# Appendix A: OHSAS 18001:2007 Checklist of Safety Management System requirements and correspondent implicit or explicit responsibilities

| **OHSAS Chapter** | **OHSAS item** | **Responsible for the item** |
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| **4.1 General requirements** | The organization shall establish, document, implement, maintain, and continually improve an OHS management system in accordance with the requirements of this OHSAS Standard and determine how it will fulfil these requirements. | **Organization - E** |
| The organization shall define and document the scope of its OHS management system. | **Organization - E** |
| **4.2 OHS policy** | Top management shall define and authorize the organization’s OHS policy and ensure that within the defined scope of its OHS management system it: a) is appropriate to the nature and scale of the organization’s OHS risks; b) includes a commitment to prevention of injury and ill health and continual improvement in OHS management and OHS performance; c) includes a commitment to at least comply with applicable legal requirements and with other requirements to which the organization subscribes that relate to its OHS hazards; d) provides the framework for setting and reviewing OHS objectives; e) is documented, implemented and maintained; f) is communicated to all persons working under the control of the organization with the intent that they are made aware of their individual OHS obligations; g) is available to interested parties; and h) is reviewed periodically to ensure that it remains relevant and appropriate to the organization. | **Top Management - E** |
| **4.3.1 Hazard identification, risk assessment and determining controls** | The organization shall establish, implement and maintain a procedure(s) for the ongoing hazard identification, risk assessment, and determination of necessary controls. | **Organization - E** |
| The procedure(s) for hazard identification and risk assessment shall take into account: a) routine and non-routine activities; b) activities of all persons having access to the workplace (including contractors and visitors); c) human behaviour, capabilities and other human factors; d) identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace; e) hazards created in the vicinity of the workplace by work-related activities under the control of the organization; NOTE 1 It may be more appropriate for such hazards to be assessed as an environmental aspect. f) infrastructure, equipment and materials at the workplace, whether provided by the organization or others; g) changes or proposed changes in the organization, its activities, or materials; h) modifications to the OHS management system, including temporary changes, and their impacts on operations, processes, and activities; i) any applicable legal obligations relating to risk assessment and implementation of necessary controls (see also the NOTE to 3.12); j) the design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities. | **Organization - I** |
| The organization’s methodology for hazard identification and risk assessment shall: a) be defined with respect to its scope, nature and timing to ensure it is proactive rather than reactive; and b) provide for the identification, prioritization and documentation of risks, and the application of controls, as appropriate. | **Organization - E** |
| For the management of change, the organization shall identify the OHS hazards and OHS risks associated with changes in the organization, the OHS management system, or its activities, prior to the introduction of such changes. | **Organization - E** |
| The organization shall ensure that the results of these assessments are considered when determining controls. | **Organization - E** |
| When determining controls, or considering changes to existing controls, consideration shall be given to reducing the risks according to the following hierarchy: a) elimination; b) substitution; c) engineering controls; d) signage/warnings and/or administrative controls; e) personal protective equipment. | **Organization - I** |
| The organization shall document and keep the results of identification of hazards, risk assessments and determined controls up to date. | **Organization - E** |
| The organization shall ensure that the OHS risks and determined controls are considered when establishing, implementing, and maintaining its OHS management system. | **Organization - E** |
| **4.3.2 Legal and other requirements** | The organization shall establish, implement, and maintain a procedure(s) for identifying and accessing the legal and other OHS requirements that are applicable to it. | **Organization - E** |
| The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are considered in establishing, implementing, and maintaining its OHS management system. | **Organization - E** |
| The organization shall keep this information up to date. | **Organization - E** |
| The organization shall communicate relevant information on legal and other requirements to persons working under the control of the organization, and other relevant interested parties. | **Organization - E** |
| **4.3.3 Objectives and programme(s)** | The organization shall establish, implement, and maintain documented OHS objectives, at relevant functions and levels within the organization. | **Organization - E** |
| The objectives shall be measurable, where practicable, and consistent with the OHS policy, including the commitments to the prevention of injury and ill health, to compliance with applicable legal requirements and with other requirements to which the organization subscribes, and to continual improvement. | **Organization - I** |
| When establishing and reviewing its objectives, an organization shall consider the legal requirements and other requirements to which the organization subscribes, and its OHS risks. It shall also consider its technological options, its financial, operational, and business requirements, and the views of relevant interested parties. | **Organization - E** |
| The organization shall establish, implement, and maintain a programme(s) for achieving its objectives. Programme(s) shall include as a minimum: a) designation of responsibility and authority for achieving objectives at relevant functions and levels of the organization; and b) the means and time-frame by which the objectives are to be achieved. | **Organization - E** |
| The programme(s) shall be reviewed at regular and planned intervals, and adjusted as necessary, to ensure that the objectives are achieved. | **Organization - I** |
| **4.4.1 Resources, roles, responsibility, accountability, and authority** | Top management shall take ultimate responsibility for OHS and the OHS management system. | **Top Management - E** |
| Top management shall demonstrate its commitment by: a) ensuring the availability of resources essential to establish, implement, maintain and improve the OHS management system; NOTE 1 Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources. b) defining roles, allocating responsibilities and accountabilities, and delegating authorities, to facilitate effective OHS management; roles, responsibilities, accountabilities, and authorities shall be documented and communicated. | **Top Management - E** |
| The organization shall appoint a member(s) of top management with specific responsibility for OHS, irrespective of other responsibilities, and with defined roles and authority for: a) ensuring that the OHS management system is established, implemented and maintained in accordance with this OHSAS Standard; b) ensuring that reports on the performance of the OHS management system are presented to top management for review and used as a basis for improvement of the OHS management system. | **Organization - E** |
| The identity of the top management appointee shall be made available to all persons working under the control of the organization. | **Organization - I** |
| All those with management responsibility shall demonstrate their commitment to the continual improvement of OHS performance. | **Management - E** |
| The organization shall ensure that persons in the workplace take responsibility for aspects of OHS over which they have control, including adherence to the organization’s applicable OHS requirements. | **Organization - E** |
| **4.4.2 Competence, training and awareness** | The organization shall ensure that any person(s) under its control performing tasks that can impact on OHS is (are) competent based on appropriate education, training or experience, and shall retain associated records. | **Organization - E** |
