



OHSAS 18001 Audit Checklist

THE BRITISH
ASSESSMENT
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✓ **Ensure Commitment**

The process of creating and implementing your health & safety management system (HSMS) and then going forward for assessment will be made easier if there is full commitment from the top to the bottom of the organisation.

✓ **Assign a Project Manager**

Although sole responsibility shouldn't fall on one person's shoulders, it is advised to assign a project manager as a spearhead. This needs to be someone who's orderly minded, has the authority to make decisions and has direct access to senior management team.

✓ **Preparing for the Audit**

It's well worth taking stock of your current situation. The best way to do this is by monitoring and measuring your current procedures and identifying any legal requirements of your HSMS.

✓ **Scope of the Audit**

Define the scope of your HSMS, this will help prevent you from doing unnecessary work. The scope outlines how much of the organisation the HSMS will cover. For example, an organisation may choose to implement a HSMS for just one of their sites. Section 4.1 of the OHSAS 18001 standard details the requirements for determining the scope.

✓ **Awareness**

Communication is key, there will be changes that will affect all employees, stakeholders and possibly some members of the supply chain. Everyone should be aware of the new processes and procedures contained in the HSMS. Regular updates, and in some cases training, are recommended.

✓ **During the Audit**

Your HSMS will introduce various procedures including:

- Health & safety policy
- Risk assessment
- Hazard identification
- Determining controls
- Control of documents and records
- Communication and training
- Internal audit

✓ **Paperwork**

You will need to compile documentation to demonstrate how your HSMS works. Our clients say that our online templates and toolkits really help them with this.

✓ **Reap the Rewards**

Once your HSMS is fully in place and compliant to the OHSAS 18001 standard, your business can then start seeing the benefits. These include, mitigation to the risk of a workplace accident, boosted staff satisfaction and the opportunity to tender for more work.

[CLICK HERE FOR THE HISTORY OF OHSAS 18001](#)