

BS OHSAS 18002:2008



BSI British Standards

Occupational health and safety management systems — Guidelines for the implementation of OHSAS 18001:2007

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National foreword

Publishing information

This British Standard was published by BSI and comes into effect on DATE. It is the official UK implementation of OHSAS 18002:2008, which supersedes OHSAS 18002:2000.

BS OHSAS 18002 will be maintained in line with any changes to OHSAS 18002, subject to the approval of BSI Technical Committee HS/1, Occupational health and safety management, which collated the UK comments on the second Working Draft of OHSAS 18002 and put forward its preferred position.

A list of organizations represented on this committee can be obtained on request to its secretary.

Relationship with other documents

BS OHSAS 18002 is one of three related documents on occupational health and safety management systems published by the BSI since June 2007. The first was BS OHSAS 18001:2007, which specifies what an organization needs to have in place to meet the criteria for occupational health and safety management.

BS OHSAS 18002:2008 is a guidance standard that identifies what an organization should consider when implementing and operating a system that meets the requirements of BS OHSAS 18001. It is a supportive guidance document to BS OHSAS 18001:2007 and does not impose any additional requirements.

BS 18004:2008, *Guide to achieving effective occupational health and safety performance*, gives good practice guidance on successful health and safety management and builds on the guidance given in HSG 65¹⁾. Structured around the OHSAS 18001 framework, it provides guidance in line with developments in OHS management within the UK and provides extensive annexes intended to support those organizations that wish to deliver good health and safety performance.

Contractual and legal considerations

In the UK, and Europe generally, there are various legal requirements for occupational health and safety that apply to the potentially harmful effects of work activities and which extend beyond the workplace to those who might be affected by workplace activities (see Note to 3.12 on the definition of occupational health and safety). It is essential for the organization to take the matters addressed by these legal requirements into account in establishing, implementing and maintaining its OH&S management system – and in particular when identifying hazards, assessing risks and determining controls (see 4.3.1 and 4.3.2). This standard ought therefore to be read in conjunction with BS 18004 and HSG 65, which give good practice guidance on complying with such legal requirements in the UK.

This publication does not purport to include all the necessary provisions of a contract. User are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligation.

¹⁾ HSG 65, *Successful health and safety management*.

Publishing and copyright information

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Acknowledgement

The following organizations are included in this listing either to recognize their assistance in the development of this edition of OHSAS 18002, or to recognize their general support of the OHSAS standards.

AFAQ EAQA

American Industrial Hygiene Association (AIHA)

American Society of Safety Engineers (ASSE)

Asociación Española de Normalización y Certificación (AENOR)

Association of British Certification Bodies (ABCB)

British Standards Institution (BSI)

Bureau Veritas Certification

Český normalizační institute (CNI)

Comisión Federal de Electricidad (CFE), (Gerencia de la seguridad industrial)

Czech Accreditation Institute (CAI)

Det Norske Veritas (DNV)

DS Certification A/S

EEF the manufacturers' organisation

ENLAR Compliance Services, Inc.

Estonian Centre for Standardisation (EVS)

Health and Safety Executive¹⁾

Hong Kong Quality Assurance Agency (HKQAA)

iMS Risk Solutions

Institute for Standardization of Serbia (ISS)

Institution of Occupational Safety and Health (IOSH)

Instituto Argentino de Normalización y Certificación (IRAM)

Instituto Colombiano de Normas Técnicas y Certificación (ICONTEC)

Instituto de Normas Técnicas de Costa Rica (INTECO)

Instituto Mexicano de Normalización y Certificación, A.C. (IMNC, A.C.)

Instituto Uruguayo de Normas Técnicas (UNIT)

ITS Consultants

Japan Industrial Safety and Health Association (JISHA)

Japanese Standards Association (JSA)

Korea Gas Safety Corporation (ISO Certificate Division)

Lloyds Register Quality Assurance (LRQA)

Management Systems Certification Limited

¹⁾ As the regulatory authority responsible for health and safety in Great Britain, the Health and Safety Executive would wish to make it clear that reliance on the OHSAS Standard by organizations will not absolve them from compliance with any of their legal health and safety obligations under the laws of England and Wales, and Scotland.