| The organization shall identify training needs associated with its OHS risks and its OHS management system. It shall provide training or take other action to meet these needs, evaluate the effectiveness of the training or action taken, and retain associated records. | **Organization - E** |
| The organization shall establish, implement and maintain a procedure(s) to make persons working under its control aware of: a) the OHS consequences, actual or potential, of their work activities, their behavior, and the OHS benefits of improved personal performance; b) their roles and responsibilities and importance in achieving conformity to the OHS policy and procedures and to the requirements of the OHS management system, including emergency preparedness and response requirements (see 4.4.7); c) the potential consequences of departure from specified procedures. | **Organization - E** |
| Training procedures shall consider differing levels of:  a) responsibility, ability, language skills and literacy; and b) risk. | **Organization - I** |
| **4.4.3.1 Communication** | With regard to its OHS hazards and OHS management system, the organization shall establish, implement and maintain a procedure(s) for: a) internal communication among the various levels and functions of the organization; b) communication with contractors and other visitors to the workplace; c) receiving, documenting and responding to relevant communications from external interested parties. | **Organization - E** |
| **4.4.3.2 Participation and consultation** | The organization shall establish, implement and maintain a procedure(s) for: a) the participation of workers by their: • Appropriate involvement in hazard identification, risk assessments and determination of controls; • Appropriate involvement in incident investigation; • Involvement in the development and review of OHS policies and objectives; • Consultation where there are any changes that affect their OHS; • Representation on OHS matters. Workers shall be informed about their participation arrangements, including who is their representative(s) on OHS matters. b) consultation with contractors where there are changes that affect their OHS. | **Organization - E** |
| The organization shall ensure that, when appropriate, relevant external interested parties are consulted about pertinent OHS matters. | **Organization - E** |
| **4.4.4 Documentation** | The OHS management system documentation shall include: a) the OHS policy and objectives; b) description of the scope of the OHS management system; c) description of the main elements of the OHS management system and their interaction, and reference to related documents; d) documents, including records, required by this OHSAS Standard; and e) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to the management of its OHS risks. | **Organization - I** |
| **4.4.5 Control of documents** | Documents required by the OHS management system and by this OHSAS Standard shall be controlled. Records are a special type of document and shall be controlled in accordance with the requirements given in 4.5.4. | **Organization - I** |
| The organization shall establish, implement and maintain a procedure(s) to: a) approve documents for adequacy prior to issue; b) review and update as necessary and re-approve documents; c) ensure that changes and the current revision status of documents are identified; d) ensure that relevant versions of applicable documents are available at points of use; e) ensure that documents remain legible and readily identifiable; f) ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the OHS management system are identified and their distribution controlled; and g) prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose. | **Organization - E** |
| **4.4.6 Operational control** | The organization shall determine those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the OHS risk(s). This shall include the management of change (see 4.3.1). | **Organization - E** |
| For those operations and activities, the organization shall implement and maintain: a) operational controls, as applicable to the organization and its activities; the organization shall integrate those operational controls into its overall OHS management system; b) controls related to purchased goods, equipment and services; c) controls related to contractors and other visitors to the workplace; d) documented procedures, to cover situations where their absence could lead to deviations from the OHS policy and the objectives; e) stipulated operating criteria where their absence could lead to deviations from the OHS policy and objectives. | **Organization - E** |
| **4.4.7 Emergency preparedness and response** | The organization shall establish, implement, and maintain a procedure(s): a) to identify the potential for emergency situations; b) to respond to such emergency situations. | **Organization - E** |
| The organization shall respond to actual emergency situations and prevent or mitigate associated adverse OHS consequences. | **Organization - E** |
| In planning its emergency response, the organization shall take account of the needs of relevant interested parties, e.g. emergency services and neighbours. | **Organization - E** |
| The organization shall also periodically test its procedure(s) to respond to emergency situations, where practicable, involving relevant interested parties as appropriate. | **Organization - E** |
| The organization shall periodically review and, where necessary, revise its emergency preparedness and response procedure(s), in particular, after periodical testing and after the occurrence of emergency situations (see 4.5.3). | **Organization - E** |
| **4.5.1 Performance measurement and monitoring** | The organization shall establish, implement, and maintain a procedure(s) to monitor and measure OHS performance on a regular basis. This procedure(s) shall provide for: a) both qualitative and quantitative measures, appropriate to the needs of the organization; b) monitoring of the extent to which the organization’s OHS objectives are met; c) monitoring the effectiveness of controls (for health as well as for safety); d) proactive measures of performance that monitor conformance with the OHS programme(s), controls and operational criteria; e) reactive measures of performance that monitor ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient OHS performance; f) recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis. | **Organization - E** |
| If equipment is required to monitor or measure performance, the organization shall establish and maintain procedures for the calibration and maintenance of such equipment, as appropriate. Records of calibration and maintenance activities and results shall be retained. | **Organization - E** |
| **4.5.2 Evaluation of compliance** | 4.5.2.1 Consistent with its commitment to compliance [see 4.2 c)], the organization shall establish, implement and maintain a procedure(s) for periodically evaluating compliance with applicable legal requirements (see 4.3.2). | **Organization - E** |
| The organization shall keep records of the results of the periodic evaluations. | **Organization - E** |
| 4.5.2.2 The organization shall evaluate compliance with other requirements to which it subscribes (see 4.3.2). The organization may wish to combine this evaluation with the evaluation of legal compliance referred to in 4.5.2.1 or to establish a separate procedure(s). | **Organization - E** |
| The organization shall keep records of the results of the periodic evaluations. | **Organization - E** |
| **4.5.3.1 Incident investigation** | The organization shall establish, implement and maintain a procedure(s) to record, investigate and analyse incidents in order to: a) determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents; b) identify the need for corrective action; c) identify opportunities for preventive action; d) identify opportunities for continual improvement; e) communicate the results of such investigations. | **Organization - E** |
| The investigations shall be performed in a timely manner. | **Organization - I** |
| Any identified need for corrective action or opportunities for preventive action shall be dealt with in accordance with the relevant parts of 4.5.3.2. | **Organization - I** |
| The results of incident investigations shall be documented and maintained | **Organization - I** |
