



# BSI Training Academy

Your complete guide to  
**BS OHSAS 18001** training

**bsi.**

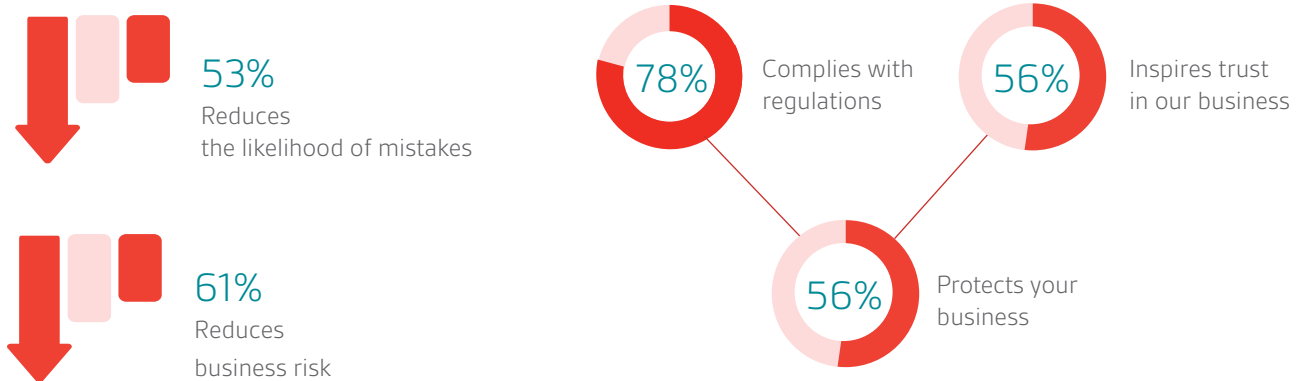
...making excellence a habit.™



## BS OHSAS 18001 – Protecting your people and your reputation

BS OHSAS 18001 is the management system standard for Occupational Health & Safety (OH&S), that's aligned to internationally recognized best practice. It helps to reduce risk, increase workplace safety, and meet legal and regulatory requirements. We've developed a suite of training courses for BS OHSAS 18001 to help you create a safer workplace and continually improve your OH&S management.

### How BSI clients benefit from BS OHSAS 18001\*



\* Source: BSI Benefits Survey – BSI Clients were asked which benefits they obtained from BS OHSAS 180

**“Training was good. We are looking forward to more training with BSI. The trainer is an excellent tutor with real life experience, demonstration of quality knowledge of the subject matter.”**

Perseus Mining, Ghana

This flyer showcases our suite of BS OHSAS 18001 training courses so you can select the course that best meets your needs. Our courses are informative, enjoyable, and interactive. Developed with you in mind, they are delivered by our expert tutors whose knowledge is second-to-none.

We make sure you gain the knowledge and skills to be confident and competent when you work with BS OHSAS 18001 back in your organization.

# Why make BSI your first choice for BS OHSAS 18001 training



## Our tutors

When it comes to teaching how to make standards work, our tutors are the best in the business. As experienced assessors with years of hands-on business and industry experience, they understand the challenges you're most likely to face. They are passionate about standards and have a proven ability to facilitate great learning.



## Our expertise

As the world's first National Standards Body and a founding member of ISO, no one knows standards like BSI. And when you train with us you benefit from this experience. You can trust us to say we know what we're talking about and you'll benefit from a premium learning experience. When it comes to standards even our competitors choose us.



## Our approach Accelerated Learning

We really understand how training works and that everyone learns and retains knowledge differently. Based on the latest research, our accelerated learning approach is proven to fast-track learning, improve knowledge retention and ensure you can apply your knowledge straight away. We constantly evaluate our results based on your satisfaction and success rate, to provide the best training experience in the industry.



## Our solution

We provide a proven pathway to success, wherever you are in your training journey. So whether you want to build your knowledge, learn how to implement or how to audit and improve your management system, we have the right solution for you. You'll also learn right beside your peers; we'll discuss real-world challenges and share best practice based on over 100 years' experience.

## Why invest in training from BSI?

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience,

they bring the subject matter to life with relevant and contemporary examples that means you can focus on learning.

### Public Training Courses are available



Network and learn best practices from a variety of sectors with our diversified schedule of courses and locations.

