

(BS) OHSAS 18001:2007
Occupational health and safety
management systems -
Requirements

Summary of changes from
OHSAS 18001:1999



(BS) OHSAS 18001:2007 The transition period

- From **1st January 2008** onward it is recommended that new assessments are to be to the new standards
- UK clients will be audited against BS OHSAS 18001:2007, overseas against OHSAS 18001:2007
- By **1st July 2009**, all certified organisations must be registered to the new standards



(BS) OHSAS 18001:2007 The transition process

- Initial and Surveillance audits up until the **30th June 2009** can continue to be conducted (and certificates issued) for all clients against the requirements of OHSAS 18001:1999
- Audits from the **1st July 2009** will be conducted using BS OHSAS 18001:2007 for UK clients and OHSAS 18001:2007 for international clients.
- Transition audits will be conducted during the scheduled surveillance visit.



(BS) OHSAS 18001:2007 The changes

- **Health** now given greater emphasis
- Now a Standard - old version was a Specification
- Greater alignment with ISO 14001:2004
- *Tolerable risk* now acceptable risk
- *Accident* now included in the term incident
- Guidance document OHSAS 18002:2000 being revised and due for publication Q3 2008



(BS) OHSAS 18001:2007 The key changes

- 3 New requirements in OH&S Policy
- 5 new requirements in Hazard identification
- All persons in workplace now responsible for OH&S
- Procedure required for staff participation
- Controls required for visitors to the workplace
- Needs of interested parties to be considered
- Controls required for Contractors and visitors
- Evaluation of compliance strengthened
- Effectiveness of Corrective action to be reviewed



4.1 Requirements (*formerly elements*)

- Re-written with greater emphasis on continual improvement of and defining the scope of the OH&S management system.
 - The organisation must define and document the scope of their OH&S management system and include a commitment to continual improvement in the Policy Statement

4.2 OH&S Policy

- The **Policy** should now include
 - A commitment to prevention of injury and **ill health**
 - A framework for setting and reviewing OH&S objectives
 - An undertaking to communicate the Policy to all persons working for the organisation not just employees



4.3.1 Hazard identification, risk assessment etc

- The **procedure** must now
 - take account of human behaviour and capabilities
 - identify hazards originating outside the workplace
 - take account of legal obligations relating to risk assessment
 - take account of work area design and organisation
- The organisation must identify hazards and risks associated with changes in the organisation prior to the introduction of such changes and ensure that results are considered when determining controls.



4.3.2 Legal and other requirements

- The procedure(s) for identifying and accessing legal requirements must be implemented
- All legal and other requirements must be taken into account when establishing, implementing and maintaining the OH&S Management System
- Relevant information on legal and other requirements should be communicated to all people working under the control of the organisation not just employees and interested parties

4.3.3 Objectives and Programmes

- Combines two previous clauses (*4.3.3 Objectives and 4.3.4 OH&S Management Programme(s)*) in line with ISO14001:2004
- The organisation must implement the documented OH&S objectives which should be measurable where practicable and consistent with the OH&S Policy.
- The programme(s) should be reviewed and adjusted as necessary to ensure that the objectives are achieved

4.4.1 Resources, roles, responsibility, accountability and authority

- Formerly *Structure and responsibility*
- The organisation must ensure that persons in the workplace take responsibility for aspects of OH&S over which they have control rather than just the top management appointee
- All those with management responsibility must demonstrate their commitment to the continual improvement of OH&S requirements
- The identity of the top management appointee must be made known to all persons under the control of the organisation.



4.4.2 Competence, training and awareness

- Formerly *Training, awareness and competence*
- Emphasis changed to include any person(s) rather than *personnel* under the organisation's control performing tasks that can have an impact on OHSAS are competent on the basis of appropriate education, training or experience. Associated records to be retained.
- Requirement for training needs to be identified and the effectiveness of the training or action taken to be evaluated. Associated records to be retained.