National Standards Authority of Ireland (NSAI)
National University of Singapore (NUS)
Nederlands Normalisatie-instituut (NEN)
NPKF ELECTON
NQA
QMI-SAI Global
SABS Commercial (Pty) Ltd.
Service de Normalisation Industrielle Marocaine (SNIMA)
SGS United Kingdom Ltd
SIRIM QAS International
Slovenský ústav technickej normalizácie (SUTN)
SPRING Singapore
Standards Institution of Israel (SII)
Sucofindo International Certification Services (SICS)
Swedish Industry Association (Sinf)
Swedish Standards Institute (SIS)
Technofer Ltd.
TÜV Rheinland Cert GmbH – TÜV Rheinland Group
Standards Association of Zimbabwe (SAZ)

We would also like to recognize the invaluable contribution made by those many organizations who took the time to review the working drafts of OHSAS 18002, and who submitted comments for consideration. This helped us greatly in improving the standard, and is much appreciated.

Foreword

This Occupational Health and Safety Assessment Series (OHSAS) guideline, and OHSAS 18001:2007, *Occupational health and safety management systems — Requirements*, have been developed in response to customer demand for a recognizable occupational health and safety management system standard against which their management systems can be assessed and certified, and for guidance on the implementation of such a standard.

OHSAS 18001 is compatible with the ISO 9001:2008 (Quality) and ISO 14001:2004 (Environmental) management systems standards, in order to facilitate the integration of quality, environmental and occupational health and safety management systems by organizations, should they wish to do so.

OHSAS 18002 quotes the specific requirements from OHSAS 18001 and follows with relevant guidance. The clause numbering of OHSAS 18002 is aligned with that of OHSAS 18001. Text given with an outlined box is an exact duplication of text from OHSAS 18001.

OHSAS 18002 will be reviewed and amended or revised when considered appropriate. Reviews will be conducted when new editions of OHSAS 18001 are published (expected when revised editions of either ISO 9001 or ISO 14001 are published).

This OHSAS Standard will be withdrawn on publication of its contents in, or as, an International Standard.

This OHSAS Standard has been drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

This second edition cancels and replaces the first edition (OHSAS 18002:2000), which has been technically revised.

The principal changes with respect to the previous edition are as follows:

- 1) in relation to the revised text of OHSAS 18001:
 - The importance of “health” has now been given greater emphasis.
 - OHSAS 18001 now refers to itself as a standard, not a specification, or document, as in the earlier edition. This reflects the increasing adoption of OHSAS 18001 as the basis for national standards on occupational health and safety management systems.
 - The “Plan-Do-Check-Act” model diagram is only given in the Introduction, in its entirety, and not also as sectional diagrams at the start of each major clause.
 - Reference publications in Clause 2 have been limited to purely international documents.
 - New definitions have been added, and existing definitions revised.
 - Significant improvement in alignment with ISO 14001:2004 throughout the standard, and improved compatibility with ISO 9001:2008.
 - The term “tolerable risk” has been replaced by the term “acceptable risk” (see 3.1).

- The term “accident” is now included in the term “incident” (see 3.9).
 - The definition of the term “hazard” no longer refers to “damage to property or damage to the workplace environment” (see 3.6).