**Talk to one of our experts to find out more.**

### Training delivered at your site



This could be a convenient and cost effective option, especially if you have multiple delegates.

**Talk to one of our experts to find out more.**

# BSI Training Academy courses help you to understand and get the most out of BS OHSAS 18001

## BS OHSAS 18001 Requirements – 1 day

Level **1C**

Who is this for	You'll discover	
<ul style="list-style-type: none"> <li>Those new to BS OHSAS 18001 Occupational Health &amp; Safety Management System (OH&amp;SMS)</li> <li>If your knowledge needs a refresh</li> </ul>	<ul style="list-style-type: none"> <li>The structure, key requirements and benefits of BS OHSAS 1800</li> <li>The background and implications of an effective OH&amp;SMS in your organization</li> </ul>	<ul style="list-style-type: none"> <li>Communicate OH&amp;SMS importance</li> <li>Put a OH&amp;SMS in place to continually improve</li> <li>Apply the principles of BS OHSAS 18001</li> </ul>

## BS OHSAS 18001 Implementation – 2 days

Level **1C 2C**

Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> <li>You already have an understanding of BS OHSAS 18001 and want to apply this when implementing the standard</li> </ul>	<ul style="list-style-type: none"> <li>The implementation process of BS OHSAS 18001</li> <li>Techniques to get the most from your OH&amp;SMS</li> <li>How to develop a robust plan to implement BS OHSAS 18001</li> </ul>	<ul style="list-style-type: none"> <li>Implement BS OHSAS 18001 with confidence</li> <li>Use a gap analysis to review your current system</li> <li>Understand what resources are required to implement</li> </ul>

## BS OHSAS 18001 Internal Auditor – 2 days

Level **1C 2C 3**

Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> <li>Those with an in-depth knowledge of BS OHSAS 18001</li> <li>You may have experience of managing and implementing the standard</li> <li>If you need to carry out an internal audit</li> </ul>	<ul style="list-style-type: none"> <li>The requirements of an BS OHSAS 18001 audit</li> <li>How to write up audit reports</li> <li>How to suggest corrective actions and follow them up to continually improve</li> </ul>	<ul style="list-style-type: none"> <li>Gain confidence to assess you organization's ability to manage its OH&amp;SMS</li> <li>Get recognized as an OH&amp;S expert</li> <li>Be best-placed for a successful third party BS OHSAS 18001 assessment</li> </ul>

## BS OHSAS 18001 Lead Auditor

### IRCA Certified (A17036) – 5 days

Level **1C 2C 3C 4**

Some homework/s will be required for this course

Who is this for	You'll discover	How this will help you
<ul style="list-style-type: none"> <li>Competent BS OHSAS 18001 internal auditors</li> <li>If you need to take the lead in BS OHSAS 18001 auditing activities</li> <li>You're looking to gain an internationally recognized auditing qualificatio</li> </ul>	<ul style="list-style-type: none"> <li>How to plan, lead, audit, and follow up in accordance with internationally recognized best practice, (ISO 19011)</li> <li>How to effectively lead an audit and a team of internal auditors</li> </ul>	<ul style="list-style-type: none"> <li>Achieve a recognized qualification</li> <li>Great continual professional development to advance your career and auditing expertise</li> <li>Be best-placed for a successful third party BS OHSAS 18001 assessment</li> </ul>



Upon successful completion of your course, you'll receive an internationally recognized BSI certificate.



## BS OHSAS 18001 Requirements

Level



Our BS OHSAS 18001 requirements one-day training course is relevant for any business. It's a great starting point and an excellent introduction to the standard. Packed with practical activities, group discussions and classroom learning, our expert tutors will make sure you complete the course feeling confident that you can apply the knowledge as soon as you step back inside your organization.