| **4.5.3.2 Nonconformity, corrective action and preventive action** | The organization shall establish, implement, and maintain a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. The procedure(s) shall define requirements for: a) identifying and correcting nonconformity(ies) and taking action(s) to mitigate their OHS consequences; b) investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence; c) evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence; d) recording and communicating the results of corrective action(s) and preventive action(s) taken; and e) reviewing the effectiveness of corrective action(s) and preventive action(s) taken. | **Organization - E** |
| Where the corrective action and preventive action identifies new or changed hazards or the need for new or changed controls, the procedure shall require that the proposed actions shall be taken through a risk assessment prior to implementation. | **Organization - I** |
| Any corrective action or preventive action taken to eliminate the causes of actual and potential nonconformity(ies) shall be appropriate to the magnitude of problems and commensurate with the OHS risk(s) encountered. | **Organization - I** |
| The organization shall ensure that any necessary changes arising from corrective action and preventive action are made to the OHS management system documentation. | **Organization - E** |
| **4.5.4 Control of records** | The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its OHS management system and of this OHSAS Standard, and the results achieved. | **Organization - E** |
| The organization shall establish, implement, and maintain a procedure(s) for the identification, storage, protection, retrieval, retention, and disposal of records. | **Organization - E** |
| Records shall be and remain legible, identifiable, and traceable. | **Organization - I** |
| **4.5.5 Internal audit** | The organization shall ensure that internal audits of the OHS management system are conducted at planned intervals to: a) determine whether the OHS management system: 1) conforms to planned arrangements for OHS management, including the requirements of this OHSAS Standard; and 2) has been properly implemented and is maintained; and 3) is effective in meeting the organization’s policy and objectives; b) provide information on the results of audits to management. | **Organization - E** |
| Audit programme(s) shall be planned, established, implemented, and maintained by the organization, based on the results of risk assessments of the organization’s activities, and the results of previous audits. | **Organization - E** |
| Audit procedure(s) shall be established, implemented and maintained that address: a) the responsibilities, competencies, and requirements for planning and conducting audits, reporting results and retaining associated records; and b) the determination of audit criteria, scope, frequency and methods. | **Organization - I** |
| Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process. | **Top Management - I** |
| **4.6 Management review** | Top management shall review the organization’s OHS management system, at planned intervals, to ensure its continuing suitability, adequacy, and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the OHS management system, including the OHS policy and OHS objectives. Records of the management reviews shall be retained. | **Top Management - E** |
| Input to management reviews shall include: a) results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes; b) the results of participation and consultation (see 4.4.3); c) relevant communication(s) from external interested parties, including complaints; d) the OHS performance of the organization; e) the extent to which objectives have been met; f) status of incident investigations, corrective actions and preventive actions; g) follow-up actions from previous management reviews; h) changing circumstances, including developments in legal and other requirements related to OHS; and i) recommendations for improvement. | **Organization - I** |
| The outputs from management reviews shall be consistent with the organization’s commitment to continual improvement and shall include any decisions and actions related to possible changes to: a) OHS performance; b) OHS policy and objectives; c) resources; and d) other elements of the OHS management system. | **Top Management - I** |
| Relevant outputs from management review shall be made available for communication and consultation (see 4.4.3). | **Top Management - I** |

# Appendix B: OHSAS 18001:2007 Checklist of Safety Management System requirements - Division of responsibilities according to proposed model

| **OHSAS Chapter** | **OHSAS action** | **Responsible for the action** |
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| **4.1 General requirements** | The organization shall establish an OHS management system in accordance with the requirements of this OHSAS Standard. | **TM** |
| The organization shall document an OHS management system in accordance with the requirements of this OHSAS Standard. | **SR** |
| The organization shall implement an OHS management system in accordance with the requirements of this OHSAS Standard. | **TM** |
| The organization shall maintain an OHS management system in accordance with the requirements of this OHSAS Standard. | **SR** |
| The organization shall continually improve an OHS management system in accordance with the requirements of this OHSAS Standard | **MM** |
| The organization shall determine how it will fulfil these requirements. | **TM** |
| The organization shall define the scope of its OHS management system. | **TM** |
| The organization shall document the scope of its OHS management system. | **TM** |
| **4.2 OHS policy** | Top management shall define the organization’s OHS policy. | **TM** |
| Top management shall authorize the organization’s OHS policy. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it is appropriate to the nature and scale of the organization’s OHS risks. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it includes a commitment to prevention of injury and ill health. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it includes a commitment to continual improvement in OHS management and OHS performance. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it includes a commitment to at least comply with applicable legal requirements. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it includes a commitment to at least comply with other requirements to which the organization subscribes that relate to its OHS hazards. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it provides the framework for setting OHS objectives. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it provides the framework for reviewing OHS objectives. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it is documented. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it is implemented. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it is maintained. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it is communicated to all persons working under the control of the organization with the intent that they are made aware of their individual OHS obligations. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it is available to interested parties. | **TM** |
| Top management shall ensure that within the defined scope of its OHS management system it is reviewed periodically to ensure that it remains relevant and appropriate to the organization. | **TM** |
| **4.3.1 Hazard identification, risk assessment and determining controls** | The organization shall establish a procedure(s) for the ongoing hazard identification, risk assessment, and determination of necessary controls. | **TM** |
| The organization shall implement a procedure(s) for the ongoing hazard identification, risk assessment, and determination of necessary controls. | **FLM** |
| The organization shall maintain a procedure(s) for the ongoing hazard identification, risk assessment, and determination of necessary controls. | **SR** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider routine and non-routine activities. | **FLM** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider activities of all persons having access to the workplace (including contractors and visitors). | **SR** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider human behaviour, capabilities, and other human factors. | **SR** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace. | **SR** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider hazards created in the vicinity of the workplace by work-related activities under the control of the organization. | **SR** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider infrastructure, equipment and materials at the workplace, whether provided by the organization or others. | **SR** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider changes or proposed changes in the organization, its activities, or materials. | **FLM** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider modifications to the OHS management system, including temporary changes, and their impacts on operations, processes, and activities. | **MM** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider any applicable legal obligations relating to risk assessment and implementation of necessary controls. | **SR** |
