



Middle East L.L.C.

OCCUPATIONAL HEALTH & SAFETY

MANAGEMENT SYSTEM

OHSAS 18001:2007



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Occupational Health & Safety

Sameh Hamam



**OHSAS
18001**





- **Sameh Hamam**
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- Lead Auditor & Trainer - ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007

Experience : 10 Years

Presently : Lead Auditor & Trainer

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(Middle East & GCC Region)



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1.0 Scope: OHSAS 18001:2007

Applicable to any organization that wishes to

- **Establish OH&S MS to eliminate or minimize risks to personnel**
- **Implement, maintain and continually improve OH&S MS**
- **Assure its conformity with OH&S policy**
- **Demonstrate its conformity with OHSAS standard by**
 - **Making self declaration**
 - **Seeking interested party(customer) confirmation on its compliance**
 - **Seeking confirmation by external party (legal bodies)**
 - **Seeking certification/registration of OH&S MS by external organization**



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2.0 Reference

OHSAS 18002:2008

**Guidelines for the implementation of OHSAS
18001:2007**

International Labour Organization:2001,

**Guidelines on Occupational Health and Safety
Management Systems (OSH-MS)**



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3.0 Definitions

Occupational Health & Safety

conditions and factors that affect, or could affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors, or any other person in the **Workplace**.



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Definitions

Workplace

any physical location in which work related activities are performed under the control of the organization

*NOTE When giving consideration to what constitutes a workplace, the **organization (3.17)** should take into account the **OH&S effects on***

personnel who are, for example, travelling or in transit (e.g. driving, flying, on boats or trains), working at the premises of a client or customer, or working at home.



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Definitions

Hazard

source, situation, or act with a potential for harm in terms of human injury **or ill health**, or a combination of these

Risk

combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or **ill health that can be** caused by the event or exposure(s)



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Definitions

ill health

identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation

incident

work-related event(s) in which an injury or **ill health (3.8) (regardless of severity)** or fatality occurred, or could have occurred

NOTE 1 An accident is an incident which has given rise to injury, ill health or fatality.

NOTE 2 An incident where no injury, ill health, or fatality occurs- may also be referred to as a “near-miss”, “near-hit”, “close call” or “dangerous occurrence”.

NOTE 3 An emergency situation (see 4.4.7) is a particular type of incident.

INCIDENT





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What is an “incident”?

Work-related event (s) in which an injury or ill health (regardless of severity) or fatality occurred or could have occurred.

- Accident (give rise to injury, ill-health or fatality)**
- Incidents (no injury, ill-health or fatality referred as near miss /close call /dangerous occurrence)**
- Emergency Situation**