It is now considered that such “damage” is not directly related to occupational health and safety management, which is the purpose of this OHSAS Standard, and that it is included in the field of asset management. Instead, the risk of such “damage” having an effect on occupational health and safety should be identified through the organization’s risk assessment process, and be controlled through the application of appropriate risk controls.
 - Sub-clauses 4.3.3 and 4.3.4 have been merged, in line with ISO 14001:2004.
 - A new requirement has been introduced for the consideration of the hierarchy of controls as part of OH&S planning (see 4.3.1).
 - Management of change is now more explicitly addressed (see 4.3.1 and 4.4.6).
 - A new clause on the “Evaluation of compliance” (see 4.5.2) has been introduced.
 - New requirements have been introduced for participation and consultation (see 4.4.3.2).
 - New requirements have been introduced for the investigation of incidents (see 4.5.3.1).
- 2) in relation to changes that are specific to OHSAS 18002:
- OHSAS 18002:2000 included a presentation format where firstly the relevant OHSAS 18001 clause was given followed by:
 - a) a description of the intent of the clause;
 - b) typical inputs needed for meeting the requirements of the clause;
 - c) a description of processes that an organization could use to meet the requirements;
 - d) typical outputs expected from meeting the requirements.This format was found to be difficult to apply, so has not been followed in this edition (in fact, the format had not been applied consistently in the 2000 edition). Instead, this edition of OHSAS 18002 is now presented in a more logical format, in which items in a) to d) have been followed during the drafting of the guidance, but have not been given overtly, as previously.
 - New sub-clauses, as per OHSAS 18001 (and from ISO 14001), e.g.:
 - for OHSAS 18001:2007, 4.4.3 Communication, participation and consultation (including new sub-clauses on participation/consultation), and 4.5.3.1 Incident investigation.
 - from ISO 14001:2004, 4.3.3 Objectives and programme(s) (through the merging of the former sub-clauses 4.3.3 and 4.3.4), and 4.5.2 Evaluation of compliance.

- New sub-clauses in alignment with the ILO-OSH:2001 Guidelines, e.g. **4.1.2** Initial review, and **4.3.1.5** Management of change
- Additional new sub-clauses and annexes, e.g. **4.4.2.4** Awareness, Annex C – Examples of items for inclusion in a hazard identification checklist and Annex D – Comparisons of some examples of risk assessment tools and methodologies
- Expanded guidance given in many sub-clauses, e.g. for **4.3.1** Hazard identification, risk assessment and determination of controls, **4.3.2** Legal and other requirements, **4.3.3** Objectives and programme(s), **4.4.6** Operational control, **4.4.7** Emergency preparedness and response, **4.5.5** Internal audit

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with this Occupational Health and Safety Assessment Series (OHSAS) Standard cannot confer immunity from legal obligations.

Introduction

Organizations of all kinds are increasingly concerned with achieving and demonstrating sound occupational health and safety (OH&S) performance by controlling their OH&S risks, consistent with their OH&S policy and objectives. They do so in the context of increasingly stringent legislation, the development of economic policies and other measures that foster good OH&S practices, and of increased concern expressed by interested parties about OH&S issues.

Many organizations have undertaken OH&S “reviews” or “audits” to assess their OH&S performance. On their own, however, these “reviews” and “audits” may not be sufficient to provide an organization with the assurance that its performance not only meets, but will continue to meet, its legal and policy requirements. To be effective, they need to be conducted within a structured management system that is integrated within the organization.

The OHSAS Standards covering OH&S management are intended to provide organizations with the elements of an effective OH&S management system that can be integrated with other management requirements and help organizations achieve OH&S and economic objectives. These standards, like other International Standards, are not intended to be used to create non-tariff trade barriers or to increase or change an organization’s legal obligations.

OHSAS 18001 specifies requirements for an OH&S management system to enable an organization to develop and implement a policy and objectives which take into account legal requirements and information about OH&S risks. It is intended to apply to all types and sizes of organizations and to accommodate diverse geographical, cultural and social conditions. The basis of the approach is shown in Figure 1. The success of the system depends on commitment from all levels and functions of the organization, and especially from top management. A system of this kind enables an organization to develop an OH&S policy, establish objectives and processes to achieve the policy commitments, take action as needed to improve its performance, and demonstrate the conformity of the system to the requirements of OHSAS 18001. The overall aim of OHSAS 18001 is to support and promote good OH&S practices, including self regulation, in balance with socio-economic needs. It should be noted that many of the requirements can be addressed concurrently or revisited at any time.

