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# Occupational Health & Safety Management Systems

## Embracing OHSAS 18001:2007

VS

## Inspection by Ministry of Labour – Workwell Audits.

Presented by:

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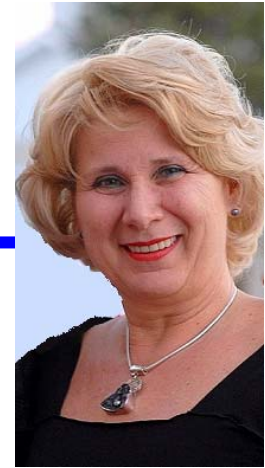


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### Career Highlights:

- Certified Auditor: CECAB, BEAC
- Auditor/Consultant/Speaker/Author/Trainer in ISO 14001 ISO 9001 & OHSAS 18001 Management Systems
- Awards: Top 100 Women in Canada – 2004, , Outstanding Business – City of Brampton Economic Development 2006 & 2002
- Developer of International first Internet Training for ISO implementation
- Author Book on “ ISO 9001” - Pilot Guide to implement & integrate a Quality with Environment, Health & Safety Management
- Developed first ISO 14001 training & auditing protocols 1995 i.e. Registrars & Companies in Canada.
- 20+ years Environment, Health & Safety (EHS) Management Work Experience, 28 years in business development.
- Past District Manager for Fortune 500 waste management company, initiating International firsts.
- Trainer for School Districts on Building Maintenance, Safety in Handling Chemicals, etc.



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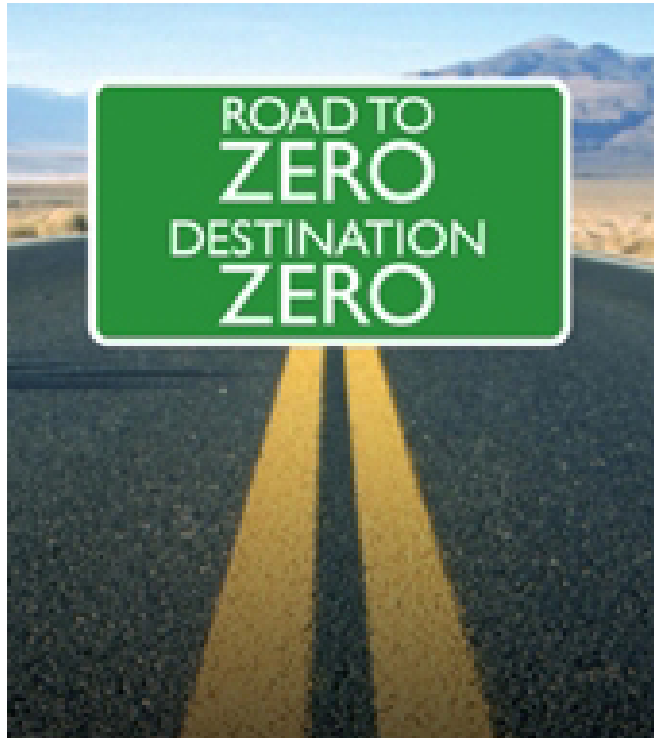
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# Workplace Safety and Insurance Board - WSIB

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WSIB's five-year plan,  
*"The Road to Zero"*,  
clearly states that the  
only acceptable number  
of workplace fatalities is zero.

Effective March 10, 2008,  
if a company is  
responsible for a workplace fatality,  
they won't be eligible for a rebate from  
the WSIB in that year.



# Workwell Audits

## How do you rate?

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### A. Expect to be audited if you have a:

- Higher number or an above-average lost-time-injuries (LTI) rate for two years in a row, compared with your industry;
- Higher number or an above-average no-lost-time-injuries (NLTI) rate for two years in a row, compared with your industry;
- Serious injury or amputation in any calendar year;
- Total injury cost of \$20,000 or more in any calendar year;
- Fatality in the workplace.