| The procedure(s) for hazard identification and risk assessment procedures shall consider the design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities. | **MM** |
| The organization's methodology for hazard identification and risk assessment shall be defined with respect to its scope, nature and timing to ensure it is proactive rather than reactive. | **SR** |
| The organization's methodology for hazard identification and risk assessment shall provide for the identification, prioritization and documentation of risks, and the application of controls, as appropriate. | **SR** |
| For the management of change, the organization shall identify the OHS hazards and OHS risks associated with changes in the organization, the OHS management system, or its activities, prior to the introduction of such changes. | **TM** |
| The organization shall ensure that the results of these assessments are considered when determining controls. | **MM** |
| When determining controls consideration shall be given to reducing the risks according to the following hierarchy:  a) elimination; b) substitution; c) engineering controls; d) signage/warnings and/or administrative controls; e) personal protective equipment. | **SR** |
| When considering changes to existing controls consideration shall be given to reducing the risks according to the following hierarchy:  a) elimination; b) substitution; c) engineering controls; d) signage/warnings and/or administrative controls; e) personal protective equipment. | **SR** |
| The organization shall document the results of identification of hazards, risk assessments and determined controls. | **SR** |
| The organization shall keep the results of identification of hazards, risk assessments and determined controls up to date. | **SR** |
| The organization shall ensure that the OHS risks and determined controls are considered when establishing its OHS management system. | **SR** |
| The organization shall ensure that the OHS risks and determined controls are considered when implementing its OHS management system. | **SR** |
| The organization shall ensure that the OHS risks and determined controls are considered when maintaining its OHS management system. | **FLM** |
| The organization shall establish a procedure(s) for identifying the legal and other OHS requirements that are applicable to it. | **TM** |
| The organization shall implement a procedure(s) for identifying the legal and other OHS requirements that are applicable to it. | **SR** |
| The organization shall maintain a procedure(s) for identifying the legal and other OHS requirements that are applicable to it. | **SR** |
| The organization shall establish a procedure(s) for accessing the legal and other OHS requirements that are applicable to it. | **TM** |
| The organization shall implement a procedure(s) for accessing the legal and other OHS requirements that are applicable to it. | **MM** |
| The organization shall maintain a procedure(s) for accessing the legal and other OHS requirements that are applicable to it. | **SR** |
| The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are considered in establishing the OHS management system. | **SR** |
| The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are considered in implementing the OHS management system. | **TM** |
| The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are considered in maintaining the OHS management system. | **SR** |
| The organization shall keep this information up to date. | **SR** |
| The organization shall communicate relevant information on legal and other requirements to persons working under the control of the organization, and other relevant interested parties. | **SR** |
| **4.3.3 Objectives and programme(s)** | The organization shall establish documented OHS objectives at relevant functions and levels within the organization. | **TM** |
| The organization shall implement documented OHS objectives at relevant functions and levels within the organization. | **MM** |
| The organization shall maintain documented OHS objectives at relevant functions and levels within the organization. | **SR** |
| The objectives shall be measurable, where practicable, and consistent with the OHS policy. | **MM** |
| The objectives shall be measurable, where practicable, and consistent with the commitments to the prevention of injury and ill health. | **MM** |
| The objectives shall be measurable, where practicable, and consistent with the commitments to compliance with applicable legal requirements and with other requirements to which the organization subscribes. | **MM** |
| The objectives shall be measurable, where practicable, and consistent with the commitments to continual improvement. | **MM** |
| When establishing its objectives, an organization shall consider the legal requirements and other requirements to which the organization subscribes. | **SR** |
| When establishing its objectives, an organization shall consider its OHS risks. | **SR** |
| When reviewing its objectives, an organization shall consider the legal requirements and other requirements to which the organization subscribes. | **SR** |
| When reviewing its objectives, an organization shall consider its OHS risks. | **SR** |
| It shall also consider its technological options, its financial, operational and business requirements, and the views of relevant interested parties. | **TM** |
| The organization shall establish a programme(s) for achieving its objectives. | **TM** |
| The organization shall implement a programme(s) for achieving its objectives. | **FLM** |
| The organization shall maintain a programme(s) for achieving its objectives. | **MM** |
| Programme(s) shall include as a minimum designation of responsibility and authority for achieving objectives at relevant functions and levels of the organization. | **TM** |
| Programme(s) shall include as a minimum the means and timeframe by which the objectives are to be achieved. | **TM** |
| The programme(s) shall be reviewed at regular and planned intervals to ensure that the objectives are achieved. | **TM** |
| The programme(s) shall be adjusted as necessary to ensure that the objectives are achieved. | **TM** |
| **4.4.1 Resources, roles, responsibility, accountability and authority** | Top management shall take ultimate responsibility for OHS and the OHS management system. | **TM** |
| Top management shall demonstrate its commitment by ensuring the availability of resources essential to establish the OHS management system. | **TM** |
| Top management shall demonstrate its commitment by ensuring the availability of resources essential to implement the OHS management system. | **TM** |
| Top management shall demonstrate its commitment by ensuring the availability of resources essential to maintain the OHS management system. | **TM** |
| Top management shall demonstrate its commitment by ensuring the availability of resources essential to improve the OHS management system. | **TM** |
| Top management shall demonstrate its commitment by defining roles, allocating responsibilities and accountabilities, and delegating authorities, to facilitate effective OHS management. | **TM** |
| roles, responsibilities, accountabilities, and authorities shall be documented. | **TM** |
| roles, responsibilities, accountabilities, and authorities shall be communicated. | **TM** |
| The organization shall appoint a member(s) of top management with specific responsibility for OHS, irrespective of other responsibilities, and with defined roles and authority for ensuring that the OHS management system is established in accordance with this OHSAS Standard. | **TM** |
| The organization shall appoint a member(s) of top management with specific responsibility for OHS, irrespective of other responsibilities, and with defined roles and authority for ensuring that the OHS management system is implemented in accordance with this OHSAS Standard | **TM** |
| The organization shall appoint a member(s) of top management with specific responsibility for OHS, irrespective of other responsibilities, and with defined roles and authority for ensuring that the OHS management system is maintained in accordance with this OHSAS Standard. | **TM** |