HAZARD

RISK

Fire

Burn Injury/Fatality



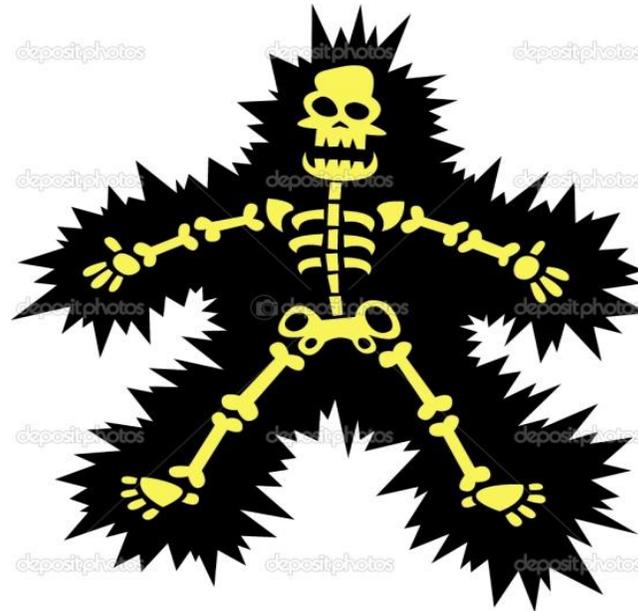
HAZARD

Electricity



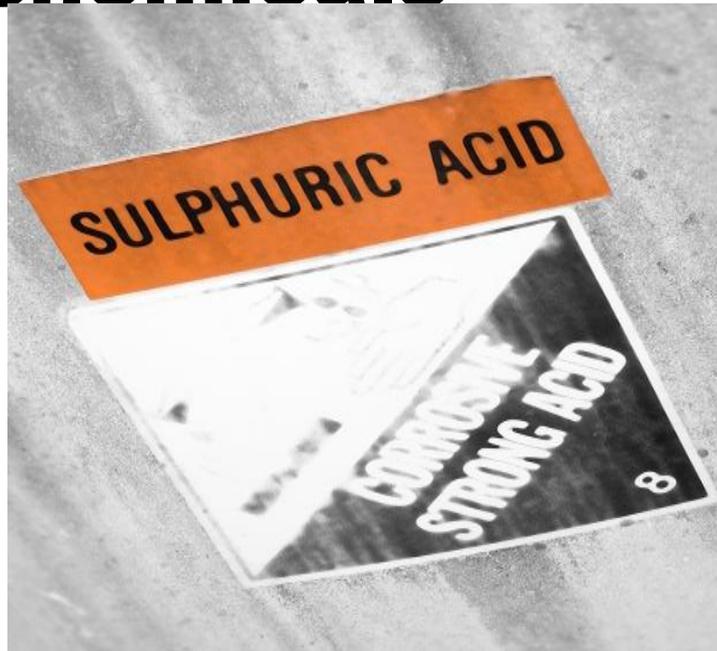
RISK

Electric Shock/Electrocution / Fatality



HAZARD

Exposure to chemicals



RISK

Burn Injury/Fatality



HAZARD

RISK

Working at Height

Fall from Height / Fatality



HAZARD

RISK

Biological Hazard / Bacteria

Infection

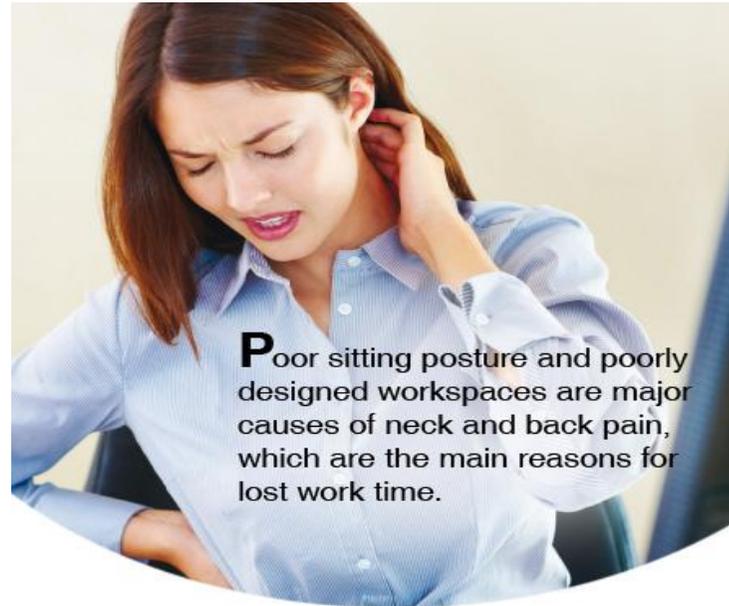


HAZARD

RISK

Ergonomics

Body Pain





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Benefits

- ✓ increased operational benefits
- ✓ reduction in lost work days
- ✓ fewer incidents and medical claims
- ✓ recognition by insurers and regulators and improved worker's retention and satisfaction
- ✓ improved internal and external communication of the organization occupational health and safety commitment
- ✓ saving in legal expenses, building damage, tool and equipment damage, product and material damage and production delays and interruptions.
- ✓ employee awareness and satisfaction, lower workers' compensation and medical costs, and increased control of regulatory issues.



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Hidden Cost

- **Workers Compensation Cost**
- **Replacement and training cost for new or substitute employee**
- **Poor Quality**
- **Penalties for non-compliance**

Why do we need Health & Safety?

- **Criminal Liability**
- **Civil Liability**
- **Moral Responsibility**
- **[Legal Responsibility]**

**OHSAS
18001**





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What is health and safety ?

- No Incidents
- Absence of disease and illness
- Physical and mental well being

“INCIDENT PREVENTION THROUGH

EFFECTIVE MANAGEMENT”



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4.0 OH&S Management System Requirements

4.1 General Requirements

ORGANIZATION SHALL

- Document
- Implement
- Maintain
- Continually Improve

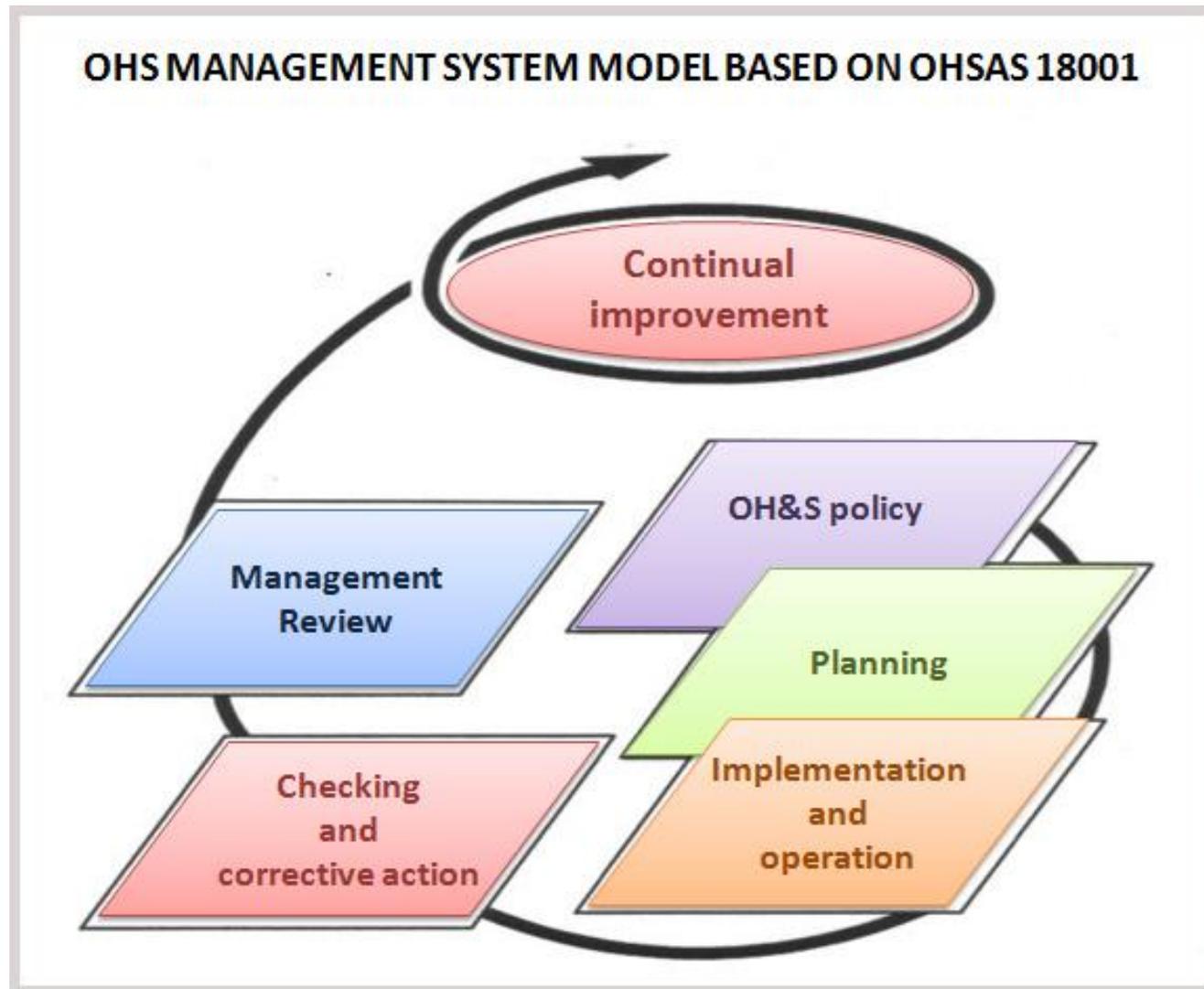
OH&S Management System as per OHSAS 18001:2007 Requirements.