# Workwell audits

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You can be referred to the Workwell Program in two ways:

1. random or targeted inspection by the Ministry of Labour (MOL).
  - Industry Sector - MOL assesses the injuries sustained annually within each industry sector
  - identifies certain kinds of injuries; i.e. "slips and falls."
  - MOL refers troubled firms to the WSIB Workwell Program.
2. WSIB staff observes that your H&S record warrants Workwell Program.
  - WSIB communicates to troubled firm to call their safe workplace association- Ontario Service Safety Alliance.



# Workwell Audit

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- Each element of a Workwell audit contains several obligations - assigned points.
  - You need to meet all obligations to get full points for that element. No partial marks. If for example your business has five locations. If four locations are meeting their obligations for a particular element and one is not, you score zero.
- The Workwell auditor evaluates using a "Document, Implement, Observe" approach.
  - If you document a procedure but don't implement it and it's not observable, you score zero. Similarly, if you implement the procedure and it's observable, but you haven't documented it: zero.



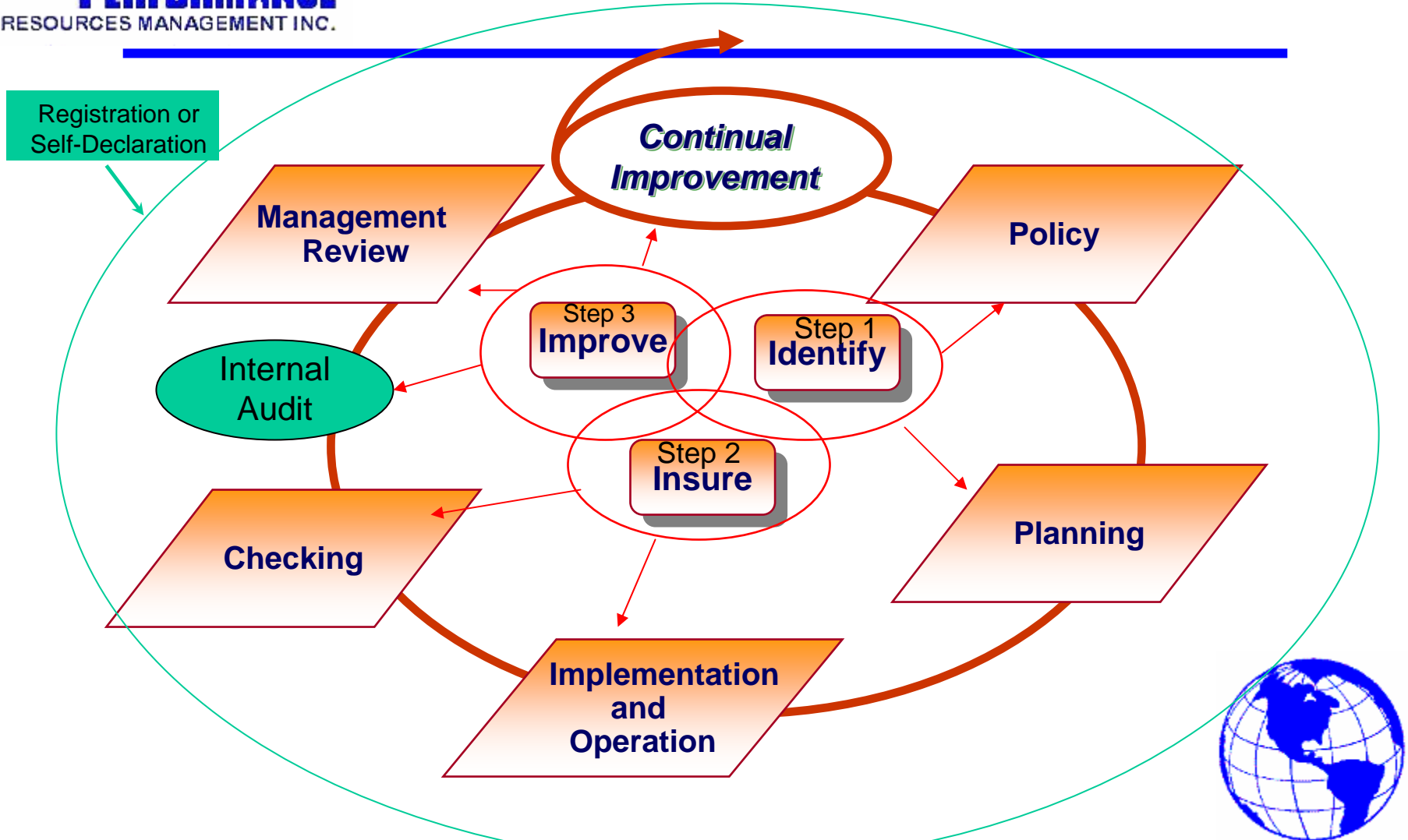
# What is OHSAS 18001 ?

