



OHSAS 18001 : 2007

What can you expect from the certification process?

Health & Safety Management System Checklist

This checklist will provide you with a detailed understanding of what you can expect to have in place, and be doing, by the time you complete the OHSAS 18001 certification process.

Planning

This means: understanding the areas that the Management System will cover, as well as what needs to be achieved and the associated risks.

- We've set out a document considering all the Health & Safety risks to our business and covering all the ways in which we'll assess risk, as well as the levels of risk we consider acceptable in our organisation.
- We've put in place a formal risk control action plan, so that we know how to deal with any risks we consider to be unacceptable.
- We have thought about all the legal and other requirements that apply to our activities and can confirm that any relevant documentation is stored safely.
- We've put in place a formal, written OH&S Policy that is not only totally relevant to us but regularly updated and communicated to employees and interested parties. This includes clear objectives that we are committed to working towards.
- We have set out clear plans for how we will implement risk controls, as well as the legal and other requirements we have.
- We have thought about how we will test that the OH&S Policy is working. That includes measuring, auditing and reviewing performance to identify any shortfalls and taking the steps necessary to correct and prevent this from happening again.
- We have also thought about how we will monitor and review the corrective and preventative actions.

Implementation and operation

This means: understanding what you need to do and the foundations you need to put in place to be successful.

- A senior individual within the organisation has responsibility for OH&S and they understand that they are responsible.
- Anyone working alongside or under this person understands what they are responsible for and how they will be accountable (This includes understanding the things being delegated to them, their responsibility to others and the consequences of their actions).

- Arrangements are in place to make sure that the people responsible for carrying out this work have sufficient knowledge, skills and experience to manage OH&S issues effectively.
- We have run the necessary training, and communicated the scope of this plan, to support its success.
- We have put in place a system for open two-way communication of OH&S information across the team and other interested parties.
- We make specialist (in-house or external) advice and services available, where necessary.
- All workers (including contractors) are full consulted, when necessary.
- We maintain a documented record of every relevant activity and ensure that documents are kept up to date at all times.
- Contingency plans are in place for emergencies, including arrangements for evacuating the site, liaison with the emergency services and start-up following an emergency.
- The ways in which we have planned to respond to an emergency is regularly tested to make sure that it provides the necessary outcomes as well as takes into account the needs of all relevant interested parties.

Checking

This means: making sure we know what's working, what isn't and what we need to do to achieve change.

- We have a framework in place to monitor activities and highlight errors, breaches, and the effectiveness of controls. This include both proactive and reactive measures.
- This checking process is directly linked to our OH&S Policy, objectives and targets.
- When we don't meet performance targets we make sure to identify the root causes and take appropriate action to correct things and ensure they don't happen again.

- We run regular reviews against legal and regulatory requirements. We keep accurate records of these processes.
- We have set out a procedure for reporting, investigating and correcting any health and safety incidents.
- We also record the ways in which we have complied with the management system.

Audit

This means: committing to a programme of constant improvement to your OH&S Management System, so that it always meets your objectives.

- We have regular, planned audits of the OH&S Management System. These check that we are meeting our OH&S obligations. They also identify strengths and weaknesses in the system, and whether we are meeting targets.
- The staff doing this have been assessed as competent to provide an expert, independent and accurate study of our performance.
- We communicate the results of these audits to all relevant personnel.
- We use the findings from these audits as the basis for any corrections or changes we might make.

Management Review

This means: assessing how well the OH&S Management System is performing.

- We conduct regular, planned reviews of our OH&S Management System. These consider:
 - How well the Management System performs generally and overall
 - How well individual elements of the Management System perform
 - The findings in audits
 - Internal and external factors affecting OH&S management
 - The views and experiences of interested third-parties
- Our OH&S Management System reviews are forward-looking. They are designed to help us improve our OH&S Management System as well as our business performance.
- They set out the decisions and actions we need to make, and any changes required to ensure we continue to meet OH&S objectives and work within our OH&S Policy.

Implementation and Certification takes only 30 days

QMS have assisted with the implementation of over 20,000 Management Systems. Our mission is to help organisations, of any size, in any industry sector to become certified in the most straight forward and cost-effective way possible. That is why our customers' benefit from a simple 3-stage certification process, free templates, unlimited telephone and email guidance and access to LAUNCHPAD, our on-line Management System portal.

If you would like to find out more about this Standard or how QMS can help your organisation to become certified, then get in touch today on 0333 344 3646.