

## OHSAS 18001 Internal Audit Training : 2-Day Certificate Course

---

Management Support Network offers a 2-day OHSAS 18001 Internal Auditor Training Program at your facility. This course is taught by our senior consultant who is a certified OHSAS 18000 lead assessor, and perform audits for the registrars.

### Who Should Attend:

- Individuals managing and conducting internal audits

**Professional Fees:** \$2,400; Manual & Certificate: \$50 per person. Ideal for groups between 3-12 employees.

### Learning Objectives:

During this 2-Day Certificate Course (Option A – See below), participants will:

- Understand how each OHSAS 18001 requirement applies to your organization
- Understand how to identify and prioritize OH&S hazards and risks
- Develop OH&S programs
- Create an Internal Audit Schedule
- Create an audit checklist based on your organizations procedures
- Conduct and practice an audit
- Summarize an audit in an audit report
- Raise corrective actions

This course can be conducted using one of the following two options:

**Option A – Traditional:** Using the traditional approach, about 1.5 days are spent in the classroom discussing the details of the standard, conducting classroom exercises and understanding the audit process. The other 0.5 days is spent conducting a practice audit at your facility.

**Option B – Hands-on Workshop:** Using the workshop approach, about 0.5 days are spent in the classroom discussing the audit process and reviewing the standard at a very high level. The majority of the time (about 1.5 days) is spent conducting audits at your facility.

## OHSAS 18001 Awareness : 1-Day Certificate Course

---

### Who Should Attend:

- Individuals responsible for managing in an OHSAS 18001 environment
- Individuals responsible to help their organization earn OHSAS 18001 Registration

**Professional Fees:** \$1,200; Manual & Certificate: \$25 per person. Ideal for groups between 3-12 employees

### Learning Objectives:

During this 1-Day Certificate Course, participants will understand:

- How each OHSAS 18001 requirement applies to your organization.
- Understand how to identify and prioritize OH&S hazards and risks
- Develop OH&S programs
- Options for documenting the OH&S management system (or how to integrate into your ISO 9001:2000 or ISO 14001 system, if applicable)
- The evidence that will be required for registration

## Day-by-Day Consulting Support for OHSAS 18001 or Workwell

---

Management Support Network provides on-site consulting and training support to help organizations implement an effective occupational health & safety system.

### Suitable for Organizations that:

- Have the resources to lead their organization to implementing an occupational health & safety management system but require support on an “as needed” basis
- Want some ideas from a consulting organization on how to streamline and fine-tune their OH&S management system, so it is done right the first time.
- Are non-compliant with Ministry of Labour and WSIB regulations
- Want to comply with the requirements of a WSIB Workwell Audit.

**Professional Fees:** \$900/day + 7% for expenses.

### Work Plan:

The consultant will work with the Implementation Team through the following process, as necessary:

- Identify existing documentation that can be used as the starting place for the OHSAS 18001 OH&S management system
- Identifying and prioritizing OH&S hazards and risks
- Develop OH&S programs
- Identify areas in the business where there are consistent OH&S problems, and provide suggestions on how the OHSAS 18001 system can reduce these problems.
- Provide coaching support and some documentation samples to help the Implementation Team develop an OHSAS 18001 compliant Manual.
- Provide coaching, training and auditing support to help the team implement the OH&S system and to earn successful registration on the first attempt.

## Guaranteed Registration Consulting & Training Support for OHSAS 18001 Registration

---

Our “front-to-finish” OHSAS 18001 package is the same as the day-by-day package (above) but provides more training and document writing support.

### Our on-site OHSAS 18001 Package includes:

- Project planning and project management assistance to ensure projects are completed on-time and on-budget
- Preparing flowcharts, procedures and form templates that are in compliance to the Standard

### Our OHSAS 18001 Package includes (continued):

- Awareness training for all management and all employees
- Internal auditor training for the audit team
- Compliance audit and readiness training for employees.

### Professional Fee Estimate:

Typical consulting packages cost between \$6K - \$30K

## OHSAS 18001 Gap Analysis or OH&S Regulatory Audits

---

Management Support Network offers “Gap Audits” to help organizations identify and close the gaps that are preventing their organization from earning OHSAS 18001 registration or from being in compliance to OH&S regulations..

### Part 1 – Document Review

To get the most value out of our Gap Analysis, it is best if the client creates a “paper pile” of any existing policies, procedures, work instructions and forms before the start of the gap audit.

When our senior consultant arrives on-site, they:

- Review the documents
- Assesses the gaps in the documentation by comparing against the OHSAS Standard or against the applicable federal, provincial, state or municipal regulation.
- Records the findings in the Gap Audit Report

### Part 2 – On-Site Gap Analysis

Next, the senior consultant performs an on-site assessment of the existing processes against the requirements of the OHSAS Standard or against the applicable regulation. The consultant writes a report that identifies the areas that are in compliance and the areas that are not in compliance. During the audit, the senior consultant works with the appropriate employee from your organization to discuss the OHSAS 18000 or regulatory requirements and the various options to meet the requirements.

### Approximate Professional Fees:

2-4 days at \$850/day = \$1,700 - \$3,400  
(for a qualified OHSAS Consultant)

Regulatory audits performed by a Certified Auditor at \$1,250/day.

## Support to Maintain OHSAS 18001 Registration

---

Management Support Network helps some organizations maintain their OH&S management system. Some organization want an extra pair of hands to ensure the system stays healthy, continually improves and changes as with the organization.

Options for ongoing maintenance support include:

- General maintenance of the OH&S system
- Performing internal OH&S & regulatory audits
- Managing OH&S programs & regulations
- Facilitating and providing input at the management review meetings
- Providing continuous improvement training courses based on the needs of the organization

### Benefits of our ongoing support:

- Regular visits ensure the OH&S management system is always in compliance with the Standard and to ensure there are no surprises during Registrar audits
- Provides more time for internal resources to focus on running the business
- Provides an experienced set of eyes to ensure the system is practical, with the “right amount” of paperwork and support the goals of your organization.
- Provides your employees with the guidance, as necessary, to get over the hurdles

### Professional Fee Estimate:

Typical maintenance packages start at \$2K/ year