

You're not alone: QMS is by your side

One of the things that sets us apart, here at QMS, is our commitment to stripping away the hassle and making things work for our customers on a day-to-day basis. We don't want to see our manuals sitting on shelves. We believe in simple, practical ways of working to bring reduced costs, improved efficiency and enhanced reputation.

The best part is that even after you've gained certification, we'll continue to support you at every step. We also offer a range of support, training and certification services, to help you:



Training

Internal audits, management reviews, handling non-conformances and keeping your manual up to date can all seem a bit daunting. Don't worry. We'll help you and your team to manage every aspect of your Occupational Health & Safety Management System, in a way that gets the results you need. We offer on-site training and host training seminars at selected venues, nationwide, throughout the year.



Support

QMS can offer support to any organisation with an existing Occupational Health & Safety Management System in operation. Our support packages start from £49 per month and include an annual on-site visit, as well as telephone and email support. In addition to the standard support package you will gain membership to 'LAUNCHPAD', our online client portal for digital management of your ISO Manual and Certificates, where you can also access templates and video tutorials.



Manual Compliance

If you have drafted your own manual, or used a consultant to draft it on your behalf, we offer a FREE desktop review. Subject to passing the review, a compliance audit will be arranged to ensure that the manual has been implemented correctly. If all goes to plan, we'll then present you with your certification.



Contact us today

01603 630345

enquiries@qmsuk.com

qmsuk.com

QMS International, Muspole Court, Muspole Street, Norwich, NR3 1DJ



Understanding OHSAS 18001

Implementing an Occupational Health & Safety Management System



What is OHSAS 18001?

An Occupational Health & Safety Management System sets out the ways that your organisation will control Health & Safety. This will focus on reducing and controlling health and safety risks, protecting employees and meeting legal obligations to reduce accidents, minimise legal action and enhance your reputation.

The OHSAS 18001 Standard sets out what is expected from a 'best practice' Occupational Health & Safety Management System. It enables an organisation to have control over, and knowledge of, all relevant Health and Safety hazards that could result from normal operations and can help to drive performance improvements. This gives you, your staff and your customers reassurance that Occupational Health & Safety Management best practice is being followed.



"Accidents hurt, operating a safe working environment doesn't have to"

What does OHSAS 18001 include?

The OHSAS 18001 Standard can be used by companies of all sizes, and in all sectors. It helps you to overcome a wide range of Health and Safety challenges, especially those faced by smaller companies. By following this detailed Standard to create a methodical, tailored Occupational Health & Safety Management System, reviewing your organisation's performance and then implementing best practice processes, you will be able to identify hazards and reduce workplace incidents, cut related costs and enhance your reputation.

The six principal elements are:

1

Occupational Health & Safety Policy

You are required to produce a policy which states your organisation's intentions and commitment to improving its Health & Safety performance.

2

Planning

You will need to assess existing procedures, identify hazards and risks and be prepared to demonstrate how you will change processes, when required. Conducting and recording regular, formal Risk Assessments can play an important role in this.

3

Implementation and Operation

It's important that you're working towards Occupational Health & Safety objectives in a practical, proven way. All roles and responsibilities need to be clearly communicated and ideally someone should be appointed as an OH&S lead. Their job is to make sure everyone has the resources they need to successfully run the Occupational Health & Safety Management System.

4

Checking and Corrective Action

It is essential that you monitor and measure your Health & Safety performance. If you don't, how will you know if you've succeeded or not? Conducting internal audits and recording activities for future analysis are both important.

5

Leadership Review

Having identified an occupational Health and Safety lead you need to be able to prove that, as an organisation, you are not only able to collect evidence that shows your Occupational Health & Safety Management System is working, but that you can assess and evaluate it. This means setting out criteria for measuring performance and achieving targets.

6

Continual Improvement

Most importantly, it's not just about measuring performance but about identifying areas for change and improvement and being able to prove that you're going to act on all this information.

How can I get an OHSAS 18001 Management System to work in my business?

We understand that you've entered into this process because you're aiming for certification. To achieve this you need to be able to prove that you have the correct structure in place to meet the Standard's requirements.

By working with a QMS Consultant, you will be able to achieve certification in less than 30 days. That's regardless of whether you have done this before or not.



We have developed a simple, three stage certification process:



Stage 1: Manual

We start by visiting your organisation to conduct what's called a 'gap-analysis'. This will highlight any changes that may need to be made so that your policies and procedures meet the requirements of the standard. We will issue a report detailing these changes and with the information we gain on this visit your OHSAS 18001 compliant manual can be created. One of our expert consultants can do this for you, or you can do it yourself, using a QMS template.



Stage 2: Implementation

Now it is time to make sure those changes highlighted in the Gap Analysis are all in place (if applicable). We can help you do this by providing templates and tutorial videos. We also offer unlimited telephone support, from 9.00am-5.00pm, Monday to Friday.



Stage 3: Certification

In order for you to gain certification an accredited auditor must now visit your Organisation. They'll check that the documented processes in the manual are being followed, and that the necessary changes have been made. Providing all is in place you will be presented with your certification.

With QMS this process can take less than 30 days



To ensure that your certification remains valid, your manual and processes must be checked on an annual basis. Therefore audits will be carried out around the anniversary of your certification date and during the agreed certification period, by an accredited auditor.