

# NUCLEUS CONSULTANTS



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## OHSAS 18001

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Addressing **Health and Safety**

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will stop your organization

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from becoming a liability



## DELIVERING PROGRESS

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## BY DEMONSTRATING

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## RESPONSIBILITY

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OCCUPATIONAL HEALTH & SAFETY

As your organization strives to make a profit, it's easy to overlook an issue that could render all your hard work futile. Today, a business without an effective occupational health and safety management system in place is extremely vulnerable to the cost of liability and lost working hours resulting from accidents at work.



Whatever the nature, or size, of your business, implementing an occupational health & safety management system is common sense as well as a legal requirement in many countries. And in these increasingly litigious times, with a registered occupational health and safety management system (OHSMS) you won't just be doing the right thing, you will also be seen to be doing the right thing. Your capacity to trade profitably hinges on your ability to manage this risk effectively.

OHSAS 18001 is a document that sets out the requirements for an effective OHSMS. Based on the established principles of Plan-Do-Check-Act, it focuses on the reduction of risk coupled with improved performance.

Registration of a management system based on OHSAS 18001 demonstrates your responsibility to your employees, your clients, your stakeholders and society as a whole by ensuring that your organization does everything in its power to reduce health and safety risks. This is coupled with the benefits of a genuinely effective management system that will help you reduce the amount of downtime your organization incurs and help deliver a highly motivated, efficient and productive workforce and a healthy bottom line.



## FEATURES AND BENEFITS OF OHSAS 18001



The following points are the key areas that need to be addressed when using an OHSAS 18001 system.

How close are you to already having a world class OHSMS in place? (Please check the boxes relating to the tasks you already do):

- Planning for hazard identification, risk assessment and risk control** – Do you identify hazards, assess risks and implement the necessary risk control measures?
- OH&S management program(s)** – Do you measure and monitor achievement of your performance objectives?
- Structure and responsibility** – Do you establish clear roles, responsibilities and authorities for personnel who manage, perform and verify activities having an effect on the OH&S risks of the organization's activities, facilities and processes?
- Training, awareness and competence** – Do you ensure that personnel are competent to perform tasks that may impact OH&S in the workplace?
- Consultation and communication** – Do you ensure that OH&S information is communicated to and from employees and other interested parties effectively?
- Operational control** – Do you ensure the necessary measures and specified conditions are in place to control identified risks?
- Emergency preparedness and response** – Do you have plans and procedures in place to identify the potential for, and subsequent response times to emergency situations?
- Performance measuring and monitoring** – Do you monitor and measure OH&S performance on a regular basis?

So how did you do? If this exercise highlighted areas where you think you need to improve, contact Nucleus Consultants.

## IMPLEMENTING AN OHSMS

There are key steps that every organization implementing an Occupational Health and Safety Management System will need to consider:

PURCHASE THE SPECIFICATION

Before you can begin preparing your management system, you will require a copy of the appropriate standards. Copies of OHSAS 18001 (Specifications) and OHSAS 18002 (Implementation Guidelines) can be purchased through web sites.

REVIEW SUPPORT LITERATURE

There are a wide range of publications designed to help you understand and implement an Occupational Health & Safety Management System.

CONSIDER TRAINING

There are a number of workshops, seminars and training courses available to help you implement and assess your Occupational Health & Safety Management System. Training is offered and more information is available at our site.

REVIEW CONSULTANCY OPTIONS

You can receive advice from independent consultants on how best to implement your Occupational Health & Safety Management System. They may have the experience in implementation that can help you avoid costly mistakes. ([Nucleus Consultants](#))

DESIGN THE OHSAS 18001 MANAGEMENT SYSTEM

The OHSAS 18001 Specification follows the Plan-Do-Check-Act cycle, with a concurrent emphasis on continual improvement. This model fits neatly with the structure of other management system documents such as ISO 14001 helping the development of an Integrated Management System.

The following steps help form the basic framework of the management system and link into the structure of OHSAS 18001.

PLAN THE OHSAS 18001 MANAGEMENT SYSTEM

During the planning stage you should:

1. Ensure you have the commitment of top management.
2. Define, with the authorization of top management, the company's occupational health and safety policy.
3. Planning must be completed to establish a framework for identifying hazards, the assessment of risks and the implementation of necessary control measures.
4. Legal obligations must be identified and understood, objectives set and a management program for achieving them implemented. This entire process should be documented.

IMPLEMENT YOUR OHSAS 18001 MANAGEMENT SYSTEM

At this point you should:

1. Establish roles and responsibilities.
2. Develop procedures for the consultation and communication of OHS information to employees and other interested parties.
3. Document your processes and develop a system of document and data control.
4. Apply a system of operational control.
5. Establish plans and procedures for emergencies.