- **Determine How to Fulfill Requirements**
- **Define & Document the SCOPE of OH&S Management System**

PDCA CYCLE OHSAS 18001:2007



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4.2 OH&S Policy

TOP MANAGEMENT SHALL DEFINE POLICY WITHIN SCOPE

- appropriate to the nature & scale of its OH&S Risks
- includes a commitment to continual improvement and prevention of injury & ill health
- includes a commitment to comply with applicable legal & other requirements
- provides the framework for setting and reviewing OH&S objectives
- is documented, implemented and maintained,
- communicated to persons
- available to Public & reviewed periodically



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4.3 Planning



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4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

ESTABLISH, IMPLEMENT & MAINTAIN A PROCEDURE (S) which takes into account of

- Routine & Non Routine Activities
- Activities of persons having access to workplace (incl. contractors & visitors)
- Human behaviour, capabilities and other human factors
- Outside hazards affecting H&S of persons under control of organization
- Hazards created in vicinity by activities of organization
- Infrastructure, equipment & materials



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4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controlsCONSIDER

- Changes or proposed changes in the organization, its activities, or materials
- Modifications to the OH&S management system, including temporary changes
- Any applicable legal obligations relating to risk assessment and implementation of necessary controls
- Design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities



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4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

Methodology for Hazard Identification and Risk Assessment shall

- Be defined with respect to scope, nature and timing to ensure that it is PROACTIVE rather than REACTIVE
- Provide for the identification, prioritization and documentation of risks, and the application of controls, as appropriate
- IMP-Please consider change of organization, activities, Management System



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4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

Determining Controls – When Determine Controls, Consider following Hierarchy

1. Elimination
2. Substitution
3. Engineering Controls
4. Signage / Warnings / Administrative Controls
5. Personal Protective Equipment [PPE]

Keep Results of HIRA, determined Controls UP-TO-DATE



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Examples of Hierarchy of Controls – Manual Handling	
1. Eliminate the Hazard	<ul style="list-style-type: none"> Install Automatic Lifting Mechanism
If (1) is not Practically Feasible then	
2. Substitute the Hazard	<ul style="list-style-type: none"> substitute the hazard with another of lower risk eg use 20 kg bags of cement instead of 40 kg bags.
If (2) is not Practically Feasible then	
3. Use engineering controls	<ul style="list-style-type: none"> minimise the risk by engineering means eg provide adjustable workstations to avoid unnecessary reaching or bending
If (3) is not Practically Feasible then	
4. Use administrative controls	<ul style="list-style-type: none"> introduce job rotation implement a safe lifting policy provide appropriate training
If (4) is not Practically Feasible then	
5. Use personal protective equipment	<ul style="list-style-type: none"> provide PPE eg non-slip footwear to prevent slips, trips and falls while performing manual handling activities



Examples of Hierarchy of Controls – Electricity	
1. Eliminate the Hazard	<ul style="list-style-type: none"> remove hazardous electrical plant from the workplace cease in-house operations of hazardous work.
If (1) is not Practically Feasible then	
2. Substitute the Hazard	<ul style="list-style-type: none"> use low voltage electrical plant substitute movable electrical plant for fixed.
If (2) is not Practically Feasible then	
3. Use engineering controls	<ul style="list-style-type: none"> use RCDs-Residual Current Device (safety switches) to protect socket outlets which supply electrical plant.
If (3) is not Practically Feasible then	
4. Use administrative controls	<ul style="list-style-type: none"> perform regular inspection and tests on electrical plant and electrical installations implement safe work practices, instruction and training
If (4) is not Practically Feasible then	
5. Use personal protective equipment	<ul style="list-style-type: none"> use rubber mats, insulated gloves, eye protection, boots, and head gear (also to be used in conjunction with above measures).



Examples of Hierarchy of Controls – Chemical	
1. Eliminate the Hazard	<ul style="list-style-type: none">• changing a work process in a way that will get rid of a hazard• workers should perform tasks at ground level rather than working at heights at level of chemicals
If (1) is not Practically Feasible then	
2. Substitute the Hazard	<ul style="list-style-type: none">• non-toxic (or less toxic) chemical could be substituted for a hazardous one..
If (2) is not Practically Feasible then	
3. Use engineering controls	<ul style="list-style-type: none">• enclosing a chemical process to avoid contact
If (3) is not Practically Feasible then	
4. Use administrative controls	<ul style="list-style-type: none">• Warning alarms• Labeling systems• Reducing the time workers are exposed to a hazard, and• Training
If (4) is not Practically Feasible then	
5. Use personal protective equipment	<ul style="list-style-type: none">• use respirators, gloves, protective clothing, hard hats, goggles, and ear plugs etc



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4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

