

ISO 14001- OHSAS 18001 Small Business Package

Contents

- Combined EHS Manual meets both ISO 14001 and OHSAS 18001 requirements *
 - Procedures & Work Instructions describing EMS and QMS System Processes
 - Forms, Attachments, Registers and Tables referenced by the Procedures
- ISO 14001-OHSAS 18001 Workbook with PowerPoint Presentation*
- Intro to ISO 14001 Presentation Materials
- Intro to OHSAS 18001 Presentation Materials
- Integrating ISO 14001 and OHSAS 18001 Presentation Materials*
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- ISO 14001 & OHSAS 18001 Internal Audit Checklists*
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*Sample Included

ISO 14001:2004

ENVIRONMENTAL MANAGEMENT SYSTEM

OHSAS 18001:2007

**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM**

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 integrated ISO 14001 Environmental management system and the OHSAS 18001:2007 Occupational health and safety management system.

Review the text and replace / revise it to match your Environmental and 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 logos with your company name and logo.

In the footer, the inclusion of both the **Green-Recycle** and the **Red-Safety Icons** indicates that the document is **relevant to both ISO 14001** and the **OHSAS 18001** standards.



For example, in this manual, both the Green-Recycle and the Red-Safety Icons are included.

In the footer for procedures, instructions, forms and attachments required for the integrated Environmental and OH&S management system, a **single Green Icon** indicates a document **that is specific to ISO 14001** and a **single Red Icon** indicates a document **that is specific to OHSAS 18001**.

Note that in addition to the above icon designations, unique procedures that have common basic-clause numbers are distinguished as follows:

- The number **14** following a document number indicates that it is specific to ISO 14001.
- The number **18** following a document number indicates that it is specific to OHSAS 18001.

Section 4.2 Environmental Policy

The environmental policy and the environmental objective are defined within the scope of the EMS. The *President* is responsible to ensure that the Environmental Policy provides the framework for managing the needs of any interested party and stakeholder. The Environmental Policy and Objectives are communicated to all persons working for or on behalf of the company.

The EMS procedure **P-420-14** is established and maintained to provide guidelines for formulating and approving the environmental policy.

The *President* of *Your Company* has formulated the environmental policy. The policy is explained and discussed at the general orientation training given to all new employees and has been reviewed with all current employees. All employees are expected to know what the environmental policy means to them as it affects their job or position within the company.

The Environmental Policy, attachment A-420-001 is included in the next page of the manual *and is posted in prominent locations throughout the facility.*

The OHS procedure, **P-420-18** covering the Occupational Health and Safety Policy is established and is further detailed in the OH&S section of the manual (section 4.2). The OH&S policy, A-420-002 is included in the page that follows the Environmental policy.

Section 4.2 Related Procedures and Attachment

P-420-14, Procedure for Environmental policy

P-420-18, Procedure for OH&S policy

A-420-001, Attachment – Environmental policy

A-420-002, Attachment – OH&S policy



4.4.7 Emergency Preparedness and Response

Your Company establishes, implements, documents and maintains a system for the identification of potential emergencies and accidents that can impact the environment and health and safety in order to be prepared to respond to actual situations. By having a planned response to emergencies we are able to meet our strategic goals of preventing pollution, reducing negative impacts on the environment, and preventing injuries and ill health to the personnel.

As introduced in the EMS section 4.4.7, the EMS-OHS procedure **P-447** for emergency preparedness and response outlines a method for the reporting and for the effective management of an incident / accident from the time of discovery to the ultimate disposal.

As introduced in the EMS section 4.4.7, the EMS-OHS instruction **WI-447-010** is established to outline the response to emergency incidents that may not be regulated and relate to the well-being of personnel in the office and administrative areas of the company.