CHECK YOUR MANAGEMENT SYSTEM AND TAKE ANY NECESSARY CORRECTIVE ACTIONS

You should aim to continually improve your management system by:

1. Introducing performance, measuring and monitoring practices.
2. Establishing and documenting responsibility and authority for accidents, incidents, non-conformities and corrective & preventative action.
3. Establishing a procedure for records and records management.
4. Auditing and assessing the performance of the management system.
5. Performing management reviews of the system at identified and defined intervals.

## GAIN REGISTRATION

Registration is a phased approach adding value and facilitating the development of the system. During registration your OHSAS 18001 management system will be assessed.



### THE CONSULTATION PROCESS WITH NUCLEUS CONSULTANTS

There are 8 steps to achieving registration to OHSAS 18001 with NUCLEUS CONSULTANTS.

#### INITIAL INQUIRY

You will be asked to complete a company profile. Our professionals will do everything they can to help you do this.

#### PROPOSAL PROVIDED

NUCLEUS will forward a detailed proposal for delivery of the consultation services.

#### INITIAL STUDY PRE ASSESSMENT

Conduct GAP analysis & initial study, establish and define policy and objectives for OHSMS with top management

#### PLANNING, TRAINING & IMPLEMENTATION

Assign process owners, identify the documents needed for the management system, develop & define the level - I, II, III & IV documents. Implement the defined management system and train the people for OHSMS awareness and internal audit

#### REVIEW & CORRECTIVE ACTION

An internal audit can be undertaken to review the health & safety management system and to establish your readiness for assessment. Take proper corrective and preventive action.

#### REGISTRATION

On successful completion, choose a registration body for the health and safety management system and plan the initial assessment if needed.

#### INITIAL ASSESSMENT OPTIONAL

##### Phase 1 – Planning of the management system

The first phase of your assessment deals with hazard identification, risk assessment, setting of objectives and management programs.

##### Phase 2 - Implementing the management system

The second phase is concerned with assessing the implementation of the control measures and the monitoring and review of performance.

The two phases of the assessment can be conducted together in one visit as long as a separate introductory visit has taken place.

#### REGISTRATION CONFIRMED

On successful completion, a certificate of registration is issued. Once you have received registration and been awarded your certificate, you can begin to advertise your success and promote your registration.

## CONTINUAL ASSESSMENT

Your registrar will periodically visit you to ensure that your system continues to meet the requirements of the specification. Your certificate remains valid for three years. At the end of three years your certificate will be extended on condition of a positive reassessment.

## ADDED VALUE THROUGH INTEGRATION

If your company is among the 400,000 worldwide who operate using management systems, for example ISO 9001 for quality management or ISO 14001 for environmental management, you can integrate your OHSMS with one of these established management systems. By doing this you will not only make them easier to manage, you will also be able to take advantage of NUCLEUS integrated assessment service (IAS).



NUCLEUS Integrated Assessment Service (IAS) is designed to help organizations achieve or maintain registration to a number of management system standards cost effectively and with minimal disruption to work activity. So, should you want to demonstrate your commitment to quality through ISO 9001, the environment through ISO 14001, alongside Health & Safety through OHSAS 18001 to create a total management system, we can help you do it seamlessly with little or no disruption.

Our service is backed by a pool of specialists with unrivalled knowledge and expertise, and by an extensive choice of training courses and seminars designed to maximise your progress.

NUCLEUS  
PROVIDING  
SOLUTIONS,  
PRODUCING  
RESULTS



When you choose NUCLEUS as your business partner, you are also choosing a reputation for excellence. As the the experienced innovative and management systems consulatnts in this field, we have consulting customers in 20 files supported by NUCLEUS and are regarded betterservice provider of the highest quality and integrity.

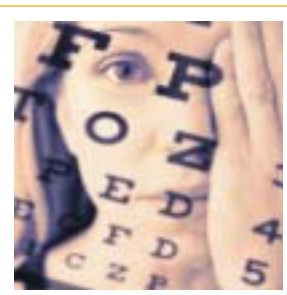
In addition to management systems consultantation, we offer a range of associated services that provide real added value, added value, including the development including: the development of management systems, product certification consultaiton, training courses and seminars.

HERE ARE SOME MORE REASONS TO USE NUCLEUS CONSULTANTS:

- Our consultants have lot of cumulative experience in the design and implementations of MSs in various industries;

Our associates worked for or with numerous registrars and are familiar with general requirements and expectations of registrars of different calibers

- Our documentation was developed based on on the audits and analysis of MSs of dozens of companies in various industries



# O c c u p a t i o n a l   H e a l t h   &   S a f e t y



O H S A S 1 8 0 0 1

Occupational Health

and Safety Management

Systems

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