

**OHSAS 18001-ISO 14001 All In One Certification
Package**

ISO 14001:2004

ENVIRONMENTAL MANAGEMENT SYSTEM

OHSAS 18001:2007

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM**

MANUAL

*Type Your
Company Name,
Address,
City, State, Zip
Here*

Section 1: Scope

1.1 Scope of the EMS

General

The first section of the integrated manual outlines the policies, procedures and requirements of the Environmental Management System. The system is structured to comply with the conditions set forth in the International Standard ISO 14001:2004.

Application

Your Company defines and documents the scope of its Environmental Management System and includes what activities, operations, services and products are included in the EMS.

Describe the scope of your EMS:

For example:

The scope of the Environmental Management System includes the major product and service categories associated with the primary functions of designing and manufacturing toys at the Main Street location and preparing the product for the public at large.

1.2 Scope of the OH&S system

General

The next section of the integrated manual that follows the EMS section outlines the policies, procedures and requirements of the Occupational Health and Safety Management System.

The system is structured to comply with the conditions set forth in the International Standard OHSAS 18001:2007.

Application

Your Company defines and documents the scope of its OH&S Management System and includes what activities, operations, services and products are included in the OH&S system.

Describe the scope of your OH&S management system:

For example:

The scope of the Occupational Health and Safety Management System includes the major product and service categories associated with the primary functions of designing and manufacturing toys at the Main Street location and preparing the product for the public at large.

Section 3: Terms and Definitions

3.1 Environmental Management System Definitions

This section is for the definitions unique to Your Company.

Review section 3 of the ISO 14001 standard and add, delete and revise definitions as appropriate to your Environmental system.

The following definitions apply:

- Auditor: Person with the competence to conduct an audit
- Corrective Action: Action to eliminate the cause of a detected nonconformity
- Internal Audit: Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organization are fulfilled
- Nonconformity: Non-fulfillment of a requirement
- Preventive Action: Action to eliminate the cause of a potential nonconformity
- Procedure: Specified way to carry out an activity or a process
- Record: Document stating results achieved or providing evidence of activities performed
- *Etc, as required by Your Company*

Procedures Included:

1.0 Purpose

- 1.1 The purpose of this procedure is to describe the process of setting the objectives to achieve the commitments in *Your Company's* Environmental Policy.
- 1.2 The purpose of this procedure is to describe the process of setting the objectives to achieve the commitments in *Your Company's* Occupational Health and Safety Policy.
- 1.3 By setting objectives with appropriate targets at the relevant functions and levels, *Your Company* can focus its efforts and resources on areas of greatest environmental and health and safety impact and/or greatest concern to internal and/or external stakeholders.
- 1.4 This procedure therefore describes the process for objectives and targets associated with the integrated Environmental and OH&S management system at *Your Company*.

2.0 Scope

- 2.1 Objectives and targets are established to meet the Environmental and OH&S Policies and become the drivers for the continual improvement of the integrated system.
- 2.2 The objectives and targets that are defined at each relevant function are measurable, where practicable, are consistent with legal and other requirements and are committed to continual improvement.
- 2.3 Objectives and targets are supplemented by those environmental and health and safety issues that the *EMS / OHS steering team* determines to be of highest priority based on the significance of impact and their risk.

3.0 Responsibility

- 3.1 The *EMS / OHS management representative* is responsible to coordinate activities associated with the implementation and maintenance of this procedure covering objectives and targets.

4.0 Procedure – Setting objectives and targets

- 4.1 For the Environmental management system, the *EMS / OHS steering team* is responsible to:
- 4.1.1 Review the environmental aspects and their impacts as identified with the procedure P-431-14, Environmental Aspects and Impacts.
- 4.1.2 Review the legislative and other requirements as identified with the procedure P-432, Legal and other requirements.
- 4.1.3 In consultation with relevant levels and functions (*Unit/Department Heads*), set the appropriate departmental objectives and targets for the environmental programs that support the objectives. Guidelines for EMS objectives and targets are presented as data in form A-433-001.

