

BS 18004:2008



BSI British Standards

Guide to achieving effective occupational health and safety performance

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Summary of pages

This document comprises a front cover, an inside front cover, pages i to iv, pages 1 to 144, an inside back cover and a back cover.

Foreword

Publishing information

This British Standard was published by BSI and came into effect on 30 November 2008. It was prepared by Technical Committee HS/1, *Occupational health and safety management*. A list of organizations represented on this committee can be obtained on request to its secretary.

Relationship with other documents

BS 18004:2008 supersedes BS 8800:2004, which is withdrawn.

BS 18004 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 18001 is supported by BS OHSAS 18002:2008, which gives guidance on what an organization should consider when implementing and operating a system that meets the requirements of BS OHSAS 18001.

BS 18004:2008 gives good practice guidance on successful health and safety management, and builds on the guidance advocated in HSG 65 [1]. 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.

Use of this document

As a guide, BS 18004 takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with BS 18004 is expected to be able to justify any course of action that deviates from its recommendations.

Presentational conventions

The provisions in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is "should".

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

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 affected by workplace activities (see Note to 3.17 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 **4.3.2** and **4.3.3**).

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

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

1 Scope

This British Standard provides guidance for an occupational health and safety (OH&S) management system or the OH&S elements of an organization's overall 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 guidance is applicable to any organization that wishes to:

- a) establish an OH&S management system to control risks to personnel and other interested parties who could be exposed to OH&S hazards associated with its activities, facilities, processes or plant;
- b) implement, maintain and continually improve an OH&S management system;
- c) demonstrate commitment to good practice, including self-regulation, and continual improvement in OH&S performance;
- d) assure itself of its conformity with its stated OH&S policy and with BS OHSAS 18001 by:
 - 1) making a self-determination and self-declaration; or
 - 2) seeking confirmation of its conformity 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 elements in this standard are intended to be incorporated into any OH&S management system and to enable an organization to incorporate OH&S within its overall 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.

This standard is intended to address occupational health and safety, and is not intended to address other health and safety areas, such as worker wellbeing/wellness programmes, product safety, property damage or environmental impacts.

This standard is intended for use by organizations of all sizes, regardless of the nature of their activities. It is intended that its application is proportional to the circumstances and needs of the particular organization. Further guidance for small and medium enterprises (SMEs) will be provided in BS 18005, a new standard in preparation.

NOTE Annex A gives information about integrating a BS OHSAS 18001 management system within the overall business risk management system. Annex B and Annex C provide guidance on implementing, operating and promoting an effective OH&S management system. Annex D covers setting objectives and planning and implementing OH&S programmes. Annex E gives guidance on risk assessment and control and Annex F discusses operational control. Occupational health is discussed in Annex G, while Annex H provides advice on how to involve workers. Information on emergency preparedness and response is given in Annex I. Annex J discusses how to measure performance. Incident investigation is discussed in Annex K. Annex L gives guidance on the process of internal audit.