

## **INTRODUCTION**

The documents in this OHSAS18001 Toolkit are specifically designed for use by organizations seeking to comply with the requirements of OHSAS18001. These policies and procedures are all compatible with ISO27001 and other toolkits within the IT Governance toolkit suite; the document numbering within each individual documentation toolkit is organized to simplify integration with other toolkits to create a single, integrated management system capable of certification to more than one standard. The templates here are based on those contained in the best-selling IT Governance ISMS Documentation Toolkit.

## **OHSAS18001-COMPATIBLE MODEL DOCUMENTS CONTAINED IN THE OHSAS18001 Toolkit**

### 1. OHSAS18001\_2007 Health & Safety Manual Template

#### **Policies & Procedures**

2. HS DOC 1 Document Control
3. HS DOC 2 Record Control
4. HS DOC 3.2 Hazard Identification, Risk Assessment and Controls
5. HS DOC 3.3 Objectives, Targets and Programmes
6. HS DOC 5.2 Management Review
7. HS DOC 5.3 Control of Non-Conformance
8. HS DOC 5.4 Incidents
9. HS DOC 6.1 Communication
10. HS DOC 6.2 Consultation and Participation
11. HS DOC 8 Training and Development
12. HS DOC 8.2 New Starters
13. HS DOC 10 Operational Control
14. HS DOC 14.1 Emergency Preparedness
15. HS DOC 15 Legislation & Regulation
16. HS DOC MS-1 Internal Audit
17. HS DOC MS-2 Corrective and Preventive Action

#### **Work Instructions**

18. HS DOC 12.1 Permit To Work
19. HS DOC 12.2 Driving
20. HS DOC 12.5 Equipment Maintenance
21. HS DOC 12.7 Vehicle Checks
22. HS DOC 12.10 VDU Assessments
23. HS DOC 12.20 Safety Checks\_walks
24. HS DOC 12.25 Manual Handling
25. HS DOC 12.30 Evacuation and Emergency Response
26. HS DOC 12.40 Terrorist Response

#### **Forms & Records**

27. HS REC 1 Master List of Procedures
28. HS REC 2 Master List of Records

# **OHSAS 18001 Toolkit Document Templates**

## **Document Control**

Reference: OHSAS18001  
DOC LIST  
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- 29. HS REC 3 Preventive Corrective Action Report
- 30. HS REC 3.1 Risk Assessment Record
- 31. HS REC 5 Management Review Record
- 32. HS REC 7.1 Job Description
- 33. HS REC 7.2 Induction Checklist
- 34. HS REC 8.1 Training Record
- 35. HS REC 8.2 Training Matrix
- 36. HS REC 9.1 Objectives Programme Form
- 37. HS REC 10.1 Legislation, Regulation and Other Requirements
- 38. HS REC 11.1 Communications Register
- 39. HS REC 12.5 Equipment Maintenance Schedule
- 40. HS REC 12.7 Vehicle Checklist
- 41. HS REC 12.10 DSE User Checklist
- 42. HS REC 12.20 Health and Safety Checks
- 43. HS REC MS-1A Audit Schedule
- 44. HS REC MS-2A Internal Audit Report Lead Sheet
- 45. HS REC MS-3A Non-Conformance Report
- 46. HS REC MS-4A Non-Conformance Report Log

### **Document Owner and Approval**

The ITG Toolkit Product Manager is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

This document was approved by the CEO on 1 December 2010 and is issued on a version controlled basis under his/her signature.

Signature:

Date: 1 Dec 2010

### **Change History Record**

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	CEO	1/12/2010