



OHSAS 18001:1999 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

Introduction

OHSAS 18001:1999 specification and the accompanying OHSAS 18002:2000, Guidelines for the implementation of OHSAS 18001, have been developed in response to urgent customer demand for a recognizable occupational health and safety management system standard against which their management systems can be assessed and certified.

OHSAS 18001 has been developed to be compatible with the ISO 9001:1994 (Quality) and ISO 14001:1996 (Environment) management systems standard, in order to facilitate the interpretation of quality, environmental and occupational health and safety management systems by organisations, should they wish to do so.

OHSAS 18001:1999 specification gives requirements for an occupational health and safety (OH&S) management system, to enable an organisation to control its OH&S risks and improve its performance.

OHSAS 18001:1999 specification is applicable to any organisation that wishes to:

- a) Establish OH&S management system to eliminate or minimize risk to employee and other interested parties who may be exposed to OH&S risks associated with its activities;
- b) Implement, maintain and continually improve an OH&S management system;
- c) Assure itself of its conformance with its stated OH&S policy;
- d) Demonstrate such conformance to others;
- e) Seek certification/registration to its OH&S management system by external organisation; or
- f) Make a self-determination and declaration of conformance with this OHSAS specification.

OHSAS 18001:1999 CONSULTANCY SERVICE

With increasing regulations and such development in the world's market place, customers are increasingly looking for suppliers who have successfully implemented OHSAS 18001 and certified with a recognised certification bodies. The implementation of OHSAS 18001 is therefore no longer an option but a requirement if organisation is to remain competitive.

Crucial to the successful implementation of OHSAS 18001 is a systematic and proven approach which will help any organisation to do it right the first time. Now SIC is pleased to offer such a consultancy methodology that will guide the organisation to certification with an external certification body.



CONSULTANCY METHODOLOGY

There are 7 steps (modules) in the implementation of the OHSAS 18001 system

1. Preliminary visit
2. Diagnostic Assessment
3. OHSAS 18001 Training
4. System Design & Development
5. System Implementation
6. Pre-certification of OHSAS 18001
7. Post-certification follow up Audit (if necessary)

Each module may be implemented separately but clients are advised to implement them as a total consultancy package, which is more cost effective.

PRELIMINARY VISIT

Objectives

- To understand the potential client's occupational health and safety needs, especially those that are related to OHSAS 18001 implementation and certification.
- To familiarise with the management, business operations and technical processes of the client.
- To obtain first hand knowledge of the client's occupational health and safety system to help us in the preparation of a proposal for a diagnostic occupational health and safety assessment according to the appropriate OHSAS 18001 standard.

DIAGNOSTIC ASSESSMENT

Objectives

- To help the organisation identify the strengths and weakness of its current occupational health and safety system in order to determine areas where improvements are needed to meet the requirements of the relevant OHSAS 18001 standards.
- To familiarise organisation's personnel with the process of a occupational health and safety system assessment.
- To document occupational health and safety systems assessment findings for future comparison improvements made to the occupational health and safety system after OHSAS 18001 is successfully implemented.



OHSAS 18001 TRAINING

Objectives

- To provide to all levels of the organisation to ensure proper understanding of OHSAS 18001 its implementation and maintenance.
- To help increase occupational health and safety awareness and promote the concept of prevention and minimisation of hazards on an organisation wide basis to both staff and external personnel.

Training programs are highly customised to take into consideration the organisation's specific business activities and operations. They provide the interactive environment for understanding OHSAS 18001 and how the standards could be applied to the department or individual concerned.

All courses will be conducted by professional Occupational Health and Safety Consultant with a wealth of industrial experience in occupational health and safety management. In addition to this, the trainers are also either Lead Assessor or Assessor registered with the International Registration Board for Assessors of Quality System.

SYSTEM DESIGN & DEVELOPMENT

Objectives

- To establish and documentation quality system which meet the requirement of the relevant OHSAS 18001 standard.
- To ensure that the quality system is effectively implemented throughout the company.

SYSTEM IMPLEMENTATION

Objective

- To ensure that the quality system is properly understood and implemented by all personnel involved.

PRE-CERTIFICATION AUDIT / CERTIFICATION OF OHSAS 18001

Objectives

- To ensure that the quality system developed complies with the requirements of the relevant OHSAS 18001 standard before the actual certification audit.

- To provide practical training to in house internal quality auditors in auditing the quality system.
- To provide documentary evidence that an internal quality audit has been carried out prior to the certification audit.



**OHSAS 18001:1999
DESIGN, DEVELOPMENT AND IMPLEMENTATION WORKSHOP
(2 Days)**

Objectives

Increasing evidence of occupational diseases and statistics related to work accidents, is forcing companies to adopt a structured approach to occupational health and safety management system.

OHSAS 18001, published on 1st April 1999, provides such framework and the objective of this course is to help participants acquire knowledge in implementing OHSAS 18001.

Course Outline

- Types of OHSMS including BS8800, OHSAS 18001
- Conducting initial status review
- Setting of OH&S policy
- Hazard analysis and risk assessment
- Setting objectives and targets
- Implementing operational controls
- Conducting audits and management review
- Integrating OHSMS into existing quality or environmental management systems
- Practical exercises

Who should attend

Operational, EHS manager or supervisor/safety officer with responsibility for implementing occupational health and safety management system.

Course Fee

S\$880 per participant
In-house training package is available.
Please contact us at Tel: 8429895
or email: os@strategicinnovation.com.sg

Course Award

Certificate of Successful Completion: given to participants who attended the full duration of the course.



OHSAS 18001 INTERNAL AUDITORS TRAINING (2 Days)

Objectives

OHSAS 18001 requires organisation to establish and maintain programmes and procedures to carry out periodic health and safety management system audits. Suitably trained internal auditors are necessary to ensure that audits are effective. To maintain and upgrade the competence of internal auditors, this program concentrates on:

- Occupational Health and Safety Management System auditing skills
- What to look out for when auditing key elements of OHSAS 18001
- Basic knowledge in risk assessment and legal requirements
- Practical exercises

Course Outline

- Understanding risk assessment and their significance
- Review of OHSAS 18001

Who should attend

Internal auditor from organisations implementing or certified to OHSAS 18001, with or without ISO 9000 or environmental, health and safety auditing experience. This course assumes participants have at least a basic understanding of Safety management system.

Course Fee

S\$880 per participants
In-house training package is available.
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Course Award

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PRINCIPLES OF HAZARD IDENTIFICATION AND RISK ASSESSMENT (2 Days)

Objectives

This 2 days course provides an understanding for hazard identification and risk assessment.

Course Outline

- The benefits of conducting risk assessment
- Application of methodologies, such as:
 - HAZOP
 - FMEA
 - FTA and
 - ETA
- Setting up of risk matrix and selecting the appropriate methods for your operation
- Setting up and implementing a risk control plan
- Practical exercises to illustrate the application of hazard analysis methodologies will be a key part of the training.

Who should attend

Safety committee members, personnel responsible for undertaking hazard identification and risk assessment.

Course Fee

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