1. Conduct Occupational health and Safety Review of all processes.
2. Hazard Identification (Sub-processes / Hazard Classification / Routine or non-routine Activities)
3. Define Risk (one or more/hazard)
4. Assess the significance of identified Risk. (Based on Rating System)
5. Establish necessary control on Moderate and High Risks and monitor them periodically. **Refer Matrix**
6. Consider - Legal / Other Requirement

4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

RISK MATRIX

		Consequence				
		What is the result of exposure to the hazard?				
		1 Insignificant First aid only	2 Minor Medical attention	3 Moderate Increased medical attention	4 Major Severe health crisis	5 Extreme Severe injury or death
Likelihood of occurrence	1 Rare	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Possible	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Legend:



Low



Medium



High



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4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

Likelihood of Occurrence

1. Rare
2. Unlikely
3. Possible
4. Likely
5. Almost Certain



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4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

Consequence

1. Insignificant (may be limited to first aid cases)
2. Minor (may require Medical Attention)
3. Moderate (Increased Medical Attention)
4. Major (Severe health crisis)
5. Almost Certain (Severe injury or Death)



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4.3 Planning

4.3.1 Hazard identification, risk assessment and determining controls

Risk Assessment- Total Rating

Likelihood of Occurrence or Probability (P)

Consequence or Severity (S)

Risk Rating = Likelihood X Consequence

RR = P X S



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4.3 Planning

4.3.2 Legal and other requirements

ESTABLISH, IMPLEMENT & MAINTAIN A PROCEUDRE (S)

- Identify the applicable legal requirements and other OH & S requirements
- ensure that these applicable legal requirements and other requirements are taken into account in establishing, implementing and maintaining its OH & S management system



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4.3 Planning

4.3.2 Legal and other requirements

Legal Requirements	Other requirements
Legislation including statues, regulations and codes of practices	Contractual conditions
Decrees and directives	Agreements with employees
Orders issued by regulatory agencies	Agreements with interested parties
Permits, licenses or other forms of authorization	Agreements with health authorities
Judgemnets of courts or administrative tribunals	Non-regulatory guidelines
Treaties, conventions, protocols	Voluntary principals, best practices or code of practices, charters
	Public commitments of the organization
	Corporate company requirements



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4.3 Planning

4.3.3 Objectives and programme(s)

1. ESTABLISH, IMPLEMENT & MAINTAIN

- Documented OH & S objectives and targets, at relevant functions and levels within the organization
- Measurable, where practicable
- consistent with the OH & S policy incl. commitments to prevention of injury & ill health
- Consider applicable legal / other requirements
- Focus on continual improvement
- Consider technological options, its financial, operational and business requirements, and the views of interested parties



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4.3 Planning

4.3.3 Objectives and programme(s)

2. ESTABLISH, IMPLEMENT & MAINTAIN – PROGRAMME

- To achieve objectives and targets
- Indicate designation of responsibility for achieving objectives and targets
- Indicate means and time-frame



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4.4

Implementation & Operation



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4.4 Implementation & Operation

4.4.1 Resources, roles, responsibility, accountability and authority

TOP MANAGEMENT SHALL ENSURE

- Availability of Resources (for effective OH&S MS)
- Human Resources with specialized skills
- Infrastructure
- Technology
- Financial Resources

Roles, responsibilities, accountabilities and authorities shall be defined, documented and communicated



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4.4 Implementation & Operation

4.4.1 Resources, roles, responsibility, accountability and authority

Top management shall appoint Management Representative to ensure

- OH&S MS is established, implemented and maintained in accordance with OHSAS 18001:2007
- Reporting to top management on the performance of the OH&S management system for review including recommendations for improvement

Note-For Large Organizations, MR may delegate some of duties to a subordinate MR



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4.4 Implementation & Operation

4.4.2 Competence, training and awareness

Organization shall Ensure

- Persons performing tasks with a potential to cause a impact on OH&S are competent on basis of
- Education, Training & Experience

RETAIN RECORDS

Organization shall

- Identify training needs to meet above competence
- Provide trainings meet the needs

RETAIN RECORDS



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4.4 Implementation & Operation

4.4.2 Competence, training and awareness

Organization shall Establish a Procedure for Persons' awareness on-

- Importance of conformity with Policy & Procedures
- OH&S Consequences of their activities, behaviour & benefits of OH&S personal performance
- their roles and responsibilities related to OH&S MS including emergency preparedness & response requirements
- potential consequences of departure from specified procedures

4.4 Implementation & Operation

4.4.3 Communication, participation and consultation





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4.4 Implementation & Operation

4.4.3 Communication, participation and consultation

4.4.3.1 Communication

Organization shall Establish a Procedure for

Communication of OH&S Hazards and OH&S MS

- Internal Communication
- Communication with contractors & visitors at workplace
- receiving, documenting and responding to relevant communications from external interested parties.



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4.4 Implementation & Operation

4.4.3 Communication, participation and consultation

4.4.3.2 Participation & Consultation

Organization shall Establish a Procedure for

Participation of their workers by their

- Appropriate involvement in HIRA & determining controls
- Appropriate involvement in incident investigation
- Involvement in development & review of OH & S Policies, Objectives
- Consultation where there are any changes that affect their OH&S
- Representation on OH&S matters

Workers shall be informed about their participation arrangements, including who is their representative(s) on OH&S matters.



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4.4 Implementation & Operation

4.4.3 Communication, participation and consultation

4.4.3.2 Participation & Consultation

CONSULTATION

- Consultation with contractors where there are changes that affect their OH&S.
- External interested parties are consulted about pertinent OH&S matters.



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4.4 Implementation & Operation

4.4.4 Documentation

The OH&SMS documentation shall include

- the OH&S policy, objectives and targets,
- scope of the OH&S MS
- description of the main elements of the OH&S management system and their interaction, and reference to related documents
- Documents incl. records as per this International Standard
- documents incl. records determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to its OH&S risks.