4.4.3 Communication, participation and consultation

- Formerly *Consultation and communication*
- Now two sub-clauses **4.4.3.1** Communication and **4.4.3.2** Participation and consultation
- 4.4.3.1 Communication - No change
- 4.4.3.2 Now a requirement for organisations to have a **procedure(s)** for the participation of workers in hazard identification/risk assessments, incident investigation and development of OHSAS policies/objectives
- Contractors to be consulted where there are changes that affect their OH&S



4.4.4 Documentation

- Clause more specific on what the OH&S Man. System documentation should include:
 - the OH&S policy and objectives
 - a description of the scope of the OH&S Management system
 - a description of the main elements of the OH&S Management system and their interaction, and reference to related documents.
 - Documents necessary to ensure the effective planning, operation and control of processes that relate to the management of it's OH&S risks

4.4.5 Control of documents

- Formerly *Document and data control*
- Now includes control of documents of external origin
- A **procedure** is required to:
 - ensure that status of documents is identified
 - ensure documents are legible and identifiable
 - ensure that external documents are identified and their distribution controlled



4.4.6 Operational control

- The organisation must determine those operations and activities that are associated with the identified hazards where the implementation of controls are necessary to manage OH&S risk(s)
- Includes the need for controls related to contractors and other visitors to the workplace
- Includes the need for the management of change

4.4.7 Emergency preparedness and response

- The 1999 Specification referred to the prevention and mitigation of illness and injury caused by emergency situations. The 2007 standard refers to adverse OH&S consequences.
- In planning its emergency response the organisation has to take into account the needs of relevant interested parties e.g. emergency services and neighbours

4.5.1 Performance measurement and monitoring

- The **procedure(s)** for monitoring and measuring OH&S performance should now cover monitoring the effectiveness of controls for **health** as well as safety.

4.5.2 Evaluation of compliance

- A new Clause split into two sub-clauses
- **4.5.2.1** This is a new clause and covers the requirement for organisations to establish, implement and maintain a **procedure** for periodically evaluating compliance with applicable legal requirements and to keep records of the results of these periodic evaluations.
- **4.5.2.2** The organisation must also evaluate compliance with other requirements to which it subscribes and keep records.



4.5.3 Incident investigation, nonconformity, corrective action and preventive action

- Formerly *Accidents, incidents, non-conformances, corrective and preventive action.*
- Split into 2 sub-clauses **4.5.3.1** (Incident Investigation) & **4.5.3.2** (Nonconformity, corrective action & preventive action)
- 4.5.3.1 Investigations must be performed in a timely manner, documented and maintained
- 4.5.3.2 Procedure now includes reviewing the effectiveness of corrective action and risk assessment for new/changed controls

4.5.4 Control of records

- Formerly *Records and records management*
- Section is more concise than the 1999 Specification but includes all the main principles.
- Records required to demonstrate conformity to requirements of the OH&S management system and OHSAS 18001 Standard.
- Procedure(s) required for identification, storage, protection, retrieval, retention and disposal of records

4.5.5 Internal audit (formerly *Audit*)

- Clause has been re-written but follows the same principles of the 1999 Specification
- Internal Audits to be conducted at planned intervals to determine whether the OH&S management system is properly implemented and maintained, is effective in meeting policy & objectives and provides results to management
- Audit procedure(s) to be established, implemented and maintained.
- Auditors to be objective and impartial



4.6 Management review

- Clause now includes a 9 point checklist of the input and a 4 point list of outputs from MR
- Inputs include
 - results of internal audits and evaluations of compliance with legal requirements, participation and consultation, communication/complaints
 - OH&S performance, objectives, incident investigations, corrective/preventive action
- **New requirement** that relevant outputs from management review must be made available for communication and consultation



(BS) OHSAS 18001:2007 - Summary

- Includes 19 new requirements
 - 3 in Clause 4.2 - OH&S policy
 - 5 in Clause 4.3.1 Hazard identification etc.
 - 2 in Clause 4.4.1 Resources roles responsibility etc
 - 1 in Clause 4.4.3.2 Participation and consultation
 - 1 in Clause 4.4.6 Operational Control
 - 1 in Clause 4.4.7 Emergency preparedness
 - 1 in Clause 4.5.1 Performance Measurement
 - 2 in Clause 4.5.2.1 Evaluation of Compliance
 - 2 in Clause 4.5.3.2 Nonconformity, corr. action etc
 - 1 in Clause 4.6 Management Review



(BS) OHSAS 18001:2007 Contacts

- If you have any queries or concerns over the transition process please discuss initially with your BM TRADA auditor or contact BM TRADA Head Office
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