Section 4.4 Related Procedures and Instructions

P-441, Structure and responsibility

P-442, Competence, training and awareness

P-443, Internal and external communications

P-444, Documentation

P-445, Control of documents

P-446, Operational control

WI-446-010, Design and development

WI-446-020, Outsourcing and purchasing

WI-446-030, Infrastructure

WI-446-040, Control of measuring equipment

WI-446-050, Incoming inspection

P-447, Emergency response – plant

WI-447-010, Emergency instructions – office





The Implementation Workbook

Integrating the

ISO 14001 and OHSAS 18001

Management Systems

The Implementation Workbook – Integrating the ISO 14001 and OHSAS 18001 management systems

Comments and Instructions:

Congratulations on the management decision to implement the integrated ISO 14001:2004 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 14001 and OHSAS 18001 workbook becomes an implementation 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 Environmental and Health and Safety program is launched, is for the EMS-OHS 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 the tasks and the 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 series of ppt presentations that match the workbook sections. The presentations become very effective tools that the EMS-OHS Management Representative, as the project manager, can use to keep the momentum moving toward a target registration date.

Good Luck with this important initiative.

Action 6 Hazard Identification, Risk Assessment and Determination of Controls – OH&S Worksheet

ACTION	ACTION	ACTION	ACTION	ACTION	ACTION	ACTION	ACTION
1	2	3	4	5	6	7	8
*	** -- Hazard -- What is present or could be introduced as a risk?	Description of Hazard and its associated Risk	*** Assessment of Risk 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 6 What controls exist for this item step?

What measures need to be taken to prevent, reduce or eliminate the risk?

Controls will vary on the type of risk and obviously their significance. For example the controls may focus on the provision of proper lighting, adequate guarding for equipment, process controlled conditions, etc.

In some cases, there will be more than one control for an identified risk, and conversely, more than one risk may be controlled by a specified control.

In certain instances, control measures may not be required due to the absence of any significant hazards for that item.

Task 26 ISO 14001 - Input-Output worksheet for identification & planning of EMS processes

PROCESS INPUTS - ISO 14001:2004 Environmental Management Systems Requirements	PROCESS OUTPUTS – Identification of key processes & sub-processes	DOCUMENTATION for processes	RESPONSIBILITY for processes	REMARKS
4.1 General Requirements	<p><i>From Exercise B</i></p> <ul style="list-style-type: none"> [] [] [] <p><i>Manual</i></p>	<p><i>Consider the integrated Documentation Package from www.18000store.com</i></p> <p><i>EM-HS-001</i></p>		
4.2 Environmental Policy	<p><i>From Exercise B</i></p> <ul style="list-style-type: none"> [] <p><i>Environmental Policy</i></p>	<p><i>14AP-420</i></p>		
4.3 Planning	<p><i>From Exercise C</i></p> <ul style="list-style-type: none"> [] <p><i>Environmental aspects and impacts</i></p> <ul style="list-style-type: none"> [] <p><i>Legal and other requirements</i></p> <ul style="list-style-type: none"> [] <p><i>Objectives and targets Environmental programs Water reuse - example Etc.</i></p>	<p><i>14AP-431</i></p> <p><i>EHAP-432</i></p> <p><i>EHAP-433</i></p> <p><i>14WI-434-001</i></p>		
4.4 Implementation and operation	<p><i>From Exercise D</i></p> <ul style="list-style-type: none"> [] [] <p><i>Structure and responsibility</i></p>	<p><i>EHAP-441</i></p>		
4.4.1 Resources, roles, responsibility & authority				

Integrating OHSAS 18001 & ISO 14001 Management Systems Overview



**OHSAS 18001
Occupational Health & Safety
Management System**



**ISO 14001
Environmental Management System**

Integrating OHSAS 18001 and ISO 14001



- Additional information is tabled in Annex A of the OHSAS 18002:2007 publication to provide a broad comparison or “Correspondence between ISO 14001 and OHSAS 18001”.
- An objective of the comparison is to demonstrate that both systems can be used together as an integrated management system.



