

Occupational Health and Safety Management Systems -

1. Scope

This Occupational Health and Safety Assessment Series (OHSAS) specification gives requirements for an occupational health and safety (OH&S) management system, to enable an organization to control its OH&S risks and improve its performance. It does not state specific OH&S performance criteria, nor does it give detailed specifications for the design of a management system. This OHSAS specification is applicable to any organization that wishes to: a) establish an OH&S management system to eliminate or minimize risk to employees 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 of its OH&S management system by an external organization; or f) make a self-determination and declaration of conformance with this OHSAS specification. All the requirements in this OHSAS specification are intended to be incorporated into any OH&S management system. The extent of the application will depend on such factors as the OH&S policy of the organization, the nature of its activities and the risks and complexity of its operations. This OHSAS specification is intended to address occupational health and safety rather than product and services safety.

2. OH&S management system elements

2.1 General requirements The organization shall establish and maintain an OH&S management system, the requirements for which are set out in clause 4.

2.2 OH&S policy There shall be an occupational health and safety policy authorized by the organization's top management, that clearly states overall health and safety objectives and a commitment to improving health and safety performance.

The policy shall: a) be appropriate to the nature and scale of the organization's OH&S risks; b) include a commitment to continual improvement; c) include a commitment to at least comply with current applicable OH&S legislation and with other requirements to which the organization subscribes; d) be documented, implemented and maintained; e) be communicated to all employees with the intent that employees are made aware of their individual OH&S obligations; f) be available to interested parties; and g) be reviewed periodically to ensure that it remains relevant and appropriate to the organization.

2.3 Planning

2.3.1 Planning for hazard identification, risk assessment and risk control The organization shall establish and maintain procedures for the ongoing identification of hazards, the assessment of risks, and the implementation of necessary control measures.

2.3.2 Legal and other requirements The organization shall establish and maintain a procedure for identifying and accessing the legal and other OH&S requirements that are applicable to it. The organization shall keep this information up-to-date. It shall communicate relevant information on legal and other requirements to its employees and other relevant interested parties.

2.3.3 Objectives The organization shall establish and maintain documented occupational health and safety objectives, at each relevant function and level within the organization.

2.3.4 OH&S management programme(s) The organization shall establish and maintain (an) OH&S management programme(s) for achieving its objectives. The shall include documentation of: a) the designated responsibility and authority for achievement of the objectives at relevant functions and levels of the organization: and b) the means and time-scale by which objectives are to be achieved. The OH&S management programme(s) shall be amended to address changes to the activities, products, services, or operating conditions of the organization.

2.4 Implementation and operation

2.4.1 Structure and responsibility The roles, responsibilities and authorities of personnel who manage, perform and verify activities having an effect on the OH&S risks of the organization's activities, facilities and processes, shall be defined, documented and communicated in order to facilitate OH&S management. Ultimate responsibility for occupational health and safety rests with top management. The organization shall appoint a member of top management (e.g. in a larger organization, a Board or executive committee member) with particular responsibility for ensuring that the OH&S management system is properly implemented and performing to requirements in all locations and spheres of operation within the organization. Management shall provide resources essential to the implementation, control and improvement of the OH&S management system.

2.4.2 Training, awareness and competence Personnel shall be competent to perform tasks that may impact on OH&S in the workplace. Competence shall be defined in terms of appropriation, training and/or experience.

2.4.3 Consultation and communication The organization shall have procedures for ensuring that pertinent OH&S information is communicated to and from employees and other interested parties. Employee involvement and consultation arrangements shall be documented and interested parties informed.

2.4.4 Documentation The organization shall establish and maintain information, in a suitable medium such as paper or electronic form, that: a) describes the core elements of the management system and their interaction; and b) provides direction to related documentation.

2.4.5 Document and data control The organization shall establish and maintain procedures for controlling all documents and data required by this OHSAS specification.

2.4.6 Operational control The organization shall identify those operation and activities that associated with identified risks where control measures need to be applied. The organization shall plan these activities, including maintenance.

2.4.7 Emergency preparedness and response The organization shall establish and maintain plans and procedures to identify the potential for, and responses to, incidents and emergency situations, and for preventing and mitigating the likely illness and injury that may be associated with them. The organization shall review its emergency preparedness and response plans and procedures, in particular after the occurrence of incidents or emergency situations. The organization shall also periodically test such procedures where practicable.

2.5 Checking and corrective action

2.5.1 Performance measurement and monitoring The organization shall establish and maintain procedures to monitor and measure OH&S performance on a regular basis.

2.5.2 Accidents, incidents, non-conformances and corrective and preventive action The organization shall establish and maintain procedures for defining responsibility and authority For: a) the handling and investigation of: - accidents; - incidents; - non-conformances; b) taking action to mitigate any consequences arising from, incidents or non-conformances; c) the initiation and completion of corrective and preventive actions; d) confirmation of the effectiveness of corrective and preventive actions taken.

2.5.3 Records and records management The organization shall establish and maintain procedures for the identification, maintenance and disposition of OH&S records, as well as of audits and reviews. OH&S records shall be legible, identifiable and traceable to the activities involved. OH&S records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. Their retention times shall be established and recorded. Records shall be maintained, as appropriate to the system and to the organization, to demonstrate conformance to this OH&S specification.

2.5.4 Audit The organization shall establish and maintain an audit programme and procedures for periodic OH&S management system audits to be carried out, in order to: a) determine whether or not the OH&S management system: 1) conforms to planned arrangements for OH&S management including the requirements of this OH&S specification; 2) has been properly implemented and maintained; and 3) is effective in meeting the organization's policy and objectives; b) review the results of previous audits; c) provide information on the results of audits to management. The audit programme, including any schedule, shall be based on results of risk assessments of the organization's activities, and the results of previous audits. The audit procedures shall cover the scope, frequency, methodologies and competencies, as well the responsibilities and requirements for conducting audits and reporting results. Wherever possible, audits shall be conducted by personnel independent of those having direct responsibility for the activity being examined.

2.6 Management review

The organization's top management shall, at intervals that it determines, review the OH&S management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented. The management review shall address the possible need for changes to policy, objectives and other elements of the OH&S management system, in the light of OH&S management system audit results, changing circumstances and the commitment to continual improvement.