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4.4 Implementation & Operation

4.4.5 Control of documents

Documents required by the OH&SMS and OHSAS 18001 shall be controlled.

Records are a special type of document and shall be controlled in accordance with the requirements given in 4.5.4.

The organization shall establish, implement and maintain a procedure(s) to

- approve documents for adequacy prior to issue,
- review and update as necessary and re-approve documents,
- ensure that changes and the current revision status of documents are identified



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4.4 Implementation & Operation

The organization shall establish, implement and maintain a procedure(s) to

- ensure that relevant versions of applicable documents are available at points of use
- ensure that documents remain legible and readily identifiable, approve documents for adequacy prior to issue
- ensure that documents of external origin are identified and their distribution controlled
- prevent the unintended use of obsolete documents and apply suitable identification to them if they are
- retained for any purpose.



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4.4 Implementation & Operation

4.4.6 Operational control

Organization shall identify – Operations and Activities associated with OHS Hazards need to be controlled. For such activities

- Implement & maintain operational controls for such activities
- Controls related to purchased goods, equipments & services
- Contractor / Visitor controls at workplace
- Documented procedures to avoid deviations from OH&S Policy and Objectives
- Stipulated criteria to avoid deviations from OH&S Policy and Objectives

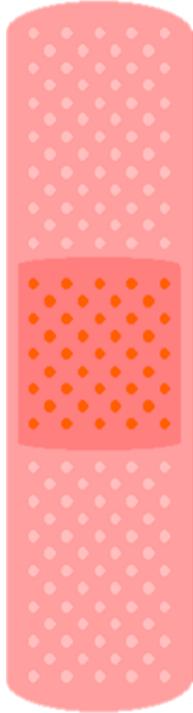
4.4.6 Operational control Personnel Safety - PPE

- **Gloves**
- **Hard hats**
- **Protective**
- **Footwear**
- **Eye goggles**
- **Over clothing**
- **Harnesses**



4.4.6 Operational control

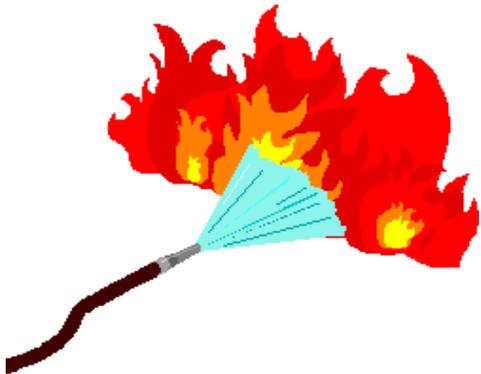
First Aid



- **Trained First aid personnel**
- **First aid equipment**
- **Medicated items**
- **CPR [Cardiopulmonary resuscitation]**

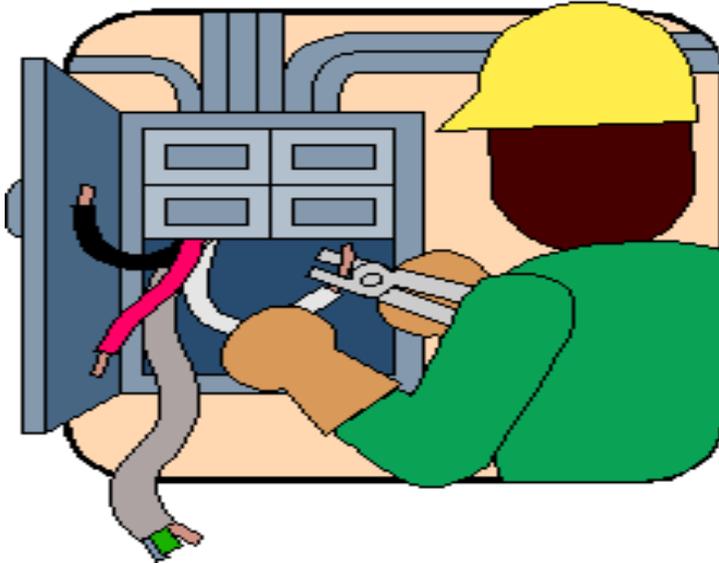
First aid is defined as the first help given to someone to prevent injury or illness from becoming worse.

4.4.6 Operational control Fire Safety



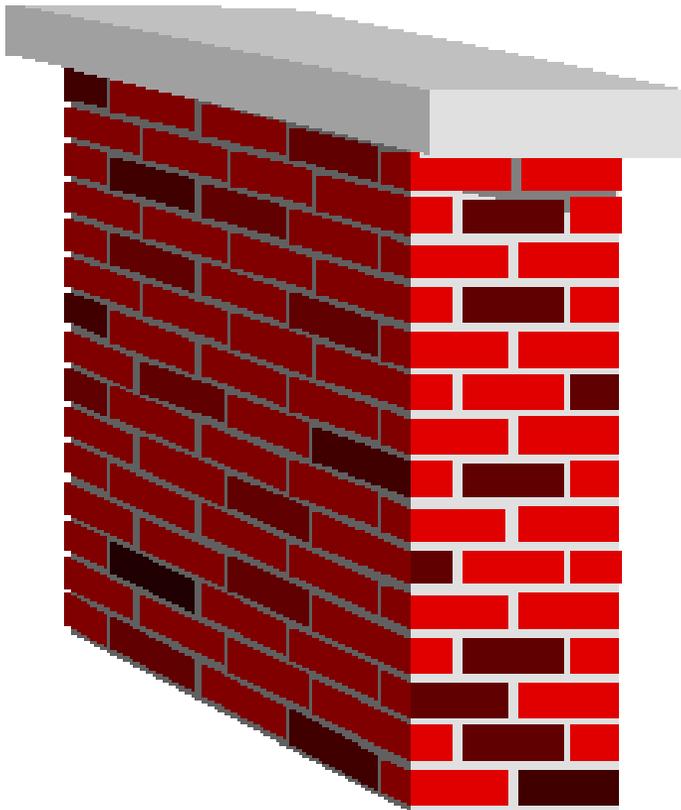
- ❖ **Trained Personnel**
 - ❖ **Communication**
 - ❖ **Evacuation of the building**
 - ❖ **Controlled assembly**
 - ❖ **Roll call/ building sweeps**
 - ❖ **Prevention in the first place**
- Fire fighting equipment**
- Specific hazards**

