

BS OHSAS 18001 Health and Safety Management System



Self-assessment questionnaire

How ready are you for BS OHSAS 18001:2007?

This document has been designed to illustrate your company's readiness for a BS OHSAS 18001 Health and Safety Management System. By completing this questionnaire your results will allow you to self-assess your organization and identify where you are in the BS OHSAS 18001 process. If you would like us to do this analysis for you, please complete the questionnaire (including your contact details), save and email it to us at certification.sales@bsigroup.com

Information provided will not be disclosed and will be destroyed immediately after use. Please mark your answers for Yes and leave blank for No. To order a copy of BS OHSAS 18001:2007 please visit www.bsigroup.com/SE18001

Contact: Job title:
Company: No. of employees:
Address: Town:
County: Postcode:
Telephone (inc. dialing code): Email:

1. Commitment and policy

Is there a published OH&S policy that has been communicated to all personnel working for, or on behalf of, the organization?

Is OH&S recognized as an integral part of the business performance?

Does the organization recognize the need to achieve a high level of OH&S performance with compliance to legal requirements as a minimum goal, and to press for continual cost-effective improvement in its performance?

Does the organization commit itself to providing adequate and appropriate resources to implement the policy?

Does it commit itself to setting and publishing its OH&S objectives?

Does it commit itself to placing the management of OH&S as a prime responsibility with line managers, from the most senior executive down to first-line supervisors?

Does it commit itself to ensuring that the policy is understood, implemented and maintained at all levels in the organization?

Does it recognize the need to gain the commitment of employees to the policy by encouraging their active participation?

Does it commit itself to periodically reviewing the policy and management system and to carry out audits to verify compliance with the policy?

Does it commit itself to ensuring that personnel working for, or on behalf of, the organization receive appropriate training and are competent to carry out their duties and responsibilities?

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2. Planning

A comprehensive risk assessment programme following a hierarchy of control measures and covering all activities is in place

A risk control action plan is in place to deal with those risks not judged to be acceptable

Legal and other requirements which apply to all activities are identified and the relevant documents are held

Overall plans and objectives are in place for achieving OH&S policy

Arrangements are in place for ensuring that there are sufficient knowledge, skills and experience available to manage OH&S issues effectively

Operational plans for implementing risk controls are in place

Operational plans for implementing legal and other requirements are in place

Operational control activities are in place for ensuring that OH&S policy is implemented and effectively managed

Arrangements are in place for measuring, auditing and reviewing OH&S performance to identify any shortfalls and implementing necessary corrective and preventive actions

Arrangements are in place for implementing, monitoring and reviewing corrective and preventive actions

3. Implementation and operation

A top manager is allocated with full responsibility for OH&S throughout the organization

There is clear responsibility in the management structure

There is clear accountability in the management structure

There is clear delegation of authority in the management structure

Any necessary resources are allocated

All personnel working for, or on behalf of, the organization are aware of their individual responsibilities

All personnel working for, or on behalf of, the organization are aware of their responsibility to others who may be affected by the activities they control

All personnel working for, or on behalf of, the organization are aware of the consequences of their action or inaction

A training, awareness and competence assessment programme is in place for personnel working under its control

A retraining and refresher training programme is in place

A system for effective, open two-way communication of OH&S information is in place with all interested parties

Specialist (in-house or external) advice/services are made available, where appropriate

Workers (including contractors) and external interested parties are fully involved and consulted

An adequate documentation system is in place

A system is in place for ensuring documents are kept up to date and relevant

Contingency plans are in place for emergencies, including arrangements for evacuating the site, liaison with the emergency services and start-up following an emergency

Emergency response takes into account the needs of relevant interested parties and is periodically tested

4. Checking

OH&S performance and the effectiveness of controls is routinely measured

Proactive measures are used

Reactive measures are used

Monitoring OH&S performance to ensure policy, objectives and targets are being met is taking place

Where performance is not meeting criteria, the root causes are identified and appropriate corrective and preventive action is taken

Evaluation of companies against legal and other requirements is undertaken periodically

Records of compliance against legal and other requirements are being kept

There is a procedure for reporting, investigating and correcting any health and safety incidents

Records of compliance of the management system are maintained

5. Audit

Programmed audits of the OH&S Management System are taking place

Staff conducting audits are competent to perform this task

Staff conducting audits are independent from the activity being audited

Audits verify that the organization is fulfilling its OH&S obligations

Audits identify strengths and weaknesses in the OH&S Management System

Audits verify that the organization is achieving its OH&S performance targets

Audit results are communicated to all relevant personnel

Audit results are the basis for corrective action

6. Management review

Programmed reviews of the OH&S Management System are taking place

The review considers the overall performance of the OH&S Management System

The review considers the performance of the individual elements of the system

The review considers the findings of audits The review considers internal and external factors affecting OH&S management

The review is forward-looking, adopting a proactive approach towards improving the OH&S Management System and business performance

The review considers the results of participation and consultation with interested external third parties

The review identifies decisions and actions relevant to changes to OH&S performance, policy and objectives

For BSI to complete the analysis on your behalf, please click the submit button below or email a saved copy of your completed questionnaire to:

certification.sales@bsigroup.com

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