

IMPLEMENTATION OF OHSAS 18001



Introduction

Every business needs to manage occupational health and safety (OHS). Not only is this a legal requirement to meet the Occupational Health and Safety Act or Mines Health and Safety Act (MHS) and Section 24 of the Constitution, but it makes sound business sense to manage the OHS risk. A systematic approach based on a world recognised standard will assist your business in achieving success in this area. **If you already have an occupational health and safety management system (OHSMS) in place compare it to this standard and see if OHSAS 18001 will add value.** It is not essential for a company following the OHSAS 18001 standard to seek certification and this may become a goal once a sound OHSMS has been established. An OHSMS is not the sole preserve of the Corporate world and SMMEs should be looking in this direction to improve their operability and legal compliance.

Course Aim

This full 3 day course is aimed at persons who have had no or little previous experience in OHSMS and who wish to understand the intent and content of Occupational Health and Safety Assessment Series (OHSAS) 18001, as well as those with OHSMS experience who wish to refresh their thinking with a view to continual improvement of existing OHSMS.

This course will provide the delegate with information on:

- Background to the development of international standards
- Insight into the need for managing occupational health and safety as part of the business
- Understanding the benefits of implementing OHSMS
- Requirements of the OHSAS 18001 standard
- Comparison to the Occupational Health and Safety Act 85 of 1993.
- Implementing a OHSMS if one is not yet in place
- Maintain and improve an existing OHSMS
- Improve own knowledge of OHSAS/ISO management
- Integrate OHSAS 18001 existing with internal systems & procedures
- Integrate OHSAS with external systems & procedures

More and more businesses are recognising the value of having a strong OHS management system and are frequently required to provide proof of such a system when tendering for work. Integration of management systems saves time, money, promotes understanding and streamlines business processes and thus efficiency. OHSAS18001 is one of the Safety, Health, Environmental & Quality (SHEQ) pillars needed for this integration.

The aim of the Pro Active OHSMS course is to equip the delegate with knowledge and skill to perform OHSAS based functions effectively and with confidence. OHSAS 18002 is a guidance document that supports OHSAS 18001 and will assist the delegate with comprehension of the intent 18001.

Course Outcomes

At the end of this course, with the use of the relevant OHSAS guideline documentation and class work, the delegate will be able to:

- Understand OHSAS18001 & 18002 standard terminology and requirements
- Define a OHSMS and the requirements for implementation
- Discuss a OHS Policy Statement
- Identify the importance OHS Planning based on hazard identification, risk assessment and risk control
- Discuss Measurement and Evaluation of a OHS management system

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- Identify the purpose of a OHS audit program
- Explain OHS Management Review & continual improvement
- Differentiate between accidents, incidents and system non-conformances
- Discuss OHS legal issues
- Discuss an OHS Generic checklist

Course Units

Day 1

- Setting the scene for OHSMS
- Terminology OHSAS
- OHSAS18001: 1999 – Occupational health and safety management systems – Specification
 - Clauses 1-3
 - 4.1 General requirements
 - 4.2 OHS policy
 - 4.3.1 Planning for HIRA
 - 4.3.2 Legal and other requirements
 - 4.3.3 Objectives

Day 2

- OHSAS18001: 1999 – Occupational health and safety management systems – Specification
 - 4.3.4 OHS management program
 - 4.4.1 Structure and responsibility
 - 4.4.2 Training, awareness and competence
 - 4.4.3 Consultation and communication
 - 4.4.4 Documentation
 - 4.4.5 Document and data control
 - 4.4.6 Operational control
 - 4.4.7 Emergency preparedness and response

Day 3

- Theoretical assessment
- OHSAS18001: 1999 – Occupational health and safety management systems – Specification
 - 4.5.1 Performance measurement and monitoring
 - 4.5.2 Accidents, incidents, non-conformances and corrective and preventive action
 - 4.5.3 Records and records management
 - 4.5.4 Audit
 - 4.6 Management review

Post course activity

In order to meet outcomes based education requirements a **post course assignment of 1500-2000 words** will need to be submitted for assessment within 3 weeks of the end of the course

Assessment

Delegates will be assessed during the contact sessions, a 1 hour written theoretical assessment and the post course assignment. Delegates who meet the assessment criteria will receive a certificate of competency. This will enable delegates to register for an OHSMS internal auditor's course in the future.

Notes:

1. OHSAS18002:2000 – Occupational health and safety management systems – Guidelines for the implementation of OHSAS18001: This standard is used extensively during the course to support the learning.
2. Each day starts promptly 08h30 and ends 16h30. Three full days are required to complete the course material.
3. Refreshments and lunch will be provided.



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