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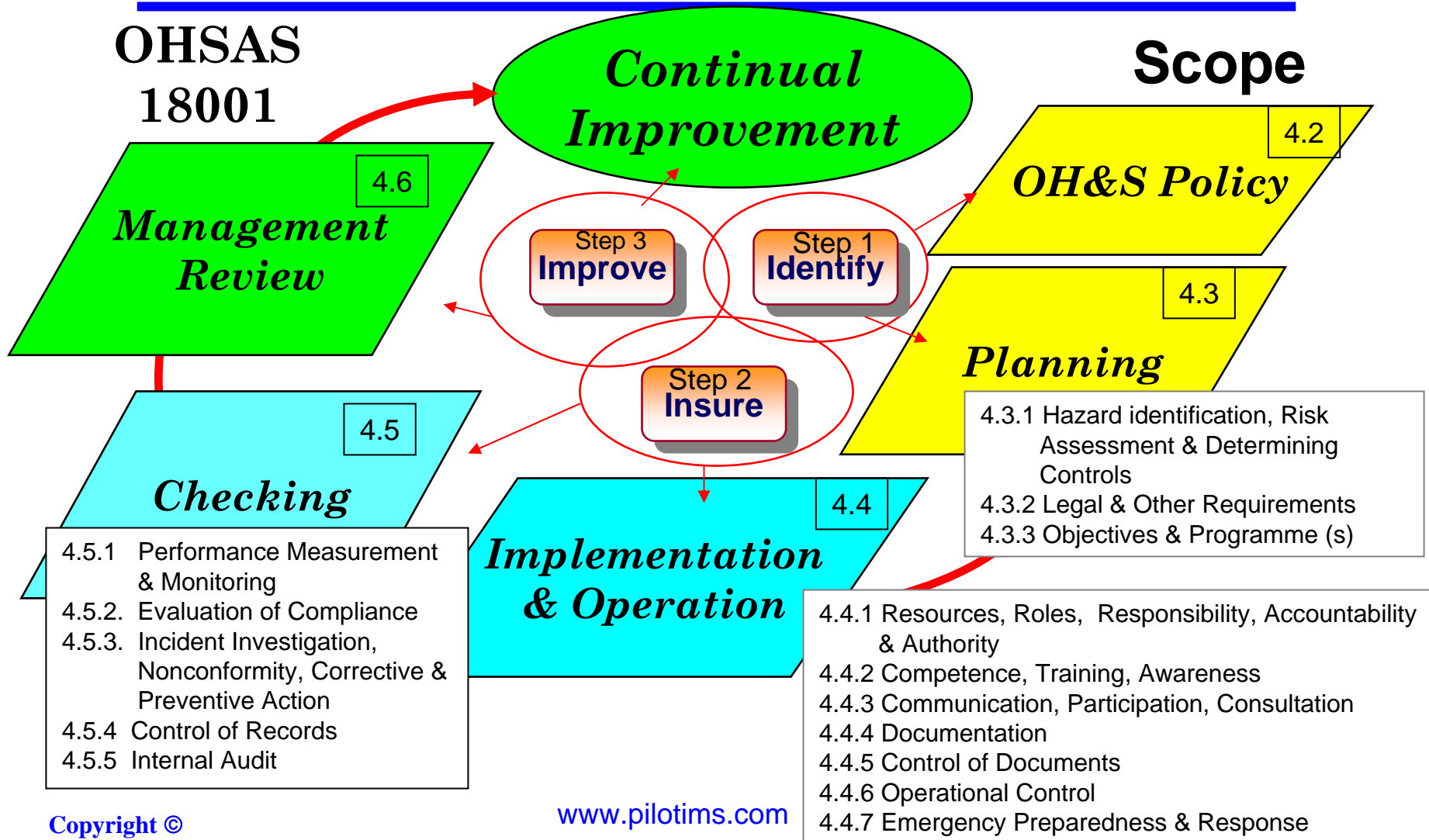
- **OHSAS 18001- “Occupational Health & Safety Management Systems – Requirements”**. Developed by British Standards Institute (BSI) in co-operation with a number of organizations.
  - 2<sup>nd</sup> edition OHSAS 18001:2007
  - 1<sup>st</sup> edition OHSAS 18001:1999
- Enables organization to establish an OH&S management system to eliminate or minimize risks to personnel & other interested parties who could be exposed to OH&S hazards associated with its activities...
- OH&S standard intended to address occupational health & safety, **not intended to address** other health & safety areas such as employee wellbeing/wellness programs, product safety, property damage or environmental impacts



