

**Occupational
Health and Safety
Management System**

**OHSAS 18001:2007
OH&S Manual**

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

This generic manual is to be used as a template in developing your Manual for the OHSAS 18001:2007 Occupational health and safety management system.

Review the text and replace / revise it to match your Health and Safety management system requirements.

- Insert any other available information that would further enhance the company introduction, (preferably electronically).

At a minimum, the blue text should be replaced / revised with your information. "*Your Company*" indicates that you should use Your Company name in that spot.

- Use replace function – enter "*Your Company*" in find space, enter Your Company name in replace space – system should make changes throughout the entire document.
- In the header, replace the generic name and logo with Your Company Name and Logo.

Introduction

Your Company developed and implemented an Occupational Health and Safety Management System in order to support and promote good health and safety practices in balance with socio-economic needs.

The Occupational Health and Safety Management System at *Your Company* meets the requirements of the international standard OHSAS 18001:2007. It addresses the OH&S policy commitments to comply with applicable legal requirements and other non legal requirements to which it subscribes, to the prevention of injury and ill health and to continual improvement.

The manual is divided into ten sections that correlate to the Occupational Health and Safety Management System sections of OHSAS 18001:2007 standard. Sections begin with a statement expressing *Your Company's* obligation to implement the basic requirements of the referenced health and safety management system section. Each statement is followed by specific information pertaining to the procedures that describe the methods used to implement the necessary requirements.

This manual describes the OH&S Management System, delineates authorities, inter relationships and responsibilities of the personnel responsible for performing within the system. The manual also provides procedures, instructions, and references for the activities comprising the health and safety management system to ensure compliance to the necessary requirements of the standard.

The manual is used internally to guide the company's employees through the various requirements of the standard that must be met and maintained in order to ensure Occupational Health and Safety stewardship, customer satisfaction, continual improvement and provide the necessary instructions that create an empowered work force.

This manual is used externally to introduce our health and safety management system to our customers and other external organizations or individuals. The manual is used to familiarize them with the controls that have been implemented and to assure them that the integrity of the health and safety management system is maintained and focused on Occupational Health and Safety stewardship, customer satisfaction and continuous improvement.

President: _____

Date: _____

Section 4.3 Planning

4.3.1 Hazard Identification, Risk Assessment and Determining Controls

Your Company establishes, implements, documents and maintains a system to identify health and safety hazards, assess risks associated with them and determine the necessary controls. A consistent risk analysis process is used to identify hazards, assess risks, determine controls, implement controls, monitor & review and manage changes.

The procedure **P-431** is used to assist the company identify how its activities, products, and services affect health and safety by identifying the hazards, setting the priorities for them, using the OH&S system to manage, control, improve upon the performance and continually improve the system. It follows that high priority hazards identified become candidates for OH&S programs (4.3.3 below) and these are candidates for operational controls (4.4.6 below).

4.3.2 Legal and Other Requirements

Your Company establishes, implements, documents and maintains a system for identifying and accessing the legal and other requirements that are applicable and to explain how the information regarding its legal and other requirements is obtained.

The procedure **P-432** is used to identify the legal and other non legal requirements to which the company subscribes, and describes how the information is made known to relevant functions within the company and incorporated into the OH&S management system. It follows that high priority requirements identified become candidates for OH&S programs (4.3.3 below) and these are candidates for operational controls (4.4.6 below).

4.3.3 Objectives and Programs

Your Company establishes, implements, documents and maintains a system to ensure that the objectives and targets are consistent with the policy, which includes the commitments to compliance with legal and other non legal requirements, continual improvement, and prevention of injury and ill health.

The procedure **P-433** is used to describe the process of setting the objectives to achieve the commitments in *Your Company* OH&S Policy. In addition, consideration is given to significant health and safety hazards, legal and other non legal requirements, views of interested parties, and technological, financial, and business issues when deciding what is to be accomplished as an objective. The OH&S objectives with targets exist at relevant functions and levels of the company, and where practical are measurable.

The procedure **P-434** provides for the development of the OH&S programs required to achieve the objectives and targets, and provides for the process of developing action plans for those identified OH&S programs.

Programs that result focus on the fundamental health and safety needs to control OH&S risks and improve OH&S performance. The implementation of OH&S programs is effected with the use of typical action plans and instructions where the responsible personnel, benchmarks,

milestones and dates, and measurements of success are identified for *WI-434-010 prevention of injury, WI-434-020 prevention of ill health and WI-434-030 reduction of hazards.*

Section 4.3 Related Procedures and Instructions

P-431, Hazard identification, risk assessment and controls,

P-432, Legal and other requirements,

P-433, OH&S Objectives and targets,

P-434, OH&S programs.

WI-434-010, Prevention of injury,

WI-434-020, Prevention of ill health,

WI-434-030, Reduction of hazards.