| The organization shall appoint a member(s) of top management with specific responsibility for OHS, irrespective of other responsibilities, and with defined roles and authority for ensuring that reports on the performance of the OHS management system are presented to top management for review of the OHS management system. | **TM** |
| The organization shall appoint a member(s) of top management with specific responsibility for OHS, irrespective of other responsibilities, and with defined roles and authority for ensuring that reports on the performance of the OHS management system are used as a basis for improvement of the OHS management system. | **TM** |
| The identity of the top management appointee shall be made available to all persons working under the control of the organization. | **TM** |
| All those with management responsibility shall demonstrate their commitment to the continual improvement of OHS performance | **TM** |
| All those with management responsibility shall demonstrate their commitment to the continual improvement of OHS performance | **MM** |
| All those with management responsibility shall demonstrate their commitment to the continual improvement of OHS performance | **FLM** |
| The organization shall ensure that persons in the workplace take responsibility for aspects of OHS over which they have control, including adherence to the organization’s applicable OHS requirements. | **FLM** |
| **4.4.2 Competence, training and awareness** | The organization shall ensure that any person(s) under the control its control performing tasks that can impact on OHS is (are) competent based on appropriate education, training or experience. | **FLM** |
| The organization shall retain associated records (any person(s) under the control its control performing tasks that can impact on OHS is (are) competent based on appropriate education, training or experience). | **FLM** |
| The organization shall identify training needs associated with OHS risks and OHS management system. | **FLM** |
| It shall provide training or take other action to meet these needs. | **MM** |
| It shall evaluate the effectiveness of the training or action taken to meet these needs. | **FLM** |
| It shall retain associated records. | **FLM** |
| The organization shall establish a procedure(s) to make persons working under its control aware of the OHS consequences, actual or potential, of their work activities, their behavior, and the OHS benefits of improved personal performance. | **TM** |
| The organization shall implement a procedure(s) to make persons working under its control aware of the OHS consequences, actual or potential, of their work activities, their behavior, and the OHS benefits of improved personal performance. | **TM** |
| The organization shall maintain a procedure(s) to make persons working under its control aware of the OHS consequences, actual or potential, of their work activities, their behavior, and the OHS benefits of improved personal performance. | **MM** |
| The organization shall establish a procedure(s) to make persons working under its control aware of their roles and responsibilities and importance in achieving conformity to the OHS policy and procedures and to the requirements of the OHS management system, including emergency preparedness and response requirements. | **TM** |
| The organization shall implement a procedure(s) to make persons working under its control aware of their roles and responsibilities and importance in achieving conformity to the OHS policy and procedures and to the requirements of the OHS management system, including emergency preparedness and response requirements. | **TM** |
| The organization shall maintain a procedure(s) to make persons working under its control aware of their roles and responsibilities and importance in achieving conformity to the OHS policy and procedures and to the requirements of the OHS management system, including emergency preparedness and response requirements. | **FLM** |
| The organization shall establish a procedure(s) to make persons working under its control aware of the potential consequences of departure from specified procedures. | **TM** |
| The organization shall implement a procedure(s) to make persons working under its control aware of the potential consequences of departure from specified procedures. | **MM** |
| The organization shall maintain a procedure(s) to make persons working under its control aware of the potential consequences of departure from specified procedures. | **FLM** |
| Training procedures shall consider differing levels of responsibility, ability, language skills and literacy | **TM** |
| Training procedures shall consider differing levels of risk. | **TM** |
| **4.4.3.1 Communication** | Regarding its OHS hazards and OHS management system, the organization shall establish a procedure(s) for internal communication among the various levels and functions of the organization. | **TM** |
| Regarding its OHS hazards and OHS management system, the organization shall implement a procedure(s) for internal communication among the various levels and functions of the organization. | **MM** |
| Regarding its OHS hazards and OHS management system, the organization shall maintain a procedure(s) for internal communication among the various levels and functions of the organization. | **MM** |
| Regarding its OHS hazards and OHS management system, the organization shall establish a procedure(s) for communication with contractors and other visitors to the workplace. | **TM** |
| With regard to its OHS hazards and OHS management system, the organization shall implement a procedure(s) for communication with contractors and other visitors to the workplace. | **MM** |
| Regarding its OHS hazards and OHS management system, the organization shall maintain a procedure(s) for communication with contractors and other visitors to the workplace. | **MM** |
| Regarding its OHS hazards and OHS management system, the organization shall establish a procedure(s) for receiving, documenting, and responding to relevant communications from external interested parties. | **TM** |
| Regarding its OHS hazards and OHS management system, the organization shall implement a procedure(s) for receiving, documenting and responding to relevant communications from external interested parties. | **SR** |
| Regarding its OHS hazards and OHS management system, the organization shall maintain a procedure(s) for receiving, documenting, and responding to relevant communications from external interested parties. | **SR** |
| **4.4.3.2 Participation and consultation** | The organization shall establish a procedure(s) for the participation of workers by their:   * Appropriate involvement in hazard identification, risk assessments and determination of controls; * Appropriate involvement in incident investigation; * Involvement in the development and review of OHS policies and objectives; * Consultation where there are any changes that affect their OHS; * Representation on OHS matters. | **TM** |
| The organization shall implement a procedure(s) for the participation of workers by their:   * Appropriate involvement in hazard identification, risk assessments and determination of controls; * Appropriate involvement in incident investigation; * Involvement in the development and review of OHS policies and objectives; * Consultation where there are any changes that affect their OHS; * Representation on OHS matters. | **FLM** |
| The organization shall maintain a procedure(s) for the participation of workers by their:   * Appropriate involvement in hazard identification, risk assessments and determination of controls; * Appropriate involvement in incident investigation; * Involvement in the development and review of OHS policies and objectives; * Consultation where there are any changes that affect their OHS; * Representation on OHS matters. | **FLM** |
| Workers shall be informed about their participation arrangements, including who is their representative(s) on OHS matters. | **FLM** |
| The organization shall establish a procedure(s) for consultation with contractors where there are changes that affect their OHS. | **TM** |
| The organization shall implement a procedure(s) for consultation with contractors where there are changes that affect their OHS. | **MM** |
| The organization shall maintain a procedure(s) for consultation with contractors where there are changes that affect their OHS. | **SR** |
| The organization shall ensure that, when appropriate, relevant external interested parties are consulted about pertinent OHS matters. | **TM** |