The development of OHSAS 18001:2007 focused on improving the standard by:

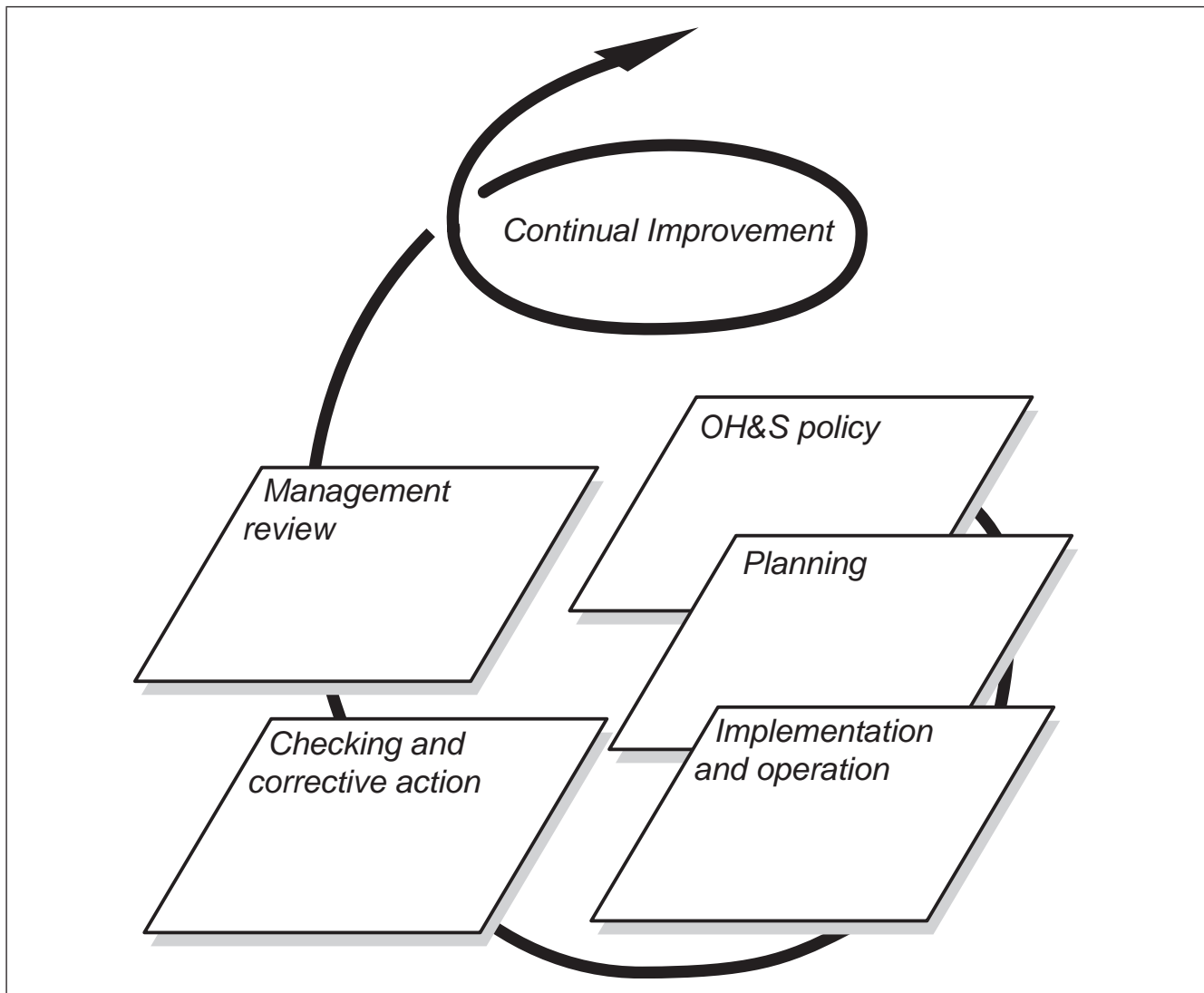
- improving alignment with ISO 14001 and ISO 9001;
- seeking opportunities for alignment with other OH&S management system standards, e.g. the ILO-OSH:2001 Guidelines;
- reflecting developments in OH&S practices;
- clarifying the original text from the OHSAS 18001:1999 requirements based on experience of its use.

