

## POLICY

The policy outlines the organisation's commitment to ensuring the safety and health of its workers. At the very least this includes compliance with legal requirements, commitment to the prevention of injury and ill health and the continual improvement of safety and health management and performance. It guides the setting of objectives against which all subsequent activities will be evaluated.

## ORGANISATION

The roles and responsibilities of each individual in the organisation with respect to the attainment of safety and health objectives should be outlined and understood by all in the organisation.

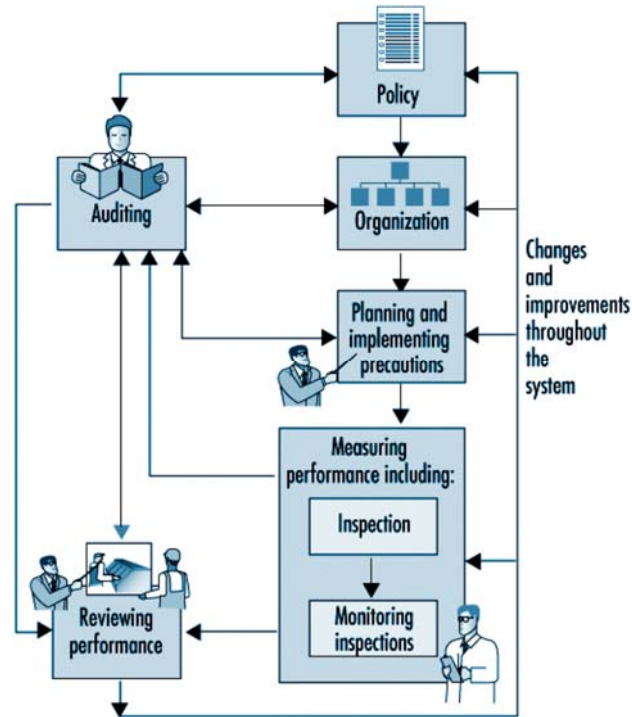
## PLANNING AND IMPLEMENTATION

Risk assessment is critical to planning and implementation. It guides the development of procedures and arrangements to eliminate and control hazards and risks. Additionally procedures need to be developed to ensure that safety and health objectives are met.

## AUDIT AND REVIEW

Arrangements for auditing and reviewing the safety and health performance of the organisation allows for continual improvement.

Different OHSMS would differ in specifics but the below diagram outlines the common components.



Taken From the ILO *Encyclopedia on Occupational Safety and Health* 4<sup>th</sup> edition

## Further Reading

Institution of Occupational Safety and Health (IOSH) (2003) *Systems in focus: guidance on occupational safety and health management* IOSH UK

International Labour Organisation (1997) *Encyclopedia on Occupational Safety and Health* 4<sup>th</sup> edition



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## Introduction

An occupational health and safety management system (OHSMS) is an organisational management system used to develop and implement health and safety policy and manage health and safety risks. Work related accidents and ill-health can be prevented, and well being at work enhanced, by organisations managing health and safety with the same degree of expertise, and to the same standard, as the core business activities.

## Legal Framework

The Safety and Health at Work (SHaW) Act 2005 requires employers to put occupational health and safety management systems in place. Section 7 (4) states that:

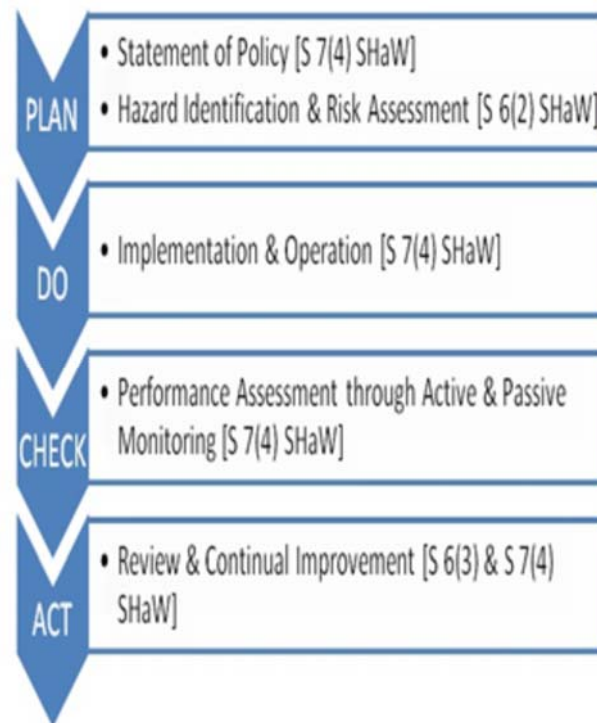
*“It shall be the duty of every occupier to prepare and as often as may be appropriate, revise a statement of general policy with respect to workplace safety, health and welfare, and the organisation and arrangements for the time being in force for carrying out the policy, and to bring the policy and any revisions of it to the notice of all employees.”*

It should be noted that compliance requires procedures to be in place for monitoring and review. Where there are ten or more employees this policy needs to be written.

The main components as suggested by the section 7(4) of the SHaW Act 2005 are thus as follows:

- Statement of general policy
- Organisation
- Arrangements
- Communication
- Monitoring and Revision

Formal safety and health management systems have at their core the elements of plan, do, check and act (PDCA) embodying the principle of continual improvement.



**The PDCA Cycle (adapted from IOSH, 2003)**

## Safety and Health Management Systems

There are many OHSMS models available for employers to use. Examples of formal OHSMS are:

- British Standard (BS) OHSAS 18001 series;
- British Standard (BS) 18004:2008 supersedes BS8800:2004 which has been withdrawn;
- HSG 65; and
- Guidelines on occupational safety and health management systems (ILO-OSH 2001).

## Initial Status review

An initial status review is the starting place for the development of an OHSMS. It helps to determine where the organisation currently stands with regard to the management of safety and health. The review should consider to what extent arrangements are in place for :

- Hazard identification and risk assessment
- Development and implementation of effective risk controls
- Worker participation
- Compliance with legal requirements and industry standards
- Measuring safety and health performance
- Audit and review

It should be noted that very often organisations already have long established working practices that have never been formally recognised or documented. The safety and health committee should be involved in the initial status review.