4.4.6 Operational control Electricity Safety



- **Danger**
 - From the system itself
 - Insufficient socket outlets
 - From equipment
 - Signage to high risk areas
 - Security of High Risk Area
 - Use of extension blocks
- **Abuse**
 - Abuse of portable appliances
 - Switch/isolator to hand
 - Clearly identified mains switches
- **Un-authorized repairs**

4.4.6 Operational control Work at Height



- Falls arrestor
- Objects falling
- Fragile materials
- Un-authorized access
- Scaffolding
- PPE
- Stable member
- Scaffolding
- *Fall protection (see Notes)*

4.4.6 Operational control Work at Height



4.4.6 Operational control

Fall arrestor



4.4.6 Operational control

Fall arrestor



4.4.6 Operational control Scaffolding



- Falls arrestor
- Objects falling
- Fragile materials
- Un-authorized access
- Scaff tag system
- PPE
- Stable member
- Inspection



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4.4.6 Operational control

When to use a PTW ?

Required for

- High hazard tasks
- Numerous and
- complex precautions

Typical examples

- HV work (+11 KV)
- Work on alarm systems
- Work at height
- Hot work
- Confined spaces
- Access beyond guards

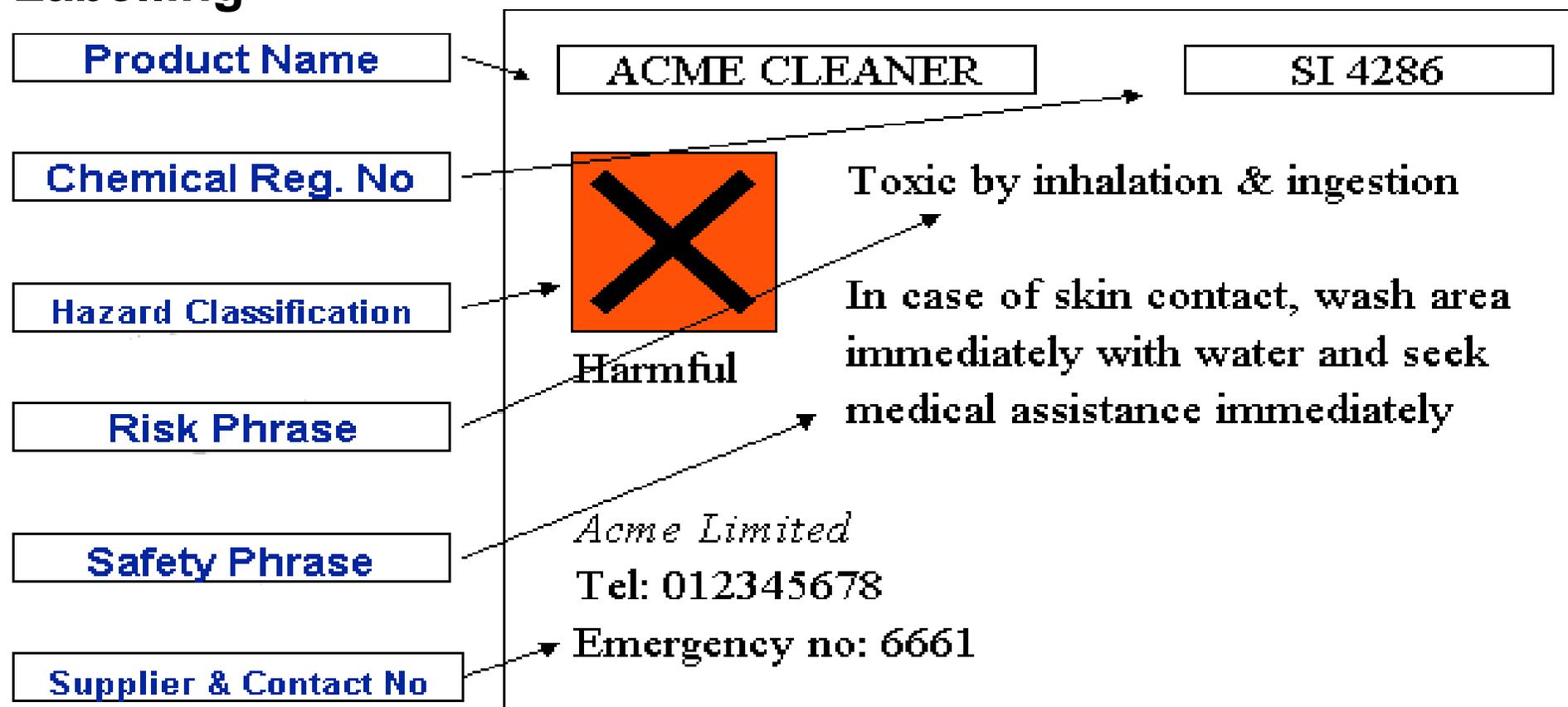
4.4.6 Operational control Manual Handling