There is an important distinction between OHSAS 18001, which describes the requirements for an organization’s OH&S management system and can be used for certification/registration and/or self-declaration of an organization’s OH&S management system, and

a non-certifiable guideline, such as OHSAS 18002, intended to provide generic assistance to an organization for establishing, implementing or improving an OH&S management system. OH&S management encompasses a full range of issues, including those with strategic and competitive implications. Demonstration of successful implementation of OHSAS 18001 can be used by an organization to assure interested parties that an appropriate OH&S management system is in place.

Any reference to other International Standards is for information only.

Figure 1 OH&S management system model for this OHSAS Standard



NOTE This OHSAS Standard is based on the methodology known as Plan-Do-Check-Act (PDCA). PDCA can be briefly described as follows.

- **Plan**: establish the objectives and processes necessary to deliver results in accordance with the organization's OH&S policy.
- **Do**: implement the processes.
- **Check**: monitor and measure processes against OH&S policy, objectives, legal and other requirements, and report the results.
- **Act**: take actions to continually improve OH&S performance.

Many organizations manage their operations via the application of a system of processes and their interactions, which can be referred to as the "process approach". ISO 9001 promotes the use of the process approach. Since PDCA can be applied to all processes, the two methodologies are considered to be compatible.

OHSAS 18001 contains requirements that can be objectively audited; however, it does not establish absolute requirements for OH&S performance beyond the commitments, in the OH&S policy, to comply with applicable legal requirements and with other requirements to which the organization subscribes, to the prevention of injury and ill health and to continual improvement. Thus, two organizations carrying out similar operations but having different OH&S performance can both conform to its requirements.

OHSAS 18001 does not include requirements specific to other management systems, such as those for quality, environmental, security, or financial management, though its elements can be aligned or integrated with those of other management systems. It is possible for an organization to adapt its existing management system(s) in order to establish an OH&S management system that conforms to the requirements of OHSAS 18001. It is pointed out, however, that the application of various elements of the management system might differ depending on the intended purpose and the interested parties involved.

The level of detail and complexity of the OH&S management system, the extent of documentation and the resources devoted to it depend on a number of factors, such as the scope of the system, the size of an organization and the nature of its activities, products and services, and the organizational culture. This may be the case in particular for small and medium-sized enterprises.

NOTE 1 As all of the requirements of OHSAS 18001:2007 are included within OHSAS 18002:2008, organizations can choose to retain a copy of OHSAS 18002 alone, for certification purposes.

NOTE 2 There are some small variations in text between the Introduction given in OHSAS 18001 and this Introduction to account for the differences in the two OHSAS standards.

Occupational health and safety management systems — Guidelines for the implementation of OHSAS 18001:2007

1 Scope

This Occupational Health and Safety Assessment Series (OHSAS) guideline provides generic advice on the application of OHSAS 18001:2007.

It explains the underlying principles of OHSAS 18001 and describes the intent, typical inputs, processes and typical outputs, against each requirement of OHSAS 18001. This is to aid the understanding and implementation of OHSAS 18001.

OHSAS 18002 does not create additional requirements to those specified in OHSAS 18001 nor does it prescribe mandatory approaches to the implementation of OHSAS 18001.

OHSAS 18001 text

This Occupational Health and Safety Assessment Series (OHSAS) Standard specifies requirements for an occupational health and safety (OH&S) management system, to enable an organization to control its OH&S risks and improve its OH&S performance. It does not state specific OH&S performance criteria, nor does it give detailed specifications for the design of a management system.

This OHSAS Standard is applicable to any organization that wishes to:

- a) establish an OH&S management system to eliminate or minimize risks to personnel and other interested parties who could be exposed to OH&S hazards associated with its activities;
- b) implement, maintain and continually improve an OH&S management system;
- c) assure itself of its conformity with its stated OH&S policy;
- d) demonstrate conformity with this OHSAS Standard by:
 - 1) making a self-determination and self-declaration, or
 - 2) seeking confirmation of its conformance by parties having an interest in the organization, such as customers, or
 - 3) seeking confirmation of its self-declaration by a party external to the organization, or
 - 4) seeking certification/registration of its OH&S management system by an external organization.

All the requirements in this OHSAS Standard are intended to be incorporated into any OH&S management system. The extent of the application will depend on such factors as the OH&S policy of the organization, the nature of its activities and the risks and complexity of its operations.