# Pilot's 3 Step Process Model



# OHSAS 18001:2007 Management System Model



# OHSAS 18001:2007 WorkWell Audits

OHSAS 18001:2007		Points	Workwell Audits
1	Scope		
2	Reference Publications		
3	Terms & Definitions (23 items)		
4	OH&S MS Requirements		
4.1	General Requirements		
4.2	OH&S Policy	40	Health & Safety Policy
<b>4.3</b>	<b>Planning</b>		
4.3.1	Planning for Hazard identification, Risk Assessment & <b>Determining Controls</b>	90	Hazard Identification & Control
4.3.2	Legal & other Requirements	(55)	Posted H&S Materials
4.3.3	Objectives & Programme(s)		



# OHSAS 18001:2007

## WorkWell Audits

OHSAS 18001:2007		Points	Workwell Audits
4.4	<b>Implementation &amp; Operation</b>		
4.4.1	Resources, Roles, Responsibilities, Accountability & Authority	105 15 35 30	H&S Responsibilities H&S Representative H&S Committee Early & Safe Return to Work
4.4.2	Competence, Training & Awareness	160	H&S Education/Training
4.4.3	Communication, Participation & Consultation	(55)	Posted Health & Safety Material
4.4.4	Documentation		
4.4.5	Control of Documents		



# OHSAS 18001:2007 WorkWell Audits

OHSAS 18001:2007		Points	Workwell Audits
4.4	Implementation & Operation		
4.4.6	Operational Control	15 110* 35 30	Safety Co-ordination Standards and Procedures Operator Pre-use Inspections Preventive Maintenance
4.4.7	Emergency Preparedness & Response	* 50	First Aid



# OHSAS 18001:2007

## WorkWell Audits

OHSAS 18001:2007		Points	Workwell Audits
4.5	Checking		
4.5.1	Performance Measurement & Monitoring	45 45 +	Management Inspections H&S Inspections Senior Management Team
4.5.2	Evaluation of Compliance - <b>new</b>		
4.5.3	Incident Investigation, Nonconformity , Corrective Action & Preventive Action	50 #	Accident/Incident Investigation
4.5.3.1	Incident Investigation	#	
4.5.3.2	Nonconformity, Corrective Action & Preventive Action	#	
4.5.4	Control of Records		
4.5.5	Internal Audit		
4.5.6	Management Review	95+	Senior Management Team



# Key to OHSAS

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## Hazard Identification & Determining Controls