| **4.4.4 Documentation** | The OHS management system documentation shall include:  a) the OHS policy and objectives; b) description of the scope of the OHS management system; c) description of the main elements of the OHS management system and their interaction, and reference to related documents; d) documents, including records, required by this OHSAS Standard; e) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to the management of its OHS risks. | **TM** |
| **4.4.5 Control of documents** | Documents required by the OHS management system and by this OHSAS Standard shall be controlled. \*Records are a special type of document and shall be controlled in accordance with the requirements given in 4.5.4. | **SR** |
| The organization shall establish a procedure(s) to approve documents for adequacy prior to issue. | **TM** |
| The organization shall establish a procedure(s) to review and update as necessary and re-approve documents. | **TM** |
| The organization shall establish a procedure(s) to ensure that changes and the current revision status of documents are identified. | **TM** |
| The organization shall establish a procedure(s) to ensure that relevant versions of applicable documents are available at points of use. | **TM** |
| The organization shall establish a procedure(s) to ensure that documents remain legible and readily identifiable. | **TM** |
| The organization shall establish a procedure(s) to ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the OHS management system are identified and their distribution controlled. | **TM** |
| The organization shall establish a procedure(s) to prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose. | **TM** |
| The organization shall implement a procedure(s) to approve documents for adequacy prior to issue. | **SR** |
| The organization shall implement a procedure(s) to review and update as necessary and re-approve documents. | **SR** |
| The organization shall implement a procedure(s) to ensure that changes and the current revision status of documents are identified. | **SR** |
| The organization shall implement a procedure(s) to ensure that relevant versions of applicable documents are available at points of use. | **SR** |
| The organization shall implement a procedure(s) to ensure that documents remain legible and readily identifiable. | **SR** |
| The organization shall implement a procedure(s) to ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the OHS management system are identified and their distribution controlled. | **SR** |
| The organization shall implement a procedure(s) to prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose. | **MM** |
| The organization shall maintain a procedure(s) to approve documents for adequacy prior to issue. | **SR** |
| The organization shall maintain a procedure(s) to review and update as necessary and re-approve documents. | **SR** |
| The organization shall maintain a procedure(s) to ensure that changes and the current revision status of documents are identified. | **SR** |
| The organization shall maintain a procedure(s) to ensure that relevant versions of applicable documents are available at points of use. | **SR** |
| The organization shall maintain a procedure(s) to ensure that documents remain legible and readily identifiable. | **SR** |
| The organization shall maintain a procedure(s) to ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the OHS management system are identified and their distribution controlled. | **SR** |
| The organization shall maintain a procedure(s) to prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose. | **SR** |
| **4.4.6 Operational control** | The organization shall determine those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the OHS risk(s). This shall include the management of change. | **MM** |
| For those operations and activities, the organization shall implement operational controls, as applicable to the organization and its activities; the organization shall integrate those operational controls into its overall OHS management system. | **FLM** |
| For those operations and activities, the organization shall implement controls related to purchased goods, equipment and services. | **FLM** |
| For those operations and activities, the organization shall implement controls related to contractors and other visitors to the workplace. | **FLM** |
| For those operations and activities, the organization shall implement documented procedures, to cover situations where their absence could lead to deviations from the OHS policy and the objectives. | **SR** |
| For those operations and activities, the organization shall implement stipulated operating criteria where their absence could lead to deviations from the OHS policy and objectives. | **FLM** |
| For those operations and activities, the organization shall maintain operational controls, as applicable to the organization and its activities; the organization shall integrate those operational controls into its overall OHS management system. | **SR** |
| For those operations and activities, the organization shall maintain controls related to purchased goods, equipment, and services. | **SR** |
| For those operations and activities, the organization shall maintain controls related to contractors and other visitors to the workplace. | **SR** |
| For those operations and activities, the organization shall maintain documented procedures, to cover situations where their absence could lead to deviations from the OHS policy and the objectives. | **SR** |
| For those operations and activities, the organization shall maintain stipulated operating criteria where their absence could lead to deviations from the OHS policy and objectives. | **SR** |
| **4.4.7 Emergency preparedness and response** | The organization shall establish a procedure(s) to identify the potential for emergency situations. | **TM** |
| The organization shall implement a procedure(s) to identify the potential for emergency situations. | **MM** |
| The organization shall maintain a procedure(s) to identify the potential for emergency situations. | **SR** |
| The organization shall establish a procedure(s) to respond to such emergency situations. | **TM** |
| The organization shall implement a procedure(s) to respond to such emergency situations. | **MM** |
| The organization shall maintain a procedure(s) to respond to such emergency situations. | **SR** |
| The organization shall respond to actual emergency situations. | **TM** |
| The organization shall prevent or mitigate associated adverse OHS consequences. | **TM** |
| In planning its emergency response, the organization shall take account of the needs of relevant interested parties, e.g. emergency services and neighbors. | **TM** |
| The organization shall also periodically test its procedure(s) to respond to emergency situations, where practicable, involving relevant interested parties as appropriate. | **TM** |
| The organization shall periodically review its emergency preparedness and response procedure(s), in particular, after periodical testing and after the occurrence of emergency situations. | **TM** |
| The organization shall, where necessary, revise its emergency preparedness and response procedure(s), in, after periodical testing and after the occurrence of emergency situations. | **TM** |
| **4.5.1 Performance measurement and monitoring** | The organization shall establish a procedure(s) to monitor and measure OHS performance on a regular basis. | **TM** |
| The organization shall implement a procedure(s) to monitor and measure OHS performance on a regular basis. | **MM** |
| The organization shall maintain a procedure(s) to monitor and measure OHS performance on a regular basis. | **SR** |
| This procedure(s) shall provide for both qualitative and quantitative measures, appropriate to the needs of the organization. | **TM** |
| This procedure(s) shall provide for monitoring of the extent to which the organization’s OHS objectives are met. | **TM** |
| This procedure(s) shall provide for monitoring the effectiveness of controls (for health as well as for safety). | **SR** |
| This procedure(s) shall provide for proactive measures of performance that monitor conformance with the OHS programme(s), controls and operational criteria. | **SR** |
| This procedure(s) shall provide for reactive measures of performance that monitor ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient OHS performance. | **SR** |
| This procedure(s) shall provide for recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis. | **SR** |
| If equipment is required to monitor or measure performance, the organization shall establish procedures for the calibration of such equipment, as appropriate. | **SR** |