**"We completed the first batch of training. It was very good. Participants enjoyed the training very much. Thanks alot for the cooperation extended and to a very good trainer."**

A.N. Pandey, Senior Specialist, Roads & Transport Authority, Dubai-UAE

### Our course agenda

- Occupational Health & Safety Management Systems (OH&SMS)
- Background to BS OHSAS 18001
- Key terms & definitions
- An overview of BS OHSAS 18001
- Benefits of an effective OH&SMS
- Requirements of BS OHSAS 18001
- Introduction to documentation requirements
- Your next steps
- Reflection & feedback

**Book today at**  
[bsigroup.com/training](https://bsigroup.com/training)

### Make sure this is the right course for you.

#### This course is for you if:

- You are new to BS OHSAS 18001 OH&S
- Your knowledge needs a refresh
- If you're planning, implementing, or maintaining BS OHSAS 18001
- If you're part of a team involved with BS OHSAS 18001

#### What's the course like?

- One day long
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

#### How will I benefit

- Gain confidence in understanding the importance of an OH&SMS
- Be ready to apply the knowledge in your own business
- Develop professionally
- Network with likeminded peers
- Receive a BSI certificate



# BS OHSAS 18001 Implementation

Level **1C2C**

If you already have a thorough understanding of BS OHSAS 18001 and need to implement the standard in your organization, then this course is for you. Most delegates on this course have already attended BS OHSAS 18001 Requirements course and are ready to develop an implementation plan and how to carry out a gap-assessment. The two-day course is structured to optimize your learning using our accelerated approach, which blends practical activities, group discussions and classroom learning.

## Our course agenda

### Day 1

- Occupational Health and Safety Management Systems (OH&SMS)
- OHSAS 18001 – the implementation process
- Step 1 – Top management commitment
- Step 2 – Appoint implementation team
- Step 3 – Promoting awareness in your organization
- Step 4 – How to perform a gap assessment
- Step 5 – How to develop an implementation plan

### Day 2

- Review of day one
- Step 6 – Approve the implementation plan
- Step 7 – Implement the plan
- Step 8 – Operate and assess the system
- Step 9 – Continually improve the system
- Step 10 – Certification and registration
- Course review and questions
- Reflection and feedback

**Book today at**  
[bsigroup.com/training](https://bsigroup.com/training)

## Make sure this is the right course for you.

### This course is for you if:

- You already have a thorough knowledge of BS OHSAS 18001 for OH&S
- If you're leading implementation of BS OHSAS 18001
- If you're part of a team involved in planning implementation of BS OHSAS 18001
- You need to conduct a gap assessment of your current system

### What's the course like?

- Two days
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials and a useful BS OHSAS 18001 implementation toolkit to take away

### How will I benefit

- Have the confidence you can satisfy the requirements of BS OHSAS 18001
- Make sure BS OHSAS 18001 also adds value to your organization
- Develop professionally
- Network with likeminded peers
- Receive a BSI certificate



# BS OHSAS 18001 Internal Auditor

Level



If you are new to auditing then this is the course for you. Most delegates already have a thorough understanding of BS OHSAS 18001, and now need to carry out internal audits in their organization. This packed two-day course will enable you to prepare for and initiate an internal audit and give you the vital skills to compile and distribute audit reports. Our highly experienced tutors will make sure that you walk away with the confidence to perform an effective audit to help your organization to continually improve.

**“Excellent material and instructor for the training.”**

Randy B. Latosa, Audit & Assurance Specialist, Maersk Oil - Qatar

## Our course agenda

### Day 1

- Occupational Health and Safety Management Systems (OH&SMS)
- An introduction to auditing
- ISO 19011 Auditing guidelines
- Auditor competencies
- How to plan your audits

### Day 2

- Review of day 1
- Audit conduct
- Audit questioning
- Auditing exercise
- Reporting the audit process
- Dealing with corrective actions
- Reflection and feedback

**Book today at**  
[bsigroup.com/training](https://www.bsigroup.com/training)

**Make sure this is the right course for you.**

### This course is for you if:

- You already have a thorough knowledge of BS OHSAS 18001
- You need to carry out an internal audit in your organization
- Your knowledge of the internal audit process needs a refresh

### What's the course like?

- Two days
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive a detailed course pack to take away

### How will I benefit

- Gain the confidence to prepare conduct and follow-up on BS OHSAS 18001 audit activities
- Be able to write factual audit reports and suggest corrective actions
- Understand the guidelines of management system auditing according to ISO 19011:2011
- Develop professionally
- Network with likeminded peers
- Receive a BSI certificate



## BS OHSAS 18001 **Lead Auditor**

### IRCA Certified (A17036)

Level



Our BS OHSAS 18001 Lead Auditor course is an intensive five-day course, where you'll discover internationally recognized best practice auditing techniques so you can lead auditing activities in your organization.