- Lifting
- Putting down
- Pushing
- Pulling
- Carrying
- Moving

of a load by hand or bodily force

4.4.6 Operational control Labelling



4.4.6 Operational control

Hazard warnings



Toxic



Explosive



Harmful / Irritant



Oxidizing



Corrosive



**Highly
Flammable**

4.4.6 Operational control

PPE





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4.4.6 Operational control

Employees duties

- Follow safe systems of work
- Use safety controls
- Use PPE
- Ensure PPE is useable
- Report any problems

Golden Rules For Chemicals

- Undertake assessment
- Never mix
- Follow instructions
- Wear PPE
- Maintain good personal hygiene

4.4.6 Operational control

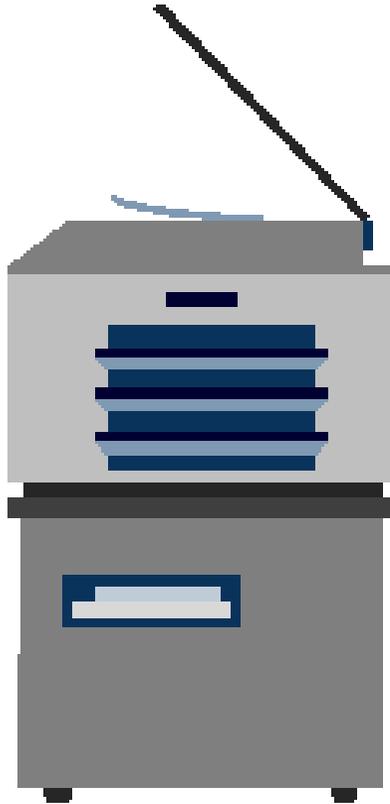
Working Safely



- Good posture
- Right equipment
- Proper set up
- Work patterns

4.4.6 Operational control

Office Safety



Work Equipment

Elevators

Parapet Walls

Sharp Corners of Tables

Projection of Sharp Objects

Cub-boards & Shelf's

**CPUs/ electronic items on the
carpet / floor**



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4.4 Implementation & Operation

4.4.7 Emergency preparedness and response

The organization shall establish, implement and maintain a procedure(s)

- to identify potential emergency situations
- Respond to such situations.
- The organization shall respond to actual emergency situations prevent or mitigate associated adverse OH&S Consequences.
- Consider needs of relevant interested parties e.g. emergency services & neighbors



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4.4 Implementation & Operation

4.4.7 Emergency preparedness and response

- The organization shall also periodically test such procedures to respond to emergency situations
- Involve relevant interested parties as appropriate
- The organization shall periodically review and, where necessary, revise its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

Fire training



- **Action on discovering fire**
- **Raising the alarm**
- **Evacuation**
- **Location of exits**
- **Usage of Equipment**
- **Mitigation**
- **Every year for existing staff**



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Emergency Drills

Fire



Emergency Drills

Plane Landing in Sea



Emergency Drills

Plane Landing in Sea



Emergency Drills

Plane Landing in Sea



Emergency Drills Plane Landing in Sea





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4.5 Checking



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4.5 Checking

4.5.1 Monitoring and Measurement

The organization shall establish, implement and maintain a procedure(s) to Monitor and measure OH&S performance on regular basis

- Qualitative and Quantitative measures
- Monitoring of OH&S objectives
- Monitoring of effectiveness of controls (for HEALTH & SAFETY)
- Pro-active and reactive measures
- Calibration of equipment for monitoring & measurement



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4.5 Checking

4.5.2 Evaluation of compliance

Organization shall establish, implement and maintain a procedure(s) for

4.5.2.1 periodically evaluating compliance with applicable LEGAL requirements.

4.5.2.2 periodically evaluating compliance with applicable OTHER requirements

The organization shall keep records of the results of the periodic evaluations



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4.5 Checking

4.5.3.1 Incident Investigation

The organization shall establish, implement and maintain a procedure(s) to record, investigate & analyze incidents -

- Determine underlying deficiencies & other factors that may lead to incidents
- Identifying need of corrective actions
- identify opportunities for preventive action
- identify opportunities for continual improvement
- communicate the results of such investigations

The investigations shall be performed in a timely manner



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4.5 Checking

4.5.3.2 Nonconformity, corrective action and preventive action

The organization shall establish, implement and maintain a procedure(s) for :

dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. The procedure(s) shall define requirements for

- identifying and correcting nonconformity(ies) and taking action(s) to mitigate their OH&S Consequences,
- investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence



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4.5 Checking

4.5.3.2 Nonconformity, corrective action and preventive action

- evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence
- recording and communicating the results of corrective action(s) and preventive action(s) taken
- reviewing the effectiveness of action(s) taken
- Risk assessment may be reviewed prior to implementation of CAPA
- Actions taken shall be appropriate to the magnitude of the problems and the OH&S risks encountered

4.5 Checking

4.5.3.2 Nonconformity, corrective action and preventive action

UNSAFE PRACTICES



4.5 Checking



4.5.3.2 Nonconformity, corrective action and preventive action

UNSAFE PRACTICES

4.5 Checking



4.5.3.2 Nonconformity, corrective action and preventive action UNSAFE PRACTICES

4.5 Checking

4.5.3.2 Nonconformity, corrective action and preventive action

UNSAFE PRACTICES





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4.5 Checking

4.5.4 Control of Records

- The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its OHSMS & OHSAS 18001 and the results achieved.
- Establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.
- Records shall be and remain legible, identifiable and traceable.



