



## CQE Training & Consultancy Plt (Reg No. : LLP 0003668 LGN)

Registered Office : No. 46, Lorong Bintang, Taman Tasik Permai, 34000 Taiping, Perak. Malaysia.

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# OHSAS 18001:2007 OCCUPATIONAL, HEALTH & SAFETY MANAGEMENT SYSTEM INTERNAL AUDIT TRAINING (PUBLIC / IN-HOUSE TRAINING PROGRAMME)



## Introduction

**T**he **OHSAS 18001:2007** is an **Occupational, Health and Safety management standard**. It defines a set of occupational health and safety (OH&S) management requirements for occupational health and safety management systems (OHSMS). It was developed by the OHSAS Project Group, a consortium of 43 organizations from 28 countries. This consortium includes national standards bodies, registrars (certification bodies), consultants, and occupational health and safety institutes.

This new **OHSAS 18001:2007** standard was officially published during July of 2007. It cancels and replaces OHSAS 18001:1999. Since it was first published in 1999, OHSAS 18001 has rapidly become the most widely used international occupational health and safety management standard. It applies to all types of organizations. It doesn't matter what size they are or what they do. The purpose of OHSAS 18001 is to help organizations to manage and control their occupational health and safety risks and to improve their occupational health and safety performance. They can achieve this purpose by developing an occupational health and safety management system (OHSMS) that complies with the standard.

An OHSMS is a network of interrelated elements. These elements include responsibilities, authorities, relationships, functions, activities, processes, practices, procedures, and resources. These elements are used to establish OH&S policies, plans, programs, and objectives.

**“OHSAS 18001:2007 OHS Internal Auditor Training”** competency-based 2-day course focuses on teaching students an effective approach for auditing occupational health and safety (OH&S) management systems. The primary objective of this training course is to instruct OH&S auditors in the principles and practices specific to auditing for conformance with BS OHSAS 18001:2007, including planning of and preparation for the audit, audit practices, and reporting audit findings. This internal auditor course is intended to provide a general appreciation of OH&S management systems auditing that will equip attendees with the skills necessary to actively participate in internal and second-party audits.



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## Learning Outcomes/Objectives

Also available as  
in-house programme

This training is designed to give you the relevant skills and knowledge to assess and report on the conformance and effective implementation of an OHS management system. The purpose of this training is to equip delegates with the knowledge and skills needed to perform internal audits on occupational, health & safety management systems and to contribute to the continual improvement of the management system. On training completion participants will be able to:-

- ✓ Brief understand occupational health and safety management definitions, concepts, and guidelines
- ✓ Overview of the purpose of OHSAS 18001:2007
- ✓ Understand the requirements of the OHSAS 18001:2007 standard
- ✓ Understand the roles and responsibilities of the internal auditor
- ✓ Apply ISO 19011:2011 definitions, concepts, and guidelines
- ✓ Recognize the principles, practices, and types of audits
- ✓ Conduct all phases of an internal audit (plan, execute, report, record, follow-up, closure)
- ✓ Prepare and present effective reports

