

# Requirements of OHSAS 18001



THE AUDIT COMPANY

	Operational implementation	Assessment emphasis	Benefits
1. Occupational Health and Safety (OH&S) Policy	The Occupational Health and Safety Policy clearly defines the overall OH&S objectives as well as a commitment to improving health and safety performance. It needs to be appropriate to the occupational hazards. The Occupational Health and Safety Policy includes a commitment to continual improvement of health and safety and emphasizes the effort to at least comply with current OH&S legislation and with other requirements to which the organization subscribes. It defines the framework for OH&S relevant objectives.	<ul style="list-style-type: none"> <li>Are the contents of the OH&amp;S Policy appropriate to the company's occupational health and safety risks?</li> <li>Are the employees familiar with the policy?</li> <li>Will it be made available to interested parties, if required?</li> <li>Is it constantly being reviewed for relevance and appropriateness?</li> </ul>	By way of principles clearly defined in the Occupational Health and Safety Policy, an organization's pursuit of legal compliance and continual improvement in regards to OH&S is advertised to and realized by both the public and the employees. It serves to foster both internal and external confidence as well as a feeling of responsibility among the employees.
2. Planning for hazard identification, risk assessment and risk control	The organization needs to plan and perform procedures for the identification of hazards in order to determine objectives for the improvement of its OH&S. Identified risks need to be evaluated in order to allow control of relevant risks.	<ul style="list-style-type: none"> <li>Is the predefined process for hazard identification, risk assessment and risk control appropriate and suitable to the organization?</li> <li>Is the current business situation accounted for in terms of proactive actions?</li> <li>Are the OH&amp;S objectives derived from the results?</li> </ul>	Identification and evaluation of OH&S relevant company areas. Once realized, risks become controllable.
3. Legal and other requirements	In order to conform to legal and other requirements, an organization needs to establish suitable processes for their identification, purchasing, updating and forwarding to employees and other interested parties.	<ul style="list-style-type: none"> <li>How is it ensured that all legal and other requirements have been identified?</li> <li>Is this information kept up-to-date?</li> <li>Can adherence to legal and other requirements be confirmed by spot checks?</li> </ul>	Thorough knowledge of the regulated environment improves legal security.
4. Objectives	Concrete, preferably quantifiable OH&S relevant objectives need to be drawn from the OH&S policy, the hazard identification and the risk assessment. In doing so, an organization needs to account for legal and other requirements, its financial, operational and business requirements as well as the opinions of interested parties.	<ul style="list-style-type: none"> <li>Are the objectives appropriate?</li> <li>Are the objectives defined in writing for all OH&amp;S relevant activities and levels?</li> <li>Are they suitable to ensure improved OH&amp;S within the organization?</li> </ul>	Defining objectives results in a systematic approach with clearly defined focal points.
5. Occupational Health and Safety Management Program	For the implementation of OH&S objectives, a program needs to be drafted to document measures, responsibilities and authorities, resources and time-scales for achieving its objectives.	<ul style="list-style-type: none"> <li>Are the measures suitable for achieving its objectives?</li> <li>Has the program been tested in predetermined intervals?</li> <li>Are changes to products, services or activities taken into account?</li> <li>Has the interconnectedness of the OH&amp;S policy, objectives and program been made visible?</li> </ul>	Appropriate and binding programs allow for a focused development of continual improvements in Occupational Health and Safety.
6. Structure and responsibility	Tasks, responsibilities and authorities need to be determined for all employees with OH&S relevant functions. All employees with management responsibility need to be made aware of their special role in regards to Occupational Health and Safety. Top management needs to appoint one or more of its members to the maintenance of the OH&S Management System. Top management also needs to supply the resources necessary for the improvement of OH&S.	<ul style="list-style-type: none"> <li>Have tasks, responsibilities and authorities been determined, made known to all and implemented?</li> <li>Does this also apply to top management / top management's appointee?</li> </ul>	Employees become aware of their tasks, responsibilities and authorities. Their operational certitude is increased and the risk of organizational default reduced.
7. Training, awareness and ability	To achieve an improved understanding of the complexities of an OH&S Management System and to better evaluate the consequences of their own activities, employees are trained and sensitized in all relevant areas. Trainings differ according to responsibility, ability, education and level of risk.	<ul style="list-style-type: none"> <li>How are training needs identified?</li> <li>Are the contents of the training geared towards the employees?</li> <li>Is the effectiveness of training courses evaluated?</li> </ul>	Training improves the understanding of the OH&S Management System. Employees recognize and realize both their responsibility and the potential consequences of their own activities.
