

OHSAS 18001:2007

Occupational Health & Safety Assessment Series

(0(1):1(14):9(8))

Element	Element Title	Manual	Procedures	Records
4.1	General requirements			Scope
4.2	OH&S policy			Policy
4.3	Planning			
4.3.1	Hazard identification, risk assessment and determining controls		P	List
4.3.2	Legal and other requirements		P	
4.3.3	Objectives and program(s)			Objectives
4.4	Implementation and operation			
4.4.1	Resources, roles, responsibility, accountability and authority			Org Chart / Job Desc.
4.4.2	Competence, training and awareness		P	R / R
4.4.3	Communication, participation and consultation			
	4.4.3.1 (Communication) / 4.4.3.2 (Participation)		P / P	Log
4.4.4	Documentation	M		Diagram
4.4.5	Control of documents		P	
4.4.6	Operational control		*P*	
4.4.7	Emergency preparedness and response		P	
4.5	Checking			
4.5.1	Performance measurement and monitoring		P	R
4.5.2	Evaluation of compliance			
	4.5.2.1 (<i>legal</i>) / 4.5.2.2 (<i>other</i>)		P / P	R / R
4.5.3	Incident investigation, nonconformity, corrective and preventive action			
	4.5.3.1 (Incident) / 4.5.3.2 (Nonconformity)		P / P	R / R
4.5.4	Control of records		P	
4.5.5	Internal audit		P	R
4.6	Management review			R

Legend: M = manual / P = procedure / R = record