## COURSE CONTENTS

<u>Day 1</u>	<u>Day 2</u>
<ul style="list-style-type: none"> <li>✚ Registration</li> <li>✚ Introduction</li> <li>✚ Ice-breakers (Warm-up exercise)</li> <li>✚ History of OHSAS18001 Standard Development (brief overview)</li> <li>✚ Why have these standards?</li> <li>✚ Who do these standards apply to?</li> <li>✚ What do these standards apply to?</li> <li>✚ What does this OHSAS 18001 Series cover?</li> <li>✚ General Description of OHSAS 18001 Standards 2007 Edition</li> <li>✚ Differences between 1999 and 2007 Edition</li> <li>✚ OSHA 1994 and its related regulations               <ul style="list-style-type: none"> <li>○ Safety and Health Committee Regulations 1996</li> <li>○ Classification, Packaging and</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✚ Who are involved in OHS Audit ?</li> <li>✚ Parties involved in OHS Audit and their relationship</li> <li>✚ What are the roles of Internal Auditor, Auditee and Client ?</li> <li>✚ Ideal attributes and characters of Internal Auditors.               <ul style="list-style-type: none"> <li>○ Principle of Quality Auditing</li> <li>○ Ethical Conduct</li> <li>○ Fair Presentation</li> <li>○ Due Professional Care</li> <li>○ Independence</li> <li>○ Evidence Based Approach</li> </ul> </li> <li>✚ What is Accreditation and Certification?               <ul style="list-style-type: none"> <li>○ Definition</li> <li>○ Roles and Functions</li> </ul> </li> <li>✚ Managing Internal Audit Programme               <ul style="list-style-type: none"> <li>○ OHS Management Representative (MR) roles</li> <li>○ Recommended good practices in Internal Audit Programme</li> </ul> </li> </ul>



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<p>Labeling of Hazardous Chemical Regulations 1997</p> <ul style="list-style-type: none"><li>○ Use and Standards of Exposure of Chemicals Hazardous to Health (USECHH) Regulations 2000.</li></ul> <p>✚ Factories and Machinery Act 1967 and its related regulations</p> <ul style="list-style-type: none"><li>○ Notification, Certification of Fitness &amp; Inspection Reg. 1970</li><li>○ Safety, Health and Welfare Reg. 1970</li><li>○ Noise Exposure Reg. 1989</li><li>○ Electric Passenger and Good Lift Reg. 1970</li><li>○ Fencing of Machinery and Safety Reg. 1970</li></ul> <p>✚ MS1722:2011 OHS Standard</p> <p>✚ Identifying and evaluating organization operation related OHS issues and concerns</p> <p>✚ Documentation requirements</p> <p>✚ Implementation Steps</p> <p>✚ Auditing as a Management Tools for Improvement.</p> <p>✚ Auditing as a Management Tools for Improvement.</p> <p>✚ What is OHS Audit ? Differences with Environmental Audits</p> <p>✚ Types of audits (System, Product and Process)</p> <ul style="list-style-type: none"><li>○ Example of System, Product and Process Audits</li><li>○ Sample Checklists</li></ul>	<p>✚ Audit planning and preparation. (Effective Auditing)</p> <ol style="list-style-type: none"><li>1. Steps in conducting audit.</li><li>2. Non-conformance writing</li><li>3. Audit reporting process.</li><li>4. Post audit activities (corrective actions, verification and follow-up).</li><li>5. Record retention.</li></ol> <p>✚ New Process Approach Auditing Methodology</p> <p>✚ ISO19011:2011 Standard on Quality and Environment Auditing Systems.</p> <p>✚ Evaluation exercise / discussions.</p> <ol style="list-style-type: none"><li>1. Workshop 1 – Fact of Fiction Exercise?</li><li>2. Workshop 2 – OHSAS18001:2007 Non-Conformity Clause Identification Exercise (5 Questions)</li><li>3. Workshop 3 – OHSAS18001:2007 Non-Conformity Report (NCR) Statement Writing Exercise</li></ol> <p>✚ Workshop Case Study and Audit Trails</p> <ol style="list-style-type: none"><li>1. Role play (auditor and auditee).</li><li>2. Reporting.</li><li>3. Review and discussions.</li></ol>
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## Who Should Attend

**P**roduction and Operation Managers, Executives and Supervisors, Environmental and Safety Managers , Executives, Engineers and Supervisors, EMS and OHS Management Representative and those who are involved in the day-to-day operations of a manufacturing plant that related to environmental issues.



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## Duration

2 days

## Training Methodology

The program would be conducted by using the following materials / aids :-

- ✓ Course Note
- ✓ LCD Presentation
- ✓ Group Activities / Workshop / Role Plays
- ✓ Lecturettes
- ✓ Live Audit

