



OHSAS 18001

Internal Auditor Training



Trainer's Guide



Overview

These course materials are meant to train people to conduct internal Occupational Health and Safety audits within your organization, which are necessary to meet the internal audit requirements of the OHSAS 18001:2007 standard.

The course is divided into two sections:

1. The first section will familiarize the students with the requirements OHSAS 18001 OH&S management system.
 - Allow 4 hours for this section.
2. The second section is devoted to the auditing process. The students will go through all the steps required for an audit, with hands on involvement in performing each step by conducting a mock audit of a fictitious company.
 - Allow 8 hours for this section.

This guide contains everything the instructor needs to lead the class.

We recommend that you print this guide as you'll need the PowerPoint speaker notes to lead the class.

Notes:

- It is assumed that the instructor has certified Lead Auditor credentials or equivalent experience. This is not meant as a self study course.
- It is recommended that for the first audit the student is involved with be under the leadership of a lead auditor who has audit experience.



Course Materials

The supplies you will need are:

- PowerPoint: **OHSAS 18001 Internal Auditing Guide** (included).
- PowerPoint: **Requirements of OHSAS 18001** (included).
 - A complete version with Speaker Notes is in this Trainer's Guide
- PowerPoint: **Steps of Internal Audit** (included).
 - A complete version with Speaker Notes is in this Trainer's Guide
- Student Manual (included).
 - Print one copy for **each student**
 - You may wish to have extra copies of the CPAR form
 - It includes reduced versions of all the powerpoints
- The OHSAS 18001:2007 Standard (**NOT Included***)
 - One copy for every 2-3 students.
 - Standards are available electronically from <http://www.18000store.com/BuyStandardsPage.aspx>

The OHSAS 18001:2007 Standard is copyrighted and we are unable to include it.

- Eco Toy Company (ETC) Documents and Records (included).
 - Print one copy for **each team** of two or three students.
 - See contents table (next page)

Essentially, the internal audit should demonstrate that ETC is doing what it says it does and documents and records are required to prove that systems are in place. These are provided in the copies of the Eco Toy Company (ETC) Documents and Records.

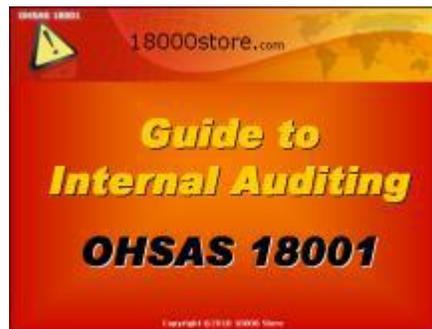
The pages 3 through 24 of that file contain the document that makes up the sections of the ETC OH&S Management System. The remaining pages contain the ETC Documentation and Records required for the Internal Audit training.



The Standard

Introduction to Auditing

This section will familiarize the students with the requirements OHSAS 18001:2007 Occupational Health and Safety management system (OH&S system).



1. Review the “**Guide to Internal Auditing**” Power Point Presentation with the group.
2. Review and discuss the organization of the OHSAS 18001:2007 document so the students can familiarize themselves with how the standard is structured.
3. Complete the exercise “Is it a Requirement?”

Exercise: Is it a Requirement?

Have the students open to “**Is it a Requirement**” in the student manual. Working in groups of 2 or 3, have them determine whether or not:

- The statement is true or false
- Write down the clause of the standard where they found it.

Notes:

- This is not a test, but an exercise to get them familiar with the standard, so the trainer can go around and help the teams, particularly the slower teams.
- This can be done individually ahead of time to reduce class time

After one or two teams finish, or after a maximum of about 45 minutes, you can go through the statements and discuss the answers.

- An answer key is on the next page.
- Remind the students that there are some things that are mentioned in more than one place in the standard, so there could be more than one correct answer in some cases.



OHSAS 18001 Requirements

Sections 4.1 to 4.6

- 4.1 General requirements
- 4.2 OH&S policy
- 4.3 Planning
- 4.4 Implementation and operation
- 4.5 Checking
- 4.6 Management review

[+ More details ..](#)

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What are the key components of your OHSAS 18001 OH&S system?

The first key components to the OH&S system are Commitment, Planning, Implementation and operation, Checking, and Management review and are derived from the requirements of the above sub-sections / sub-clauses 4.1 to 4.6.

Your company needs to demonstrate commitment to improve its OH&S performance through its OH&S Policy. This commitment takes into account the type of business you are in and the resulting responsibility you have toward safe and healthy workplace(s).

The second component of the OH&S is to plan how to achieve the commitments made in the OH&S Policy. This involves identifying existing potential significant health and safety hazards from activities or legal requirements, assessing the risks associated with the hazards and determining controls so that objectives with measurable targets can be set to reduce or eliminate the risks.

Once these objectives are identified, action plans can be developed to reach the objectives.

The implementation and operation of the developed plans is the next step in the system.

To make this effective, it will involve training, structure to identify who will do what, communicating what is to be done, documenting and controlling information so that people get what they need and finally being prepared for emergencies.

When the developed plans have been implemented and are operating, there becomes a need to check regularly on how well you are doing compared to the targets you are committed to achieve. This can be done by measuring and monitoring activities, recording results, investigating and taking corrective actions when things go wrong and conducting audits.

The final key component of the OH&S system is to do regular Management Reviews.

The purpose of a management review is to ensure the OH&S system is suitable, adequate and effective.

As the name suggests, the reviews need to be conducted at the top management level to address the possible need for changes to policy, objectives or other elements of the OH&S system.



Prepare the Checklists:

4.2 OH&S Policy

- n Read the procedure for the OH&S Policy in the Eco Toy Co Manual, section OHS-4.2
- n Review the checklist for 4.2 in the student manual
- n Write any additional question on the checklist that you would like to ask to verify that E.T.C. is following their procedure.

When the students are ready to audit the first scheduled area for the ETC audit, let them ask questions of the trainer who will act the part of R. Smith, the ETC President.

Have the students turn their manual to the **Audit checklist for 4.2 OH&S policy.**

The students are now ready to audit Eco Toy Company's OH&S policy.

They should make all their notes on the checklist.

Some nonconformances they could find are listed in the appendix slides of this presentation.

To audit, use the information in the Eco Toy Company documents and records:

- The ETC Manual section 2
- 18AP-420 Procedure for OH&S policy
- Master Document List.
- Organization Chart in the manual

They should check the rest of the procedures in the manual, to see if they match the master list.

Have the students write down their questions on the checklist.



Conclusion

After the students have completed their presentations, you can:

1. Show them the final slides in the **“Steps of OHSAS 18001:2007 Internal Audit”** Power Point presentation outlining the non conformances for each section.
 - Remember, there is often more than one way to look at a situation, especially in a fictitious setting like ETC. Therefore, encourage open discussion on why they consider items a non conformance.
 - You may want to add their suggestions to the course material for next time.
2. If you feel that the student has satisfactorily understood the material, you may issue them a certificate (this is a separate MS Word file in your package). Use your judgment to issue this based upon:
 - Participation
 - Ideas
 - Leadership
 - Approach
 - Etc.
3. Schedule an audit of your facility to reinforce the material.