| If equipment is required to monitor or measure performance, the organization shall establish procedures for the maintenance of such equipment, as appropriate. | **SR** |
| If equipment is required to monitor or measure performance, the organization shall maintain procedures for the calibration of such equipment, as appropriate. | **FLM** |
| If equipment is required to monitor or measure performance, the organization shall maintain procedures for the maintenance of such equipment, as appropriate. | **FLM** |
| Records of calibration and results shall be retained. | **FLM** |
| Records of maintenance activities and results shall be retained. | **FLM** |
| **4.5.2 Evaluation of compliance** | Consistent with its commitment to compliance, the organization shall establish a procedure(s) for periodically evaluating compliance with applicable legal requirements. | **TM** |
| Consistent with its commitment to compliance, the organization shall implement a procedure(s) for periodically evaluating compliance with applicable legal requirements. | **SR** |
| Consistent with its commitment to compliance, the organization shall maintain a procedure(s) for periodically evaluating compliance with applicable legal requirements. | **SR** |
| The organization shall keep records of the results of the periodic evaluations. | **FLM** |
| The organization shall evaluate compliance with other requirements to which it subscribes. The organization may wish to combine this evaluation with the evaluation of legal compliance referred to in **4.5.2.1** or to establish a separate procedure(s). | **TM** |
| The organization shall keep records of the results of the periodic evaluations | **FLM** |
| **4.5.3.1 Incident investigation** | The organization shall establish a procedure(s) to record incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **TM** |
| The organization shall implement a procedure(s) to record incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **FLM** |
| The organization shall maintain a procedure(s) to record incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **FLM** |
| The organization shall establish a procedure(s) to investigate incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **TM** |
| The organization shall implement a procedure(s) to investigate incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **FLM** |
| The organization shall maintain a procedure(s) to investigate incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **MM** |
| The organization shall establish a procedure(s) to analyse incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **TM** |
| The organization shall implement a procedure(s) to analyse incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **MM** |
| The organization shall maintain a procedure(s) to analyse incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **SR** |
| The organization shall establish a procedure(s) to record incidents to determine underlying OHS deficiencies and other factors that might be causing or contributing to the occurrence of incidents. | **TM** |
| The organization shall establish a procedure(s) to investigate incidents to identify the need for corrective action. | **TM** |
| The organization shall implement a procedure(s) to record incidents to identify the need for corrective action. | **MM** |
| The organization shall maintain a procedure(s) to record incidents to identify the need for corrective action. | **FLM** |
| The organization shall establish a procedure(s) to investigate incidents to identify the need for corrective action. | **TM** |
| The organization shall implement a procedure(s) to investigate incidents to identify the need for corrective action. | **MM** |
| The organization shall maintain a procedure(s) to investigate incidents to identify the need for corrective action. | **MM** |
| The organization shall establish a procedure(s) to analyse incidents to identify the need for corrective action. | **TM** |
| The organization shall implement a procedure(s) to analyse incidents to identify the need for corrective action. | **MM** |
| The organization shall maintain a procedure(s) to analyse incidents to identify the need for corrective action. | **SR** |
| The organization shall establish a procedure(s) to investigate incidents to identify opportunities for preventive action. | **TM** |
| The organization shall implement a procedure(s) to record incidents to identify opportunities for preventive action. | **MM** |
| The organization shall maintain a procedure(s) to record incidents to identify opportunities for preventive action. | **FLM** |
| The organization shall establish a procedure(s) to investigate incidents to identify opportunities for preventive action. | **TM** |
| The organization shall implement a procedure(s) to investigate incidents to identify opportunities for preventive action. | **MM** |
| The organization shall maintain a procedure(s) to investigate incidents to identify opportunities for preventive action. | **MM** |
| The organization shall establish a procedure(s) to analyse incidents to identify opportunities for preventive action. | **TM** |
| The organization shall implement a procedure(s) to analyse incidents to identify opportunities for preventive action. | **MM** |
| The organization shall maintain a procedure(s) to analyse incidents to identify opportunities for preventive action. | **SR** |
| The organization shall establish a procedure(s) to investigate incidents to identify opportunities for continual improvement. | **TM** |
| The organization shall implement a procedure(s) to record incidents to identify opportunities for continual improvement. | **MM** |
| The organization shall maintain a procedure(s) to record incidents to identify opportunities for continual improvement. | **FLM** |
| The organization shall establish a procedure(s) to investigate incidents to identify opportunities for continual improvement. | **TM** |
| The organization shall implement a procedure(s) to investigate incidents to identify opportunities for continual improvement. | **MM** |
| The organization shall maintain a procedure(s) to investigate incidents to identify opportunities for continual improvement. | **MM** |
| The organization shall establish a procedure(s) to analyse incidents to identify opportunities for continual improvement. | **TM** |
| The organization shall implement a procedure(s) to analyse incidents to identify opportunities for continual improvement. | **MM** |
| The organization shall maintain a procedure(s) to analyse incidents to identify opportunities for continual improvement. | **SR** |
| The organization shall establish a procedure(s) to investigate incidents to communicate the results of such investigations. | **TM** |
| The organization shall implement a procedure(s) to record incidents to communicate the results of such investigations. | **FLM** |
| The organization shall maintain a procedure(s) to record incidents to communicate the results of such investigations. | **FLM** |
| The organization shall establish a procedure(s) to investigate incidents to communicate the results of such investigations. | **MM** |
| The organization shall implement a procedure(s) to investigate incidents to communicate the results of such investigations. | **SR** |
| The organization shall maintain a procedure(s) to investigate incidents to communicate the results of such investigations. | **MM** |
| The organization shall establish a procedure(s) to analyse incidents to communicate the results of such investigations. | **TM** |
| The organization shall implement a procedure(s) to analyse incidents to communicate the results of such investigations. | **MM** |
| The organization shall maintain a procedure(s) to analyse incidents to communicate the results of such investigations. | **SR** |
| The investigations shall be performed in a timely manner | **SR** |
| Any identified need for corrective action or opportunities for preventive action shall be dealt with in accordance with the relevant parts of **4.5.3.2**. | **SR** |
| The results of incident investigations shall be documented. | **SR** |
| The results of incident investigations shall maintain. | **SR** |
| **4.5.3.2 Nonconformity, corrective action and preventive action** | The organization shall establish a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **TM** |
| The procedure(s) shall define requirements for identifying and correcting nonconformity(ies) and taking action(s) to mitigate their OHS consequences; | **SR** |
| The organization shall implement a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **MM** |