You'll already have a detailed understanding of the requirements of BS OHSAS 18001. With our innovative accelerated learning techniques to

maximize your learning, you will gain the skills to plan, conduct, report, and follow up an audit in accordance with ISO 19011. It will culminate on day five with a written exam and upon successful completion you'll be awarded an internationally recognized auditing qualification. This course will not only benefit you when you return to your organization, but it could also be an opportunity to advance your career with a professional qualification.

**"I can honestly say it was the best learning course I have ever encountered. I learnt so much over the course of these few days. The trainer can articulate himself so that everyone in the group clearly understood your teachings and why, diversified his training techniques to keep us fully engaged at all times and allowed us timely periods for discussion in an open forum ."**

Kelly Rump, Quality Assurance Manager, GAC Bunker Fuels Limited (DMCC), Dubai-UAE



# BS OHSAS 18001 **Lead Auditor** IRCA Certified (A17036)

## Our course agenda

### Day 1

- Aims, objectives and structure
- First, second and third party audits
- Typical audit activities
- Audit objectives, scopes and criteria's
- Audit resources
- Roles and responsibilities and confidentiality
- Audit methods
- Stage 1 and 2 audits
- Audit plan
- Work documents
- Opening meeting
- Audit evidence
- Effective communication
- Audit findings and meetings
- Closing meeting
- Audit reports and follow-up

### Day 2

- Purpose and business benefits of an Occupational Health & Safety Management System (OH&SMS)
- Terminology
- Plan-Do-Check-Act
- Hazards, risks assessments and controls
- Identifying legal and other requirements
- OH&S processes and objectives
- Role of the auditor
- OH&S documentation
- Initiating the audit
- Document review
- Audit plan
- Work documents
- Opening meeting
- Observations
- Interviewing top management

### Day 3

- Specimen exam: Section 1 and 2 review
- Auditing "OH&S context"
- Auditing "OH&S planning"
- Tutorial on body language
- Audit trails
- Auditing "OH&S Operations"
- Auditing "OH&S Performance"

### Day 4

- Specimen exam: Section 3 review
- Auditing OH&S Improvement
- Nonconformities
- Closing meeting
- Audit report
- Audit follow-up
- Specimen exam: Section 4

### Day 5

- Hand in homework: audit report
- Final questions/revision
- Evaluation
- Introduction to the exam
- Exam
- Reflection and feedback



**Book today at**  
**[bsigroup.com/training](https://bsigroup.com/training)**



Upon successful completion of the course, you'll receive an internationally recognized IRCA Accredited - BSI certificate.

# BS OHSAS 18001 **Lead Auditor** IRCA Certified (A17036)

We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

**Make sure this is the right course for you.**

## **This course is for you if:**

- You already have a thorough knowledge of BS OHSAS 18001
- You need to lead a second party audit in your organization
- You are a manager who is responsible for a team of internal auditors

## **What's the course like?**

- Five days with some homework
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- Includes a detailed course pack to take away
- Attendees will take a two-hour exam on the final day

## **How will I benefit**

- Gain the confidence to lead and manage a team of auditors
- Be prepared for a successful third-party BS OHSAS 18001 assessment
- Be able to audit according to internationally recognized best practice (ISO 19011:2011)
- Develop professionally and gain a recognized qualification
- Network with likeminded peers



The trademarks in this material (for example the BSI logo or the word "KITEMARK") are registered and un-registered trademarks owned by The British Standards Institution in the UK and certain other countries throughout the world



**BSI Management Systems Limited**  
Suite 208, 2nd Floor  
Sultan Business Centre  
PO Box 26444  
Dubai-UAE - UAE  
T: +971 4 336 4917  
F: +971 4 336 0309

**BSI Management Systems Limited**  
Suite 1303, 13th Floor  
Al Niyadi Building Airport Road  
P O Box 129835 Abu Dhabi-UAE  
T: +971 2 443 9660  
F: +971 2 443 9664  
ACTVET license number 320/2015

**British Standards Institution Group  
Middle East LLC**  
Office 4605, Level 46, Palm Tower B  
West Bay, P O Box 27773  
Doha - Qatar  
T: +974 40 29 9001  
F: +974 40 29 9002

**BSI Group South Africa (Pty) Ltd**  
210 Amarand Avenue  
Regus Business Park  
Menlyn Maine, Waterkloof Ext 2  
Pretoria 0181  
South Africa  
Tel: +27 (0)12 004 0279