

CONTENTS

Volume 1

Note: A summary table of contents is provided here. Detailed tables of contents precede each tab.

List of Acronyms

◆ INTRODUCTION

1 Introduction.....	1-1
John’s Glue Case Study.....	1-19

◆ GETTING STARTED

2 Getting Started.....	2-1
John’s Glue Case Study.....	2-27
Case Sample 2-1 Gap Analysis Summary	2-29
Task List 2	
Appendix	

◆ OCCUPATIONAL HEALTH AND SAFETY POLICY

3 Occupational Health and Safety Policy (Clause 4.2)	3-1
John’s Glue Case Study.....	3-17
Case Sample 3-1 Occupational Health and Safety Policy	3-21
Task List 3	
Appendix	

◆ PLANNING

4 Hazard Identification, Risk Assessment, and Risk Control (Clause 4.3.1).....4-1
John’s Glue Case Study.....4-67
Case Sample 4-1 Initial Hazard Analysis Strategy4-81
Case Sample 4-2 Hazard Analysis Strategy4-87
Case Sample 4-3 General Facility-wide Analysis
Walking/Working Surfaces4-95
Case Sample 4-4 Hazard Identification, Risk
Assessment, and Risk Control4-103

Task List 4

5 Legal and Other Requirements (Clause 4.3.2)5-1
John’s Glue Case Study.....5-13
Case Sample 5-1 Legal and Other Requirements5-19
Case Sample 5-2 Health and Safety Regulatory
and Other Requirements5-25

Task List 5

Appendix

6 Objectives and Programs (Clause 4.3.3)6-1
John’s Glue Case Study.....6-29
Case Sample 6-1 OH&S Objectives6-41

Task List 6

◆ IMPLEMENTATION PART 1

7 Resources, Roles, Responsibility, Accountability and Authority (Clause 4.4.1).....7-1
John’s Glue Case Study.....7-29
 Case Sample 7-1 Organizational Chart Showing
 Key OH&S-MS Personnel..... 7-37

Task List 7

8 Training, Awareness, and Competence (Clause 4.4.2)8-1
John’s Glue Case Study.....8-29
 Case Sample 8-1 Training Needs Analysis:
 Overall Analysis of Regulatory
 Applicability 8-39
 Case Sample 8-2 Training Needs Matrix..... 8-57
 Case Sample 8-3 Training, Awareness, and
 Competence Procedure 8-63

Task List 8

9 Communication, Participation, and Consultation (Clause 4.4.3)9-1
John’s Glue Case Study.....9-17
 Case Sample 9-1 Sample Communications
 Procedure 9-27

Task List 9

◆ CORRECTIVE ACTION

15 Performance Measurement and Monitoring

(Clause 4.5.1) 15-1

John’s Glue Case Study 15-25

Case Sample 15-1 Regulatory Compliance Calendar ... 15-31

Case Sample 15-2 OH&S-MS Objective
and Target Review Procedure..... 15-41

Case Sample 15-3 Calibration Procedures..... 15-47

Case Sample 15-4 Monitoring and Measurement..... 15-57

Task List 15

16 Accidents, Incidents, Nonconformances, and

Corrective and Preventive Action (Clause 4.5.3) 16-1

John’s Glue Case Study 16-23

Case Sample 16-1 Accident/Incident Reporting and
Investigation Procedure 16-29

Case Sample 16-2 Summary of Trends on Inspection
Reports for Paste Manufacturing ... 16-45

Case Sample 16-3 Nonconformance and Corrective
and Preventative Action Procedure.. 16-49

Task List 16

Appendix 16A

17 OH&S-MS Internal Audit (Clause 4.5.5) 17-1
John’s Glue Case Study 17-13
 Case Sample 17-1 OH&S-MS Audit Procedure..... 17-17
 Case Sample 17-1 Attachment A:
 OH&S-MS Audit Schedule 17-25
 Case Sample 17-1 Attachment B: Production Area
 Interview Checklist..... 17-29
 Case Sample 17-2 OH&S-MS Audit Report and
 Supporting Documentation..... 17-43

Task List 17

◆ MANAGEMENT REVIEW

18 Management Review (Clause 4.6) 18-1
John’s Glue Case Study 18-15
 Case Sample 18-1 Management Review Procedure 18-19
 Case Sample 18-2 Management Review Agenda
 and Minutes Record..... 18-25
 Case Sample 18-3 Management Review Presentation 18-29

Task List 18

◆ CERTIFICATION

19 Certification..... 19-1
 Appendix 19A

◆ BEYOND OHSAS 18001

20 ANSI/AIHA Z10 Overview 20-1
 Appendix 20A

21 CSA-Z1000-06 Overview..... 21-1

Appendices

Appendix 2A	OHSAS18001 Gap Analysis Tool	App 2A-1
Appendix 2B	TCIR and DART Calculation Tool.....	App 2B-1
Appendix 3A	Example Environmental Heath and Safety Policies	App 3A-1
Appendix 5A	Example Change Management Checklist	App 5A-1
Appendix 14A	Summary of U.S. Federal Regulatory Emergency Planning Requirements.....	App 14A-1
Appendix 16A	Six Sigma Approach to Corrective and Preventive Action (CAPA)	App 16A-1
Appendix 19A	OSHA VPP Policies and Procedures Manual...	App 19A-1
Appendix 20A	Comparison of OHSAS 18001 to VPP ANSI Z10, CSA Z1000-06, and RC14001	App 20A-1

Figures

Figure 2-1	OH&S-MS Scope at a Mineral Refining Facility	2-13
Figure 4-1	Example JSA Form	4-54
Figure 6-1	Selection and Development of Objectives and OH&S Management Programs	6-11
Figure 6-2	Example OH&S Management Program.....	6-23
Figure 7-1	Hierarchical Organizational Chart: Location of the EHS Group within an Aerospace Facility	7-19
Figure 7-2	Hierarchical Organizational Chart: Internal Structure of the EHS Group at an Aerospace Facility.....	7-20
Figure 7-3	Topical Organizational Chart; Hearing Conservation Program at an Aerospace Facility	7-21
Figure 8-1	Training Requirements within an OHSAS 18001 Management System.....	8-3

Figure 11-1 Flow of Document Creation and Availability in a
Computer-based Document Distribution System 11-24

Figure 11-2 Flow of Document Creation and Availability in a
Paper-based Document Distribution System 11-26

Figure 13-1 Levels of Operational Control 13-6

Figure 15-1 Monthly Fire Extinguisher Inspection Form..... 15-15

Figure 16-1 Problem Definition Process App 16A-5

Figure 16-2 Annotated Time Line for Fire Incident App 16A-9

Figure 16-3 Example: Causal Map App 16A-17

Figure 16-4 Example: Fishbone Diagram..... App 16A-20

Figure 16-5 Example: RACI Diagram..... App 16A-36

Figure 18-1 Example: Management Review Record..... 18-13

Figure 20-1 Plan-Do-Check-Act Cycle 20-5

Figure 21-1 Plan-Do-Check-Act Cycle 21-5

Tables

Table 4-A Typical Hazards in the Workplace..... 4-5

Table 4-B Suggested Categories of Consequence 4-24

Table 4-C Typical Stressors in the Workplace 4-26

Table 4-D Combining Single Probability and Exposure
Estimates to Arrive at Total Probability Estimates 4-29

Table 4-E Suggested Levels of Risk for Various Incident
Probabilities and Severities..... 4-32

Table 4-F Hazard Analysis Strategy..... 4-37

Table 4-G Example: General Facility-wide Analysis 4-40

Table 4-H Example: Area-specific Analysis..... 4-47

Table 4-J Example: JSA Analysis..... 4-58

Table 6-A Example Management Objectives and Indicators..... 6-6

Table 6-B Example Operational Objectives and Indicators..... 6-7

Table 6-C Overview of Aspects, Objectives, Operational Controls,
and Monitoring and Measurement
at an Example Facility 6-26

Table 7-A	Example Framework of OH&S Management System Responsibilities within an Organization	7-18
Table 7-B	Example Job Descriptions.....	7-23
Table 8-A	Training Needs Analysis – Job-specific Training: OH&S Hazards and Risks.....	8-14
Table 8-B	Training Needs Analysis.....	8-16
Table 8-C	Training Needs Analysis – Job-specific Training: Operational Procedures	8-18
Table 8-D	Training Needs Analysis – Job-specific Training: OH&S Management System Duties.....	8-19
Table 8-E	Regulatory-required Energy Response Training.....	8-20
Table 8-F	Persons Typically Responsible for OH&S Training.....	8-22
Table 11-A	Characteristics and Examples of Documents and Records.....	11-4
Table 11-B	Required and Recommended Documents and Records for an OHSAS 18001 OH&S Management System or OSHA VPP Program	11-5
Table 11-C	Tiers of Documents and Data in an OH&S Management System.....	11-14
Table 11-D	Computer-based vs. Paper-based Document Distribution Systems.....	11-22
Table 14-A	Relationship between Clause 4.4.7 and Procedures Developed Under Other Clauses	14-3
Table 14-B	Sample Output from Incident and Emergency Situation Review at a Typical Manufacturing Facility ...	14-9
Table 14-C	Examples of Prevention and Mitigation Tactics	14-12
Table 14-D	Accident and Emergency Review Matrix	14-14

Table 16-A	Examples of OH&S-MS Nonconformance.....	16-6
Table 16-B	Corrective and Preventive Actions	16-11
Table 16-C	Is/Is Not Table Content.....	App 16A-11
Table 16-D	Is/Is Not Table for Electrical Issue	App 16A-11
Table 16-E	Error Mode Effect Analysis	App 16A-23
Table 16-F	Example Prioritization Matrix	App 16A-28
Table 16-G	Example Cause and Effect Matrix	App 16A-30
Table 16-H	Example Interrelationship Diagram.....	App 16A-32
Table 17-A	OH&S-MS Elements That Should Be Included in an Internal OH&S-MS Audit Program	17-9
Table 18-A	Elements That Should Be Included in Management Review	18-11
Table 19-A	Differences between VPP and OHSAS 18001	19-19