Documents & Records preparation for OHSAS 18001 Requirements

COURSE DESCRIPTION

Documentation and records generated within the scope of the occupational health and safety management system are critical.

This course Provides practical guidance on how develop and document a system for OHSAS effectively in accordance with OHSAS 18001 and avoid regulatory enforcement actions.

Participants learn how to write essential documents, maintain documentation, audit documentation, ensure change control and implement proper review and approval processes.

The involvement of trainees in the open discussions and case studies associated with occupational health and safety management system.

COURSE OUTLINE

- Recognize the value of good documentation in occupational health and safety management system
- Basics of OHSAS 18001 documentation
- Identify the required OHSAS 18001 documents
- Identify the different types of documents
- Learn how to write effective documentation
- Identify steps for creating your documents
- Know how to adapt existing documents
- Understand record control requirements
- Document control methods
- Typical documentation structures
- Develop the skills for Designing & Formulating a manual, procedures, work instructions and maintain records
- Practice writing OHSAS 18001 documents
- Final review of documentation
- Recognize how auditors look at documents

Who Should Attend

- *Management Representative*
- *Document Control Specialists*
- *Systems Analysts/Managers*
- *Compliance Associates*

COURSE DURATION: 3 Days

TRAINING HOURS: 15 hrs

MINIMUM NO. OF TRAINEES: 15

LANGUAGE : English / Arabic