

**The Three-in-One
Implementation Workbook**

Integrating

ISO 9001:2015

ISO 14001:2015

OHSAS 18001:2007

Management Systems

The Three-in-One Implementation Workbook – Integrating the ISO 9001, ISO 14001 and OHSAS 18001 management systems

Comments and Instructions:

Congratulations on the management decision to implement the integrated ISO 9001:2015 quality, ISO 14001:2015 environmental and OHSAS 18001:2007 occupational health and safety management systems. This commitment and your participation say a lot about you and show that you are interested in learning, in growing, and in improving your business.

This ISO 9001, ISO 14001 and OHSAS 18001 implementation workbook becomes a project management tool and is intended to make your project as organized as possible when executing a set of tasks in the sequence that they are normally required on the journey to multiple certifications.

An important first activity or prerequisite as the integrated Quality, Environmental and Health and Safety program is launched, is for the Integrated Management System Team Leader and/or Management Representative to become as familiar as possible with the workbook format and content.

The Workbook:

The workbook is presented in three sections where the Tasks and Exercises are introduced, initiated and completed. You will find that your workbook can be used and marked up to develop and detail the information required for each task and exercise.

The Workbook Forms:

However, since more than one person will be involved in the project, the workbook forms that represent tasks and exercises are provided in word format for distribution to the staff that will be participating and providing inputs.

The Workbook Presentations:

The workbook is best utilized with the implementation training tools as provided in a ppt presentation that match the workbook sections. The presentation becomes a very effective tool that the IMS Team Leader, as the project manager, can use to keep the momentum moving toward a target registration date.

Good Luck with this important initiative.

Exercise - Action 1 - Conduct Risk Analysis - Risk Management Worksheet

ACTION 1	ACTION 2	ACTION 3	ACTION 4			ACTION 5	ACTION 6	ACTION 7	ACTION 8
* Step	Input	Description of Risk	Significance 1 = Severity 2 = Likelihood 3 = Significance **			Does a next step in process eliminate the risk?	What controls exist to address the risk?	Is the Process Step at risk? Yes / No	** If YES, Issue the Corrective Action Request
---	---	----	1	2	3	Justifications			CAR #

ACTION 1 STEP NUMBER AND NAME

Each process step identified in the process flow diagrams* needs to be transferred to this worksheet and numbered and named in the same sequence as the flow diagram.

This is to ensure that all aspects of the process are visible and controlled, not just the items that are at risk.

Process Flow Diagrams can describe not only process steps in a production environment, but also sequential steps for administration and other management activities such as purchasing. This risk management worksheet can be used to analyze the risks associated with those activities.

Option - Conduct Risk Analysis - Risk Management Worksheet

A less formal method that provide for the assessment of risks and opportunities that may be best suited for your company is a 'business-approach' included in the next pages as an option.

Risks and Opportunities Guidelines

- The risks and opportunities are determined and addressed in order to ensure that the QMS can achieve its intended result(s), prevent, or reduce, undesired effects, and achieve continual improvement.
- Options to address risks and opportunities can include: avoiding risk, taking risk in order to pursue an opportunity, eliminating the risk source, changing the likelihood or consequences, sharing the risk, or retaining risk by informed decision.
- Actions to address the risks and opportunities are planned in order to integrate and implement them into the processes and to evaluate the effectiveness of these actions.
- Actions taken to address risks and opportunities are proportionate to the potential impact on the conformity of products and services.
- With inputs from the Quality team, this risk and opportunity worksheet is prepared by the Quality team leader.
- The Quality team is responsible to set priorities for projects where risks and opportunities need to be addressed and to assign risk or opportunity project responsibilities.

The following instructions are used to assess the risks associated with the QMS processes and to assign priorities for the actions needed to address the risks and opportunities.

To determine the risks and opportunities that need to be addressed:

- In table below identify the activities/processes that are risk and opportunity candidates,
- Assign a value for each assessment category,
- From total rank column, and where the ranking is 3 and 4, assign priorities for improvement opportunities/actions.

