:2008 quality, ISO 14001:2004 environmental and OHSAS 18001:2007 occupational health and safety management systems. 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 ISO 9001, ISO 14001 and OHSAS 18001 implementation workbook becomes a project management 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 multiple certifications.

An important first activity or prerequisite as the integrated Quality, Environmental and Health and Safety program is launched, is for the QMS-EMS-OHS Management Representative to become as familiar as possible with the 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 project, the workbook forms that represent tasks and exercises are provided in word format for distribution to the staff that will be participating and providing inputs.

The Workbook Presentations:

The workbook is best utilized with the implementation training tools as provided in a series of ppt presentations that match the workbook sections. The presentations become very effective tools that the 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 the Integrated

ISO 9001

ISO 14001

OHSAS 18001

Management System

Section 1

The Preparation Phase

Section 1 The Preparation Phase

Responsibility: Management
QMS- EMS-OHS Steering Team
QMS-EMS-OHS Support Team
(Quality/Environmental/OH&S Team)

Top management must identify the QMS-EMS-OHS steering team for the integration of the quality, environmental and health and safety project.

It should be made up of managers from the different areas of the organization.

The purpose of this team will be to allocate resources and assign responsibilities for the project tasks as well as providing leadership for the program. Members of the top management should be included on the team.

In support of the QMS-EMS-OHS steering team, the QMS-EMS-OHS Support Team is selected to function as a combined Quality/Environmental/Health & Safety Team. Once the QMS-EMS-OHS steering team and the QMS-EMS-OHS support team are in place, the teams can work together to complete the assigned tasks for the workbook section 1. This section helps you prepare for the project and put together the project plan and timeline.

- | | | |
|----------------|---------------|---|
| Task 1: | Management | Describe your company |
| Task 2: | Management | Choose the Management Systems |
| Task 3: | Management | Obtain the latest Standards |
| Task 4: | Management | a. Select the Management Representative
b. Select the QMS-EMS-OHS Steering Team |
| Task 5: | Steering Team | Prepare an Organizational Chart |
| Task 6: | Steering Team | Establish the QMS-EMS-OHS Support Team |
| Task 7: | Steering Team | Conduct First Team Meeting |
| Task 8: | Support Team | a. Formulate the Quality Policy & Objectives
b. Formulate the Environmental Policy
c. Formulate the OH&S Policy |

Task 12.d Perform the Initial OH&S Review – Plant Workplace

The current position with regard to health and safety as related to the plant-manufacturing workplace is established by means of an initial review and recorded from the review areas / questions tabled below.

Refer to the flow diagrams (ref Task 11) showing your plant operations to assist with the location and identification of areas that need attention.

The examples outlined below do not list all the possible items for assessing manufacturing facilities. A better checklist is one that covers your specific needs.

Reviewed by:		Date:	
	Comments / Observations	OK = Under Control	X = Needs Attention
TRAINING			
Is training provided for each person newly assigned to a job?			
Does initial training include a thorough review of hazards and accidents associated with the job?			
Is adequate instruction in the use of personal protective equipment provided?			
Is training for the use of emergency equipment provided?			
Are workers knowledgeable in the "Right to Refuse" procedures?			
ENVIRONMENT			
Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)?			
Is the rain gear that is provided comfortable, and light enough so as not to constitute a hazard?			
Are work surfaces and grip surfaces safe when wet?			
Do workers know the symptoms of heat cramps, heatstroke?			
WORK PROCESS			
Are repetitive motion tasks properly paced and kept to a minimum?			



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Section 2

The Development Phase

Section 2 The Development Phase

Responsibility: Management
QMS-EMS-OHS Steering Team
QMS-EMS-OHS Support Team

For the preparation phase in Section 1, management identified the QMS-EMS-OHS steering team. For the development phase this Section 2, the Steering Team and the Support Team work together to complete the assigned tasks for workbook section 2.

This section helps you prepare for the project and continue to put together the project plan and timeline.