8. Consultation and communication	Communication between employees on different levels and performing different functions needs to be fostered. Employees need to be fully involved and consulted in regards to all elements of the OH&S Management System. Interested parties must also be kept informed.	<ul style="list-style-type: none"> <li>How can the organization guarantee systematic internal and external communications?</li> <li>How does the organization involve and consult employees in the implementation of the OH&amp;S Management System?</li> <li>How is comprehensive information forwarded to interested parties?</li> </ul>	Internal communications improve. The systematic and early integration of affected employees results in practicable and accepted improvements of OH&S within an organization. Improvements can be deduced from the comments of external interested parties.
9. Documentation/ document and data control/ managing written records	The Occupational Health and Safety Management System is preferably documented in a process-oriented way in a handbook, where the interactions and coactions of core elements of the OH&S are described. The documentation (documents and records, electronic or paper) needs to be systematically controlled and reduced to an acceptable minimum for effectiveness and efficiency.	<ul style="list-style-type: none"> <li>Is it ensured that the documentation is always adequate, comprehensible, up-to-date and known to all affected employees?</li> <li>How does the control of records take place?</li> </ul>	Adequate, effective and accepted directives and processes regulate OH&S relevant processes and ensure implementation of OH&S relevant requirements.
10. Operational control	In order to fulfill the OH&S policy and objectives, every relevant workplace, process, installation, machinery, operating procedure and work organization needs to be identified, planned, controlled and documented so as to function under controlled and predetermined conditions in accordance with OH&S. Requirements issued to suppliers and sub-contractors need to be formulated.	<ul style="list-style-type: none"> <li>How are OH&amp;S-relevant areas determined and evaluated?</li> <li>How has the suitability of this procedure been ensured?</li> <li>Are all of the suitably controlled operating procedures up-to-date and well known?</li> </ul>	Procedures and processes relevant to Occupational Health and Safety are recognized. The employee's surety of action is strengthened.
11. Emergency preparedness and response	To avoid or minimize the possibility of illnesses or injuries, incidents and emergency situations need to be identified and evaluated both pro- and retroactively. Preventive measures need to be defined and regularly reviewed as to their suitability.	<ul style="list-style-type: none"> <li>Which methods are used to identify, document and evaluate possible incidents and emergency situations? How is this done?</li> <li>How are the employees notified?</li> <li>How is the suitability of emergency procedures tested and their effectiveness evaluated?</li> </ul>	Potential illnesses, emergencies and emergency situations can be reduced and, in the event of their occurrence, better controlled, resulting in increased confidence among employees and interested parties.
12. Performance measurement and monitoring / accidents, incidents, nonconformances and corrective and preventive action	Relevant characteristics of each workplace, process, installation, machinery, operating procedure and work organization need to be monitored in order to ensure the effectiveness of the OH&S Management System and the improvement of Occupational Health and Safety. This includes qualitative, quantitative, proactive and retroactive performance measurement and the regular evaluation of the implementation of all elements of an OH&S Management System as well as processes for the handling and analyzing of non-conformities, to include taking (corrective) actions.	<ul style="list-style-type: none"> <li>How does the organization ensure documentation, implementation and up-to-dateness of processes?</li> <li>How are measurement results, nonconformances and necessary actions handled?</li> </ul>	Identifying weak points and recognizing improvement potential leads to the introduction of corrective and preventive actions.
13. Internal Audit	For the purpose of determining possible weak points and joint recognition of improvement potential, the Occupational Health and Safety Management System needs to be planned and regularly evaluated by neutral, internal auditors. Results need to be documented and made available to top management.	<ul style="list-style-type: none"> <li>Has an audit and a systematic audit procedure been drafted up?</li> <li>Are the internal auditors sufficiently qualified and neutral?</li> <li>Are all the areas appropriately accounted for, with meaningful audit reports?</li> <li>How are the results of internal audits analyzed?</li> </ul>	The internal audit system is a particularly powerful tool for the continual improvement of OH&S. Improvement potential for the OH&S Management System may be deduced from its results.
14. Management review	Top management regularly reviews the Occupational Health and Safety Management System's continuous suitability, adequacy and effectiveness. Whenever necessary, the OH&S policy, objectives and management program will be adjusted to match current circumstances.	<ul style="list-style-type: none"> <li>Is necessary information available to top management?</li> <li>What kinds of results are drawn from the management review for the organization and the OH&amp;S Management System?</li> </ul>	The evaluation of the Occupational Health and Safety Management System emphasizes the significance of the OH&S Management System for the organization. It serves to motivate employees to improve their performance in regards to Occupational Health and Safety.