Customer Impact: How much does the customer care?

1 = Low customer priority

4 = Very important to the customer

Changeability Index: Can you fix it?

1 = Very Difficult / Expensive to fix

4 = Relatively easy / cheap to fix

Performance Status: How broken is it?

1 = Only a few problems in the past

4 = Always seems to be causing problems

Business Impact: How important is it to the business?

1 = Has little impact on the business

4 = Is very important to the business

Guidelines for Performing Environmental Assessments

Steps for the Identification of Environmental Impacts and Aspects	Date Approved _____	Data Form
<p>The identification of environmental aspects and the evaluation of environmental impacts deal with a multi-step process, and are facilitated with the use of the Environment Assessment Worksheet</p> <p><u>Step 1 Select an Activity, a Product or Service:</u></p> <ul style="list-style-type: none"> • The selected activity, operation, product or service should be large enough for meaningful examination, and small enough to be sufficiently understood. <p><u>Step 2 Identify Environmental Impacts:</u></p> <ul style="list-style-type: none"> • From the results of the initial assessment, identify as many actual and potential, positive or negative, environmental impacts as possible. <p><u>Step 3 Identify Environmental Aspects of the Activity, Product or Service:</u></p> <ul style="list-style-type: none"> • Identify as many environmental aspects or causes as possible associated with the selected activity, operation, product or service. <p><u>Step 4 Evaluate Significant Impacts:</u></p> <ul style="list-style-type: none"> • Evaluation of environmental concerns takes into consideration, the scale of the impact, the severity of the impact, the probability of occurrence, and duration of the impact. • Evaluation of business concerns include the cost of changing the impact, the difficulty of changing the impact, the effect of change of other activities and processes, the concerns of interested parties, and the effect on the public image of the company. • The evaluation of impacts are summarized as having high-Hi, medium-Med, low-Lo, or none-No significance. The impacts evaluated as High significance are candidates for environmental programs. <p><u>Step 5 Assign Responsibility:</u></p> <p>Identify the personnel who are responsible for each Activity, Product or Service in the various departments (Dept 1, 2, 3, etc). These personnel will be the prime participants in environmental programs that will result from the assessment.</p>		

Task 26 Implement the QMS-EMS-OHS Management System

Implement the procedures identified for the integrated management system.

This is obviously another Major Task.

The IMS Steering Team and the IMS Support team need to be very active and involved.

- ◆ It will take time to implement the Operating Procedures and Instructions.
- ◆ As they are approved by the responsible person, an additional 2 to 3 months will likely be required for all to be in place.
- ◆ Follow the sequence of activities as shown on the IMS - Process Input-Output Worksheets (in next pages) to develop and implement the IMS.
In the worksheet, color coding is used to highlight the documented information that is:
 - Common to the QMS, the EMS and the OHS – in Yellow highlight,
 - Specific to the QMS – in Blue highlight,
 - Specific to the EMS – in Green highlight.
 - Specific to the OHS – in Purple highlight
 - Common to the QMS and the EMS – in Blue and Green highlight
 - Common to the EMS and the OHS – in Green and Purple highlight,
- ◆ Follow-Up on the activities through the 'weekly' Steering Team meetings.

26	Approve Manual	President	Promise _____ date
26.a	Implement QMS section <ul style="list-style-type: none"> • Organizational context, • Leadership, • Planning for the IMS • Resource management, • etc 	IMS team leader	Promise _____ date
26.b	Implement EMS section <ul style="list-style-type: none"> • EMS-Risk management • etc 	IMS team leader	Promise _____ date
26.c	Implement OH&S section <ul style="list-style-type: none"> • OHS-Risk management • etc 	IMS team leader	Promise _____ date

Prepared by; _____ Date: _____

Internal OH&S Audit Checklist (partial)

OHSAS 18001:2007

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

INTERNAL AUDIT CHECKLIST

GUIDELINES FOR USE OF THE OH&S AUDIT CHECKLIST

1. This checklist is based on the 2007 released OHSAS 18001:2007 standard for “**Occupational Health and Safety Management Systems – Requirements**”.
2. The checklist is used by auditors to evaluate or assess OH&S requirements based on OHSAS 18001:2007.
3. 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.
4. The bold numerical typescript used in the checklist with titles shall be treated as the “**Requirements**”.
5. During assessment of each requirement, auditors record the status of the evaluation by indicating in the right hand column a:

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.