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4.5 Checking

4.5.5 Internal audit

The organization shall ensure that internal audits of the OH&S MS are conducted at planned intervals to

a. **determine whether the OH&S management system**

- conforms to planned arrangements for OH&S MS
- Requirements of OHSAS 18001:2007
- has been properly implemented and is maintained

b. **provide information on the results of audits to management.**

Audit programme (s) shall be planned, established, implemented and maintained by the organization, taking into consideration the OH&S importance of the operation(s) concerned and the results of previous audits



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4.5 Checking

4.5.5 Internal audit

Audit procedure(s) shall be established, implemented and maintained that address

- the responsibilities and requirements for planning and conducting audits, reporting results and retaining associated records
- the determination of audit criteria, scope, frequency and methods.
- Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process



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4.6 Management Review



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4.6 Management Review

Top management shall review the organization's OH&S management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

Reviews shall include

- assessing opportunities for improvement and the need for changes to the OH&S management system
- OH&S policy and OH&S objectives and targets.
- Records of the management reviews shall be retained



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4.6 Management Review

INPUTS to Management Reviews shall include

- results of internal audits
- evaluations of compliance with legal / other requirements.
- communication(s) from external interested parties, including complaints
- OH&S performance
- results of participation and consultation
- extent to which objectives and targets have been met
- status of incident investigation, corrective and preventive actions
- follow-up actions from previous management reviews
- changing circumstances, including developments in legal and other requirements related to its OH&S
- Recommendation for improvements



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4.6 Management Review

OUTPUTS from Management Reviews shall include

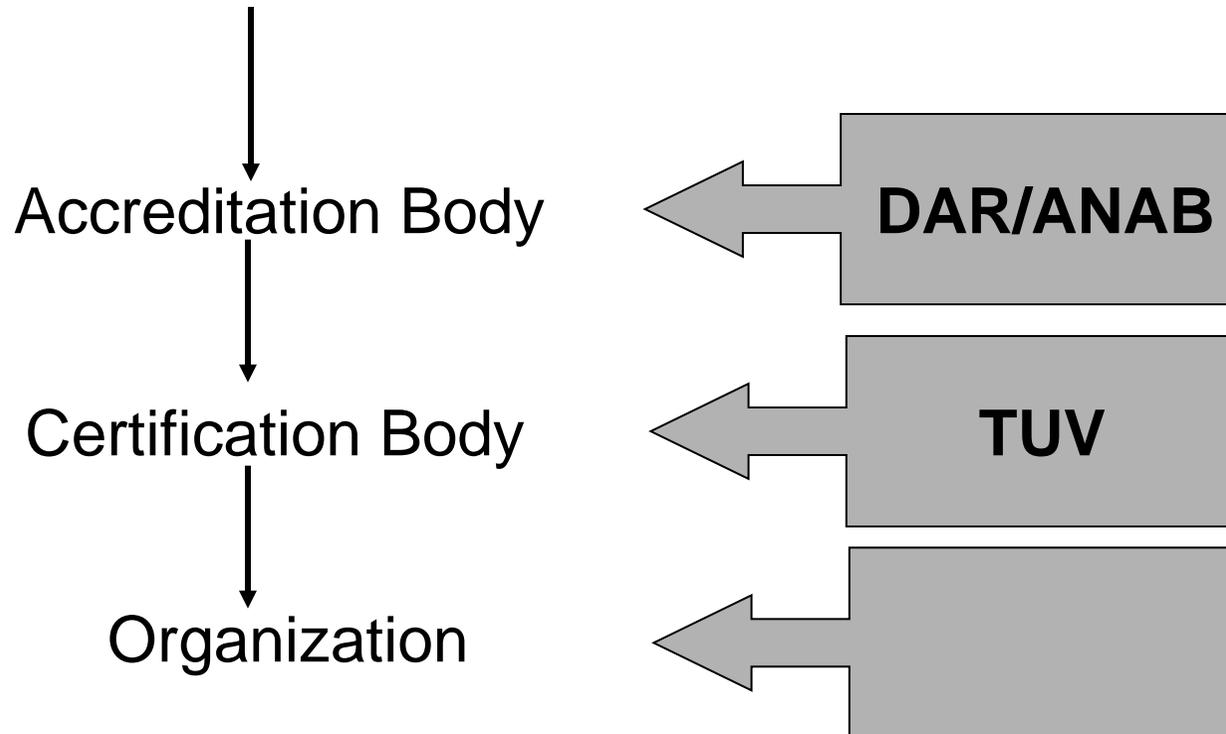
- Decisions and actions related to possible changes to OH&S, objectives, targets
- OH&S performance
- Resources
- Other elements of the OH&S management system,
- Commitment to continual improvement



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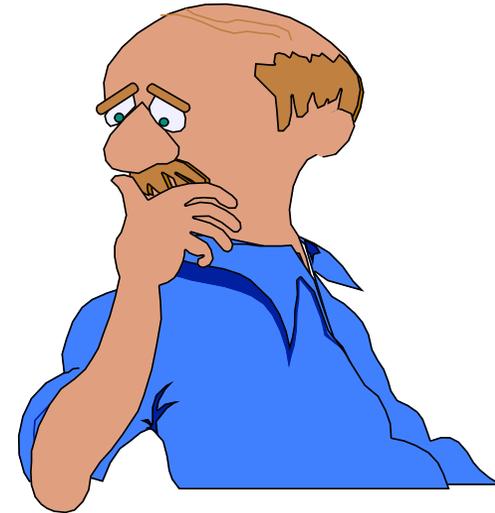
Certification Sequence

International Organization for Standardization



Certification Sequence

- **Certification Audit**
 - **Pre-assessment review**
 - **Main audit**
- **Surveillance audits (12 M & 24 M)**
- **Re-certification audit**



Certification Audit

- **Main audit**
 - **Major & minor non-conformances**
- **Auditors recommend, Registrar decides**
- **Certificate Issuance with validity good for 3 years**



Surveillance Audits

- **At least annually**
- **Proof of continual OH & S improvement**
- **Look for systemic problems**
- **Major nonconformance could effect re-certification**





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Re-Certification Audits

- **Every three years by Registrar's auditors**
- **Same approach as Certification Audit**





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Thank You