## Legal and Other Requirements

Note: areas highlighted in “blue” are new to 2007



# 4.3.1 Hazard Identification, Risk Assessment & Determining Controls

Establish, **implement** and maintain a procedure(s)

- for ongoing hazards identification, risk assessment and **determination** of necessary controls



Procedure(s) shall take into account:

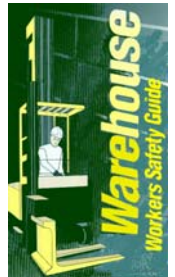
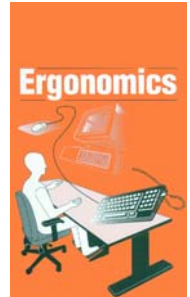
- routine and non-routine activities
- activities of all persons having access to the workplace (include contractors & visitors)
- **human behaviour, capabilities & other human factors**
- **identified hazards originating outside workplace capable of adversely affecting health & safety of persons under control of organization within the workplace**



## 4.3.1 Hazard Identification, Risk Assessment & Determining Controls

Procedure(s) shall take into account: (cont'd)

- hazards **created in vicinity of workplace** by work-related activities under its control;
  - **Note:** It may be more appropriate for such hazards to be assessed as an environmental aspect
- **infrastructure, equipment, materials at the workplace (include all, whether provided by organization or others**
- **changes or proposed changes in organization**
  - **its activities, or materials;**
  - **modifications to MS, including temporary changes, & their impacts on operations, processes, activities;**



## 4.3.1 Hazard Identification, Risk Assessment & Determining Controls

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Procedure(s) shall take into account: (cont'd)

- applicable legal obligations relating to risk assessment & implementation of necessary controls

Note: organizations can be subject to legal requirements for H&S of persons beyond the immediate workplace or who are exposed to the workplace activities

- design of work areas, processes, installations, machinery/equipment, operating procedures & work organization, including their adaptation to human capabilities.



## 4.3.1 Hazard Identification, Risk Assessment & Determining Controls

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Methodology for hazard identification & risk assessment shall:

- Define scope, nature & timing to insure it is proactive rather than reactive;
- Classification – **identification, prioritization & documentation of :**
  - risks & application of appropriate
  - controls

### Management of change

- identify OH&S hazards & risks associated with changes **prior to introduction of changes.**
  - i.e. management systems, activities
- insure results of assessments are considered when determining controls.



## 4.3.1 Hazard Identification, Risk Assessment & Determining Controls

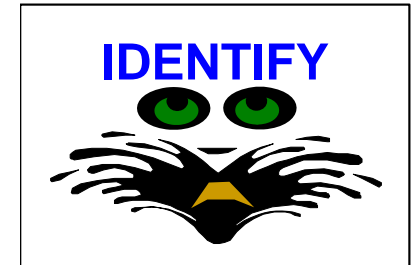
- When determining controls, or considering changes to existing controls, consider reducing risks according to the following hierarchy:\*\*
  - elimination
  - substitution
  - engineering controls
  - signage/warnings and/or administrative controls
  - personal protective equipment



*Note: \*\*Standard outlines a risk reduction hierarchy*

# Benefits of Implementing OHSAS 18001

## IDENTIFY & DEVELOP:



- Assess OH&S risks (hazards) implementing controls of prevention of injury and ill health
- Set Policy, Objectives and Targets - planned programs with indicators
- Demonstrates legal & other requirements compliance



# Benefits

## **INSURE: OH&S MS Implementation**

- Plans & operational control
- Documentation - due diligence
- Communication, Participation, Consultation
- Safety in workplace for employee, visitors, contractors
- Reduction in incidents & injuries, illness
- Demonstrate competency, responsibility, provide resources, training, minimize potential liability - CYA



# Benefits

## IMPROVE:

- Managing OH&S issues from reactionary to anticipatory
- Reduce downtime, lost-time, insurance claims, premiums, potential fines
- Reducing costs
- Enhancing business - Pilot's 3 P's
  - Performance, Productivity, Profits



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**Thank you**



**Jayne Pilot**

