



ISO 18001 OSHAS Occupational Health & Safety Auditor/Lead Auditor

Introduction

The primary objective of this course is to instruct occupational health and safety auditors in the principles and practices specific to auditing for conformance with the national and international accepted norms and regulations relating to Occupational Health and Safety requirements. You'll demonstrate your commitment to maintaining optimum health and safety standards and your organization will stand out in the marketplace. This course will equip you with the skills to ensure you are OHSAS 18001 compliant. Excel in occupational health and safety management systems with OHSAS 18001 Lead Auditor course. The aim of this training course is to provide practicing auditors with an understanding of the underlying philosophy, principles and requirements of the OHSAS 18001 standard. The course enables participants to acquire the principles and techniques in conducting safety management system audits.

The course enables participants to develop the necessary expertise to audit an occupational health and safety management system (OHSMS) and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training, the participant will acquire the necessary knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011, the certification process according to ISO 17021. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit programs,

communicating with customers, conflict resolution, etc.) necessary to efficiently conduct an audit. You will be more able to:

- Understand and implement your own safety management system (SMS)
- Demonstrate organizational compliance with all the relevant legal requirements
- Understand the importance of safety policy and how it should be based on all the significant risks identified within the organization
- Understand and demonstrate continuous improvement in occupational health & safety performance
- Apply in-depth knowledge of the OHSAS 18001:2007 audit and certification process
- Understand the OHSAS 18001 standard



- Understand key health and safety issues
- Plan an audit against a set of audit criteria
- Successfully execute a management systems audit
- Understand the differences between auditing clause and process approaches
- Create clear, concise and relevant audit reports
- Communicate your report to a client
- Gain business assurance in a robust occupational health and safety management system
- Evaluate conformity of health and safety processes and procedures
- Promote continual improvement of health and safety processes and procedures
- Encourage leadership through employee professional development and confidence in the highest standards of working environment

Who Should Attend?

Managers, Team Leaders, Line Managers, Superintendents, OE Champions, Quality and Project Managers, Supervisors, Executives, Internal and External Auditors, Members of IT Team, Health & Safety Managers, Risk Managers, Business Process Owners, Business Finance Managers, Business Risk Managers, Regulatory Compliance Managers, Project Managers, Continuity, Risk, Quality, IT and Environmental Managers, Anyone involved in the system development, implementation and maintenance, Regulatory Affairs Managers, Consultants, Anyone who is involved in ISO standards, Staff with responsibility for implementing and auditing OH&S management systems

Course Objectives:

By the end of this course, delegates will be able to:

- Understand the fundamentals of occupational health and safety
- Know the interrelationships between OHSAS 18001 and the other occupational health and safety standards
- Know the key components of an occupational health and safety management system (OHSMS) in accordance with OHSAS 18001
- Introduce the concepts, approaches, standards, methods and techniques allowing to effectively manage an OHSMS
- Understand the relationship between an occupational health and safety management system, including hazard assessment & management, controls and compliance with the requirements of different stakeholders of the organization



- Understand the stages of the OHSAS18001 certification process
- Understand the scope of your occupational health and management system and its potential to improve working standards in your organization
- Learn to develop your own audit strategies against certification criteria
- Understand the importance of health and safety auditing to ISO 19011:2011
- Show leadership in reporting and taking action to strengthen health and safety systems
- Build a culture of health and safety awareness in your organization
- Understand the integrated management systems (IMS) auditing process
- Be familiar with each clause of ISO 9001, ISO 14001, and OHSAS 18001
- Understand the application of the principles, procedures and techniques of auditing
- Understand the conduct of an effective audit in the context of the auditee's organizational situation
- Practice personal attributes necessary for the effective and efficient conduct of a management system audit
- Communicate effectively with the auditee and audit client
- Organize and directing audit team members
- Prevent and resolving conflict with the auditee and/or within the audit team
- Learn how to prepare and complete the audit report

Course Outline:

- Introduction to occupational health and safety management system (OHSMS) concepts as required by OHSAS 18001
- Presentation of the standards of the OHSAS 18000 family of standards
- Introduction to management systems and the process approach
- General requirements: presentation of OHSAS 18001 clause-by-clause
- Implementation phases of the OHSAS 18001 framework
- Introduction to hazard assessment and management according to OHSAS 18001
- Continual improvement of occupational health and safety
- Normative, regulatory and legal framework related to occupational health and safety
- Fundamental principles of occupational health and safety
- OHSAS 18001 certification process
- Occupational health and safety management system (OHSMS)
- Detailed presentation of OHSAS 18001 clause-by-clause
- Planning and Initiating an OHSAS 18001 audit
- Fundamental audit concepts and principles
- Audit approach based on evidence and on hazard
- Preparation of an OHSAS 18001 certification audit
- OHSMS documentation audit
- Conducting an opening meeting
- Conducting an OHSAS 18001 audit
- Communication during the audit



- Audit procedures: observation, document review, interview, sampling techniques, technical verification, corroboration and evaluation
- Audit test plans
- Formulation of audit findings
- Documenting of nonconformities
- Concluding and ensuring the follow-up of an OHSAS 18001 audit
- Audit documentation
- Quality review
- Conducting a closing meeting and conclusion of an OHSAS 18001 audit
- Evaluation of corrective action plans
- OHSAS 18001 surveillance audit
- OHSAS 18001 internal audit management program
- Health and safety issues
- Risk management systems overview
- What to look for in policy and planning
- Audit techniques
- What to look for in implementation and operation
- What to look for in checking and corrective action
- Key legislation and regulations