

BSI OHSAS 18001 Occupational Health and safety Management

Reduce workplace hazards and boost employee morale



Occupational Health and Safety Management Systems

OHSAS 18001 Lead Auditor

Course description

Our BS OH&S Management Systems Auditor/Lead Auditor Training Course teaches the fundamental auditing principles and practices, in conformance with national and international accepted norms and regulations relating to OH&S requirements.

Experienced BSI tutors will guide delegates through the entire audit process; from initiation to conducting follow-up.

By attending this course, delegates will gain the necessary auditing skills through activity-based learning and practical auditing experience with coaching, group workshops and open forum discussions.

Successful completion of this training course by passing the examination and skills assessment, will demonstrate knowledge and basic skills to undertake and lead a management systems audit.

Course objectives and benefits

Upon completion, delegates will be able to:

- Describe the purpose of an OH&S management system, including the principles of hazard identification, risk assessment and risk control, legal compliance and other requirements described in OHSAS 18001 of OH&S management systems standards, management system audits and of third-party certification.
- Explain the role of an auditor to plan, conduct, report and follow up an OH&S management system audit in accordance with ISO 19011 (and ISO 17021 where appropriate).
- Plan, conduct, report and follow up an audit of an OH&S management system to establish conformity (or otherwise) with OHSAS 18001 and in accordance with ISO19011 (and ISO 17021 where appropriate).

Intended audience

- Health & Safety professionals interested in conducting first-party, second-party, and/or third-party audits
- Management Representatives
- Directors
- Managers
- Consultants

Course duration

5 days- 35 hours, exam at the end

Prerequisites

Delegates are expected to have the following prior knowledge:

a) Knowledge of the following occupational health & safety (OH&S) management principles and concepts:

- The Plan, Do, Check, Act (PDCA) cycle
- The purpose and benefits of an occupational health and safety (OH&S) management system
- A basic knowledge of managing occupational health and safety (OH&S) through hazard identification, risk assessment and risk control and compliance with legal and other requirements
- A basic awareness of common examples of relevant national and local OH&S legislation and requirements
- Commonly used OH&S terms and definitions as given in OHSAS 18001

b) Knowledge of the requirements of OHSAS 18001

Course programme

Day 1

Time	Topic
09.00	Benefits to you, welcome and introductions
	Course aims, Objectives and Structure
	First, second and third party audits
	Typical audit activities
	Audit objectives, scope and criteria
	Audit resources
	Roles and responsibilities and confidentiality
	Audit methods
	Stage 1 Audit
	Stage 2 Audit
	Audit plan
	Work documents
	Opening meeting
	Audit evidence
	Effective communication
	Audit findings
	Audit meetings
	Closing meeting
	Audit reports
	Audit follow up
17.00	Close Day 1

Day 2

Hour	Topic
09.00	Day 1 Review
	Purpose and business benefits of an OH&S Management System
	Terminology
	BS OHSAS 18001 Model & Plan-Do-Check-Act
	Hazards, risk assessments and controls
	Identifying legal and other requirements
	OHS Processes and Objectives
	Role of the Auditor
	OHS Documentation
	Initiating the audit
	Document Review
	Audit plan
	Work documents
	Opening meeting observations
	Interviewing 'Top Management'
17.00	Close Day 2

Day 3

Hour	Topic
09.00	Specimen Exam: Sections 1 & 2 Review
	Auditing 'OH&S Context'
	Auditing 'OH&S' Planning
	Tutorial on body language
	Audit trails
	Auditing 'OH&S Operations'
	Auditing 'OH&S Performance'
17.00	Close Day 3

Day 4

Hour	Topic
09.00	Specimen Exam: Section 3 Review
	Auditing 'OH&S Improvement'
	Nonconformities
	Closing Meeting
	Audit Report
	Audit Follow up
	Specimen Exam: Section 4
17.00	Close Day 4

Day 5

Hour	Topic
09.00	Hand in homework- audit report
	Final questions/ final revision
	Evaluation
	Introduction/ readiness to the exam
	Exam
To be confirmed with tutor	End of course

Two short breaks will be taken at suitably convenient times in the morning and afternoon. Forty five minutes will be given for a lunch break. Additional breaks may be taken as long as agreed by delegates and tutor, and all learning objectives are met.