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

Task 28.a QMS management review agenda

MEETING AGENDA – QMS - MANAGEMENT REVIEW		
DATE : _____ VENUE: _____ TIME : _____		
COME PREPARED TO DISCUSS THE FOLLOWING AGENDA ITEMS		
<ol style="list-style-type: none"> 1. The status of actions from previous management reviews, 2. Changes in external and internal issues that are relevant to the quality management system including its strategic direction, 3. Information on the quality performance, including trends and indicators for: <ol style="list-style-type: none"> a. Customer satisfaction and feedback from relevant interested parties, b. Extent to which quality objectives are met, c. Process performance and conformity of products and services. d. Nonconformities and corrective actions, e. Monitoring and measurement results, f. Audit results, g. Performance of external providers, 4. Adequacy of resources required for maintaining an effective QMS, 5. The effectiveness of actions taken to address risks and opportunities, 6. Opportunities for continual improvement. <p style="color: blue; margin-top: 10px;">Additional items may be added as needed.</p> <ol style="list-style-type: none"> 7. _____ 8. _____ 		
PARTICIPANTS	INITIALS	DATE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
PREPARED BY: _____ DATE: _____		

Task 28.b EMS management review agenda

MEETING AGENDA - EMS MANAGEMENT REVIEW		
DATE : _____ VENUE: _____ TIME : _____		
COME PREPARED TO DISCUSS THE FOLLOWING AGENDA ITEMS		
<p>1. The status of actions from previous management reviews,</p> <p>2. Changes in:</p> <ul style="list-style-type: none"> a. External and internal issues that are relevant to the EMS including, b. Needs and expectations of interested parties and strategic direction, c. Compliance obligations, d. Significant environmental aspects, d. Risks and opportunities. <p>3. The extent to which objectives are met.</p> <p>4. Information on the environmental performance, including trends & indicators for:</p> <ul style="list-style-type: none"> h. Nonconformities and corrective actions, i. Monitoring and measurement results, j. Audit results, k. Fulfillment of compliance obligations, <p>5. Communications from external interested parties,</p> <p>6. Opportunities for continual improvement,</p> <p>7. Adequacy of resources required for maintaining an effective EMS,</p> <p>Other optional topics:</p> <p>8. _____</p>		
PARTICIPANTS	INITIALS	DATE
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
PREPARED BY: _____ DATE: _____		

Task 28.c OH&S management review agenda

OH&S - MEETING AGENDA - MANAGEMENT REVIEW		
DATE : _____ VENUE: _____ TIME : _____		
COME PREPARED TO DISCUSS THE FOLLOWING AGENDA ITEMS		
<p>1 - Results of internal audits</p> <p>2 - Evaluations of compliance with legal and other non legal requirements</p> <p>3 - Results of participation and consultations</p> <p>4 - Communication from external interested parties including complaints</p> <p>5 - The OH&S performance of the organization</p> <p>6 - The extent to which objectives and targets have been met</p> <p>7 - The status of incident investigation, preventive and corrective actions</p> <p>8 - Follow-up actions from previous management reviews</p> <p>9 - Changing circumstances including developments in legal and other requirements</p> <p>10 - Recommendations for improvement</p> <p>Other optional topics: 11 - _____</p>		
PARTICIPANTS	INITIALS	DATE
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
PREPARED BY: _____ DATE: _____		