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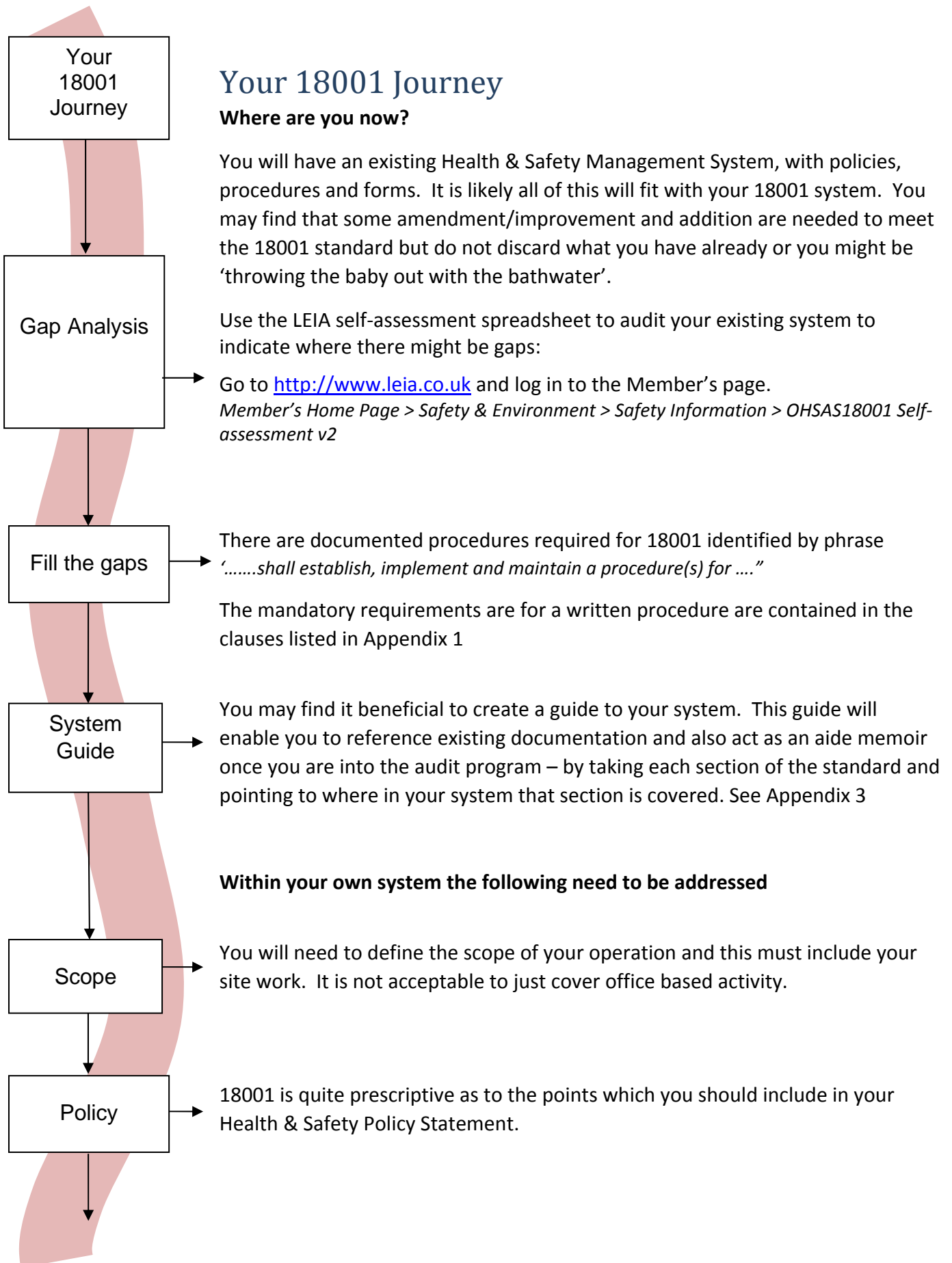
**LEIA GUIDANCE TO MEMBERS
ON THE IMPLEMENTATION OF OHSAS 18001:2007**

LEIA OHSAS18001 RoadMap

This Information Sheet is one of a series produced by the Safety and Environment Committee on topics relevant to the lift and escalator industry. It has been prepared for the benefit of LEIA Members seeking certification to the OHSAS 18001:2007 standard. It is a summary which needs to be read in conjunction with the authoritative guidance on the subject OHSAS 18002:2007

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Plan

Planning

This is the heart of it.

How you identify hazards, carry out risk assessments and determine the risk controls

Legal Register – Example see Appendix 2

Register must cover Legal and Other requirements

Objectives & Targets

You need to establish objectives and document these.

Objectives are to be consistent with Occupational Health & Safety Policy (e.g. *Prevention of injury and ill health, compliance with legal requirements*).

Say who's responsible for achieving objectives. Say how and by when. (using SMART criteria: Specific, Measurable, Achievable, Relevant, Time-bound).

Do not set lots of over ambitious objectives which you cannot achieve.

Set a modest amount of sensible improvements which you would like to make irrespective of OHSAS18001.

Implementation and operation

Do

Define roles & responsibilities – family tree; Management appointed

Competence and training – Education/training/experience

Train where necessary

Keep training records

Communication, participation and consultation

Documentation

Control of documentation

Operational control

Preparedness for emergencies

Checking

Check

Performance monitoring & mentoring

Evaluation of compliance

Incident investigation

Non conformity, corrective action and prevention action

Control of records.