| The procedure(s) shall define requirements for investigating nonconformity(ies), determining their cause(s) and taking actions to avoid their recurrence; | **SR** |
| The organization shall maintain a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **MM** |
| The procedure(s) shall define requirements for evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence; | **SR** |
| The organization shall establish a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **TM** |
| The procedure(s) shall define requirements for recording and communicating the results of corrective action(s) and preventive action(s) taken; | **SR** |
| The organization shall implement a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **MM** |
| The procedure(s) shall define requirements for recording and communicating the results of corrective action(s) and preventive action(s) taken; | **SR** |
| The organization shall maintain a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **MM** |
| The procedure(s) shall define requirements for recording and communicating the results of corrective action(s) and preventive action(s) taken; | **SR** |
| The organization shall establish a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **TM** |
| The procedure(s) shall define requirements for reviewing the effectiveness of corrective action(s) and preventive action(s) taken | **SR** |
| The organization shall implement a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **MM** |
| The procedure(s) shall define requirements for reviewing the effectiveness of corrective action(s) and preventive action(s) taken | **SR** |
| The organization shall maintain a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. | **MM** |
| The procedure(s) shall define requirements for reviewing the effectiveness of corrective action(s) and preventive action(s) taken | **SR** |
| Where the corrective action and preventive action identifies new or changed hazards or the need for new or changed controls, the procedure shall require that the proposed actions shall be taken through a risk assessment prior to implementation | **SR** |
| Any corrective action or preventive action taken to eliminate the causes of actual and potential nonconformity(ies) shall be appropriate to the magnitude of problems and commensurate with the OHS risk(s) encountered | **TM** |
| The organization shall ensure that any necessary changes arising from corrective action and preventive action are made to the OHS management system documentation. | **SR** |
| **4.5.4 Control of records** | The organization shall establish records as necessary to demonstrate conformity to the requirements of its OHS management system and of this OHSAS Standard, and the results achieved. | **TM** |
| The organization shall maintain records as necessary to demonstrate conformity to the requirements of its OHS management system and of this OHSAS Standard, and the results achieved. | **SR** |
| The organization shall establish a procedure(s) for the identification, storage, protection, retrieval, retention, and disposal of records. | **TM** |
| The organization shall implement a procedure(s) for the identification, storage, protection, retrieval, retention, and disposal of records. | **SR** |
| The organization shall maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records. | **SR** |
| Records shall be and remain legible, identifiable, and traceable | **SR** |
| **4.5.5 Internal audit** | The organization shall ensure that internal audits of the OHS management system are conducted at planned intervals to determine whether the OHS management system conforms to planned arrangements for OHS management, including the requirements of this OHSAS Standard | **TM** |
| The organization shall ensure that internal audits of the OHS management system are conducted at planned intervals to determine whether the OHS management system has been properly implemented and is maintained | **TM** |
| The organization shall ensure that internal audits of the OHS management system are conducted at planned intervals to determine whether the OHS management system is effective in meeting the organization’s policy and objectives | **TM** |
| The organization shall ensure that internal audits of the OHS management system are conducted at planned intervals to provide information on the results of audits to management | **TM** |
| Audit programme(s) shall be planned by the organization, based on the results of risk assessments of the organization’s activities, and the results of previous audits | **SR** |
| Audit programme(s) shall be established by the organization, based on the results of risk assessments of the organization’s activities, and the results of previous audits | **TM** |
| Audit programme(s) shall be implemented by the organization, based on the results of risk assessments of the organization’s activities, and the results of previous audits | **TM** |
| Audit programme(s) shall be maintained by the organization, based on the results of risk assessments of the organization’s activities, and the results of previous audits | **SR** |
| Audit procedure(s) shall be established that address the responsibilities, competencies, and requirements for planning and conducting audits, reporting results and retaining associated records | **TM** |
| Audit procedure(s) shall be implemented that address the responsibilities, competencies, and requirements for planning and conducting audits, reporting results and retaining associated records | **MM** |
| Audit procedure(s) shall be maintained that address the responsibilities, competencies, and requirements for planning and conducting audits, reporting results, and retaining associated records | **TM** |
| Audit procedure(s) shall be established that address the determination of audit criteria, scope, frequency, and methods | **TM** |
| Audit procedure(s) shall be implemented that address the determination of audit criteria, scope, frequency, and methods | **SR** |
| Audit procedure(s) shall be maintained that address the determination of audit criteria, scope, frequency, and methods | **MM** |
| Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process. | **TM** |
| **4.6 Management review** | Top management shall review the organization’s OHS management system, at planned intervals, to ensure its continuing suitability, adequacy, and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the OHS management system, including the OHS policy and OHS objectives. | **TM** |
| Records of the management reviews shall be retained. | **TM** |
| Input to management reviews shall include results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes | **SR** |
| Input to management reviews shall include the results of participation and consultation (see **4.4.3**) | **SR** |
| Input to management reviews shall include relevant communication(s) from external interested parties, including complaints; | **SR** |
| Input to management reviews shall include the OHS performance of the organization; | **SR** |
| Input to management reviews shall include the extent to which objectives have been met; | **MM** |
| Input to management reviews shall include status of incident investigations, corrective actions, and preventive actions | **FLM** |
| Input to management reviews shall include follow-up actions from previous management reviews | **SR** |
| Input to management reviews shall include changing circumstances, including developments in legal and other requirements related to OHS | **SR** |
| Input to management reviews shall include recommendations for improvement | **FLM** |
| The outputs from management reviews shall be consistent with the organization’s commitment to continual improvement and shall include any decisions and actions related to possible changes to OHS performance; | **TM** |
| The outputs from management reviews shall be consistent with the organization’s commitment to continual improvement and shall include any decisions and actions related to possible changes to OHS policy and objectives; | **TM** |
| The outputs from management reviews shall be consistent with the organization’s commitment to continual improvement and shall include any decisions and actions related to possible changes to resources | **TM** |
| The outputs from management reviews shall be consistent with the organization’s commitment to continual improvement and shall include any decisions and actions related to possible changes to other elements of the OHS management system | **TM** |
| Relevant outputs from management review shall be made available for communication and consultation (see **4.4.3**). | **TM** |