Environmental programs are established per procedure P-434-14 and the development of action plans and timing for resulting environmental programs are

FORMS INCLUDED:

Below is a sample employee orientation checklist that can be customized for your EMS / OH&S system and your specific workplace.

Employee Name: _____ Date: _____

Employee Position: _____

CHECKLIST FOR EMPLOYEE ORIENTATION		Completed		Comments
Areas to be Covered	Description of orientation	Yes	No	---
EMS Policy	Provide explanation of the environmental policy at of the company.			
OH&S Policy	Provide explanation of the occupational health and safety policy at of the company.			
Safety Rules	Provide explanation of safety rules that apply to the company.			
Previous Training	Determine if the employee she/he has had previous safety training.			
Training	Provide any necessary safety, environmental, compliance or policy/procedure training.			
Potential hazards	Visit the relevant your work areas and facility and discuss associated work area hazards and safe work practices.			
Emergency Procedures	As applicable, show and explain how to use emergency equipment such as eyewashes and showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes.			
Toxic Products	Identify workspaces where hazardous materials are used, stored or disposed.			
Food and Beverages	Explain that food and beverages are only permitted to be stored in refrigerators clearly identified as "FOOD ONLY".			

PowerPoints Included:

Integrating OHSAS 18001 & ISO 14001 Management Systems Overview



OHSAS 18001
Occupational Health & Safety
Management System



ISO 14001
Environmental Management System

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Integrating OHSAS 18001 / ISO 14001

The ISO 14001 and OHSAS 18001 standards are compatible in content, terminology & many of the requirements as tabled below:

ISO 14001 clause	Common Requirement	OHSAS 18001 clause
4.4.4	Manual	4.4.4
4.4.5	Document control	4.4.5
4.5.4	Control of records	4.5.4
4.4.1	Responsibility and authority	4.4.1
4.6	Management review	4.6



Phases of Management Systems



- Planning - Preparation
- Development
- Implementation
- Registration
- Maintenance

A Project Timing Chart – becomes a Road Map ...



GUIDELINES FOR USE OF THE OH&S INTERNAL AUDIT CHECKLIST

This checklist is based on the 2007 released OHSAS 18001:2007 standard for “**Occupational Health and Safety Management Systems – Requirements**”.

The checklist is used by auditors to evaluate or assess OH&S requirements based on OHSAS 18001:2007.

The auditors are expected to be competent and in a position to conduct the audit in an impartial and objective manner. Evidence for visible top management commitment and health and safety management action must be looked for and determined to be present.

The bold numerical typescript used in the checklist with titles shall be treated as the “**Requirements**”.

During assessment of each requirement, auditors record the status of the evaluation by indicating in the right hand column

Yes - for Acceptable condition or **No - for Deficient condition**

As required during the audit, the assessments do not need to follow the order or sequence shown in the checklist.

The auditors must keep in mind that the information provided in OHSAS 18002:2008 standard are guidelines for the implementation of OHSAS 18001:2007 and therefore must not be misinterpreted as required by this standard.

GUIDELINES FOR USE OF THE GAP ANALYSIS CHECKLIST

This gap analysis checklist is prepared for use in evaluating your Environmental Management System against the requirements of ISO 14001.

Each requirement is expressed as a question that the auditor can use to evaluate your EMS capabilities. Along with the checklist, you will need to have a copy of the ISO 14001:2004 standard so that you can see exactly what the requirements are and can refer to the guidance section in Annex A.

After you have prepared an audit schedule, and assigned responsibility to the auditors for different areas to audit, copy each section of the checklist for the auditors working with that section. As the auditors work through the checklist, they need to take notes on what is in place, and what needs to be developed.

Reference the procedures or other documents that are reviewed and that will provide information for the new EMS. Take notes on the status of the documents, will they need to be revised for the new system, or can they be used as is? Also note where processes are in place, but documentation is needed.

Focus on what is in place, and what needs to be developed. While you do want to know if procedures and processes are being complied with, compliance is not your main focus for

ISO 14001 Internal Auditor Training



Student Manual