Task 14: Steering Team

- a. Provide ISO 9001 training - Exercises A thru F
- b. Provide ISO 14001 training - Exercises A thru E
- c. Provide OHSAS 18001 training - Exercises A thru E

Task 15: Steering Team

- a. Manage the EMS aspects and impacts
- b. Manage the OH&S risks – Office
- c. Manage the OH&S risks – Plant

Task 16: Steering Team

- a. Identify applicable QMS regulations
- b. Identify the EMS legal and other requirements
- c. Identify the OH&S legal and other requirements

Task 17: Steering Team

- a. Maintain a register of regulations - Quality
- b. Maintain a register of legal and other requirements - Environmental
- c. Maintain a register of legal and other requirements – Health and Safety

Task 14.a Plan the training and review Clauses 4 thru 8 of ISO 9001:2008

You will have to become familiar with the requirements of ISO 9001. 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:

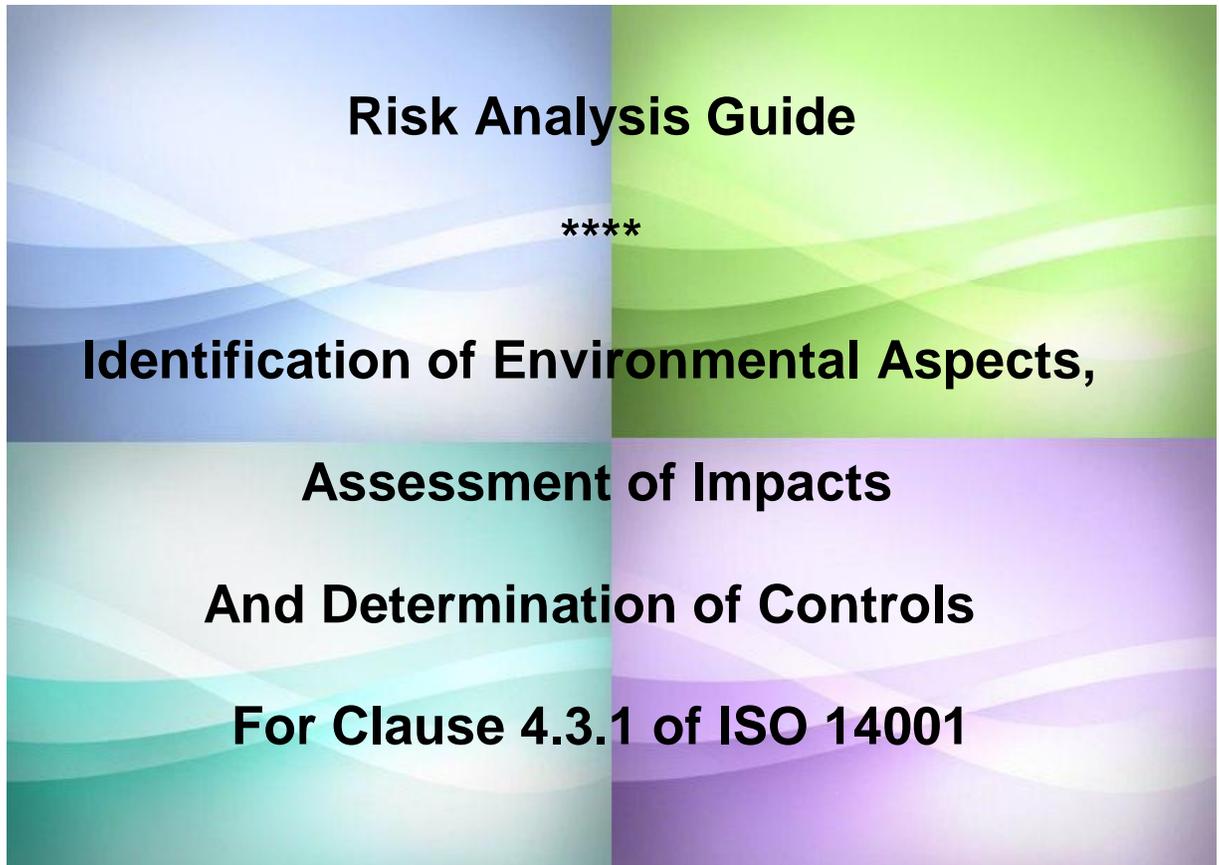
1. Use this QMS-EMS-OHS workbook and have your personnel identified as members of the Steering Team and the Support Team go through the Exercises B through F at Task 14.a on their own and bring questions and concerns to the weekly Team meetings.
2. Use the workbook over several workshop sessions and have your personnel identified as members of the Steering Team and the Support Team go through the Task 14.a exercises as a group and have questions and concerns addressed.
3. The above 2 options are more suited for small and medium size companies. In larger companies, the Management Representative schedules the 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 ISO 9001 is examined at a time.

A typical schedule can be confirmed as:

Oct 1	Clauses 4.1 – 4.2	Exercise B	Date confirmed: _____	by: _____
Oct 8	Clauses 5.1 – 5.6	Exercise C	_____	by: _____
Oct 15	Clauses 6.1 – 6.4	Exercise D	_____	by: _____
Oct 22	Clauses 7.1 – 7.6	Exercise E	_____	by: _____
Oct 29	Clauses 8.1 – 8.5	Exercise F	_____	by: _____

Comments:

Prepared by: _____ Date: _____



Option 2 Aspect Identification, Assessment of Impacts and Determination of Controls – EMS Worksheet

* Refer to Task 12.b initial review checklist for Items that **NEED ATTENTION**.

** Refer to attachment at Action 2 for examples of potential (physical, chemical, biological, psychosocial) hazards.

*** Where both Severity and Likelihood are high, the risk is significant and the Process Item requires corrective action.

ACTION 1	ACTION 2	ACTION 3	ACTION 4			ACTION 5	ACTION 6	ACTION 7	ACTION 8
			***	1 = Severity 2 = Likelihood 3 = Significance	1				
*	** What is present or could be introduced as an aspect?	Description of Aspect and its associated Impact	***	Assessment of Impact 1 = Severity 2 = Likelihood 3 = Significance	Does a next step in process eliminate the impact?	What controls exist to address the impact?	Is the Process Step at risk? Yes / No	*** If YES, Issue the Corrective Action Request	
---	Cause	Effect	1	2	3	Justifications		CAR #	

Explanatory Notes for the Actions required at each Column are provided in the pages that follow.

Task 26.a Implement ISO 9001 - Input-Output worksheet for identification & planning of QMS processes

PROCESS INPUTS - ISO 9001:2008 Quality Management Systems Requirements	PROCESS OUTPUTS – Identification of key processes & sub-processes	DOCUMENTATION for Processes *	RESPONSIBILITY for Processes	REMARKS
4.0 QUALITY MANAGEMENT SYSTEM 4.1 General requirements 4.2 Documentation requirements 4.2.1 General 4.2.2 Quality manual 4.2.3 Control of documents 4.2.4 Control of records	From Exercise B / / / / Manual Document control Control of records	Consider the QMS-EMS-OHS Documentation Package from www.the9000store.com QMS-EMS-OHS-001 QEH-AP-423 QEH-AP-424		
5.0 MANAGEMENT RESPONSIBILITY 5.1 Management commitment 5.2 Customer focus 5.3 Quality Policy 5.4 Planning 5.4.1 Quality objectives 5.4.2 Quality management system planning 5.5 Responsibility, authority & communication 5.5.1 Responsibility and authority 5.5.2 Management representative 5.5.3 Internal communication 5.6 Management Review 5.6.1 General 5.6.2 Review input 5.6.3 Review output	From Exercise C / Management responsibility / Quality policy / / / / / / / / / / / / Management review / /	QEH-AP-500 9AP-530 QEH-AP-560		