Integrating OHSAS 18001 / ISO 14001



Compatible with content, terminology & many of the requirements.

Common requirements for at least (12) core areas ... plus ... other operational controls (5) ...

Operational controls required per clause 4.4.6 will vary depending on the nature of your business.



ISO 14001:2004 Environmental Management System - The Gap Analysis Checklist

GUIDELINES FOR USE OF THE GAP ANALYSIS CHECKLIST

This gap analysis checklist is prepared for use in evaluating your Environmental Management System against the requirements of ISO 14001.

Each requirement is expressed as a question that the auditor can use to evaluate your EMS capabilities. Along with the checklist, you will need to have a copy of the ISO 14001:2004 standard so that you can see exactly what the requirements are and can refer to the guidance section in Annex A.

After you have prepared an audit schedule, and assigned responsibility to the auditors for different areas to audit, copy each section of the checklist for the auditors working with that section. As the auditors work through the checklist, they need to take notes on what is in place, and what needs to be developed.

Reference the procedures or other documents that are reviewed and that will provide information for the new EMS. Take notes on the status of the documents, will they need to be revised for the new system, or can they be used as is? Also note where processes are in place, but documentation is needed.

Focus on what is in place, and what needs to be developed. While you do want to know if procedures and processes are being complied with, compliance is not your main focus for this audit.

Remember that the final outcome of this audit should be a list of things that your organization needs to do to comply with ISO 14001:2004.

ISO 14001:2004 Environmental Management System - The Gap Analysis Checklist

4 ENVIRONMENTAL MANAGEMENT SYSTEM

REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT YES / NO?	IF NO Estimated % complete	ITEMS NEEDED
4.1 General Requirements				
This clause introduces the general requirements for an environmental management system that is intended to result in improved environmental performance. Look to see that your organization has a system with a defined scope for an EMS that can be reviewed and evaluated to identify and implement opportunities for improvements.				
Has the organization established, documented, implemented and maintained an EMS as required by ISO 14001:2004?				
How does the organization determine if the requirements of the standard are fulfilled?				
Is the scope of the EMS defined & documented? -- are all activities, products and services within the scope addressed by the EMS?				
4.2 Environmental Policy				
This clause addresses the requirement for your organization's environmental policy which is the driver for implementing and improving the Environmental Management System.				
Is the organization's environmental policy appropriate to its activities, products, services?				
Does the policy reflect the commitment of top management to: -- prevent pollution and to continually improve? -- comply with legal & other requirements?				
Does the policy provide for a framework to: -- set & review objectives and targets? -- document, implement & maintain the policy? -- communicate the policy to persons working for or on behalf of the organization? -- is available to the public?				



4 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM REQUIREMENTS

REQUIREMENTS	CURRENTLY IN PLACE (List documents or evidence)	COMPLIANT YES / NO?	IF NO Estimated % complete	ITEMS NEEDED
4.1 General requirements				
<p>This clause introduces the general requirements for an occupational health and safety management system that is intended to result in improved health and safety performance. Look to see that your organization has a system with a defined scope for an OH&S that can be reviewed and evaluated to identify and implement opportunities for improvements.</p>				
<p>Has the organization established, documented, implemented and maintained the OH&S system as required by the OHSAS 18001:2007 standard?</p>				
<p>How does the organization determine if the requirements of the standard are fulfilled?</p>				
<p>Is the scope of the OH&S system defined & documented?</p> <p>Are all activities, products or services included in the scope of the OH&S system?</p>				
4.2 OH&S policy				
<p>This clause addresses the requirement for your organization's occupational health and safety which is the driver for implementing and improving the OH&S Management System.</p>				
<p>Has top management defined and authorized the OH&S policy for the organization?</p> <p>Is the OH&S policy appropriate to its activities, products, services as defined in the scope of the OH&S system?</p>				
<p>Does the policy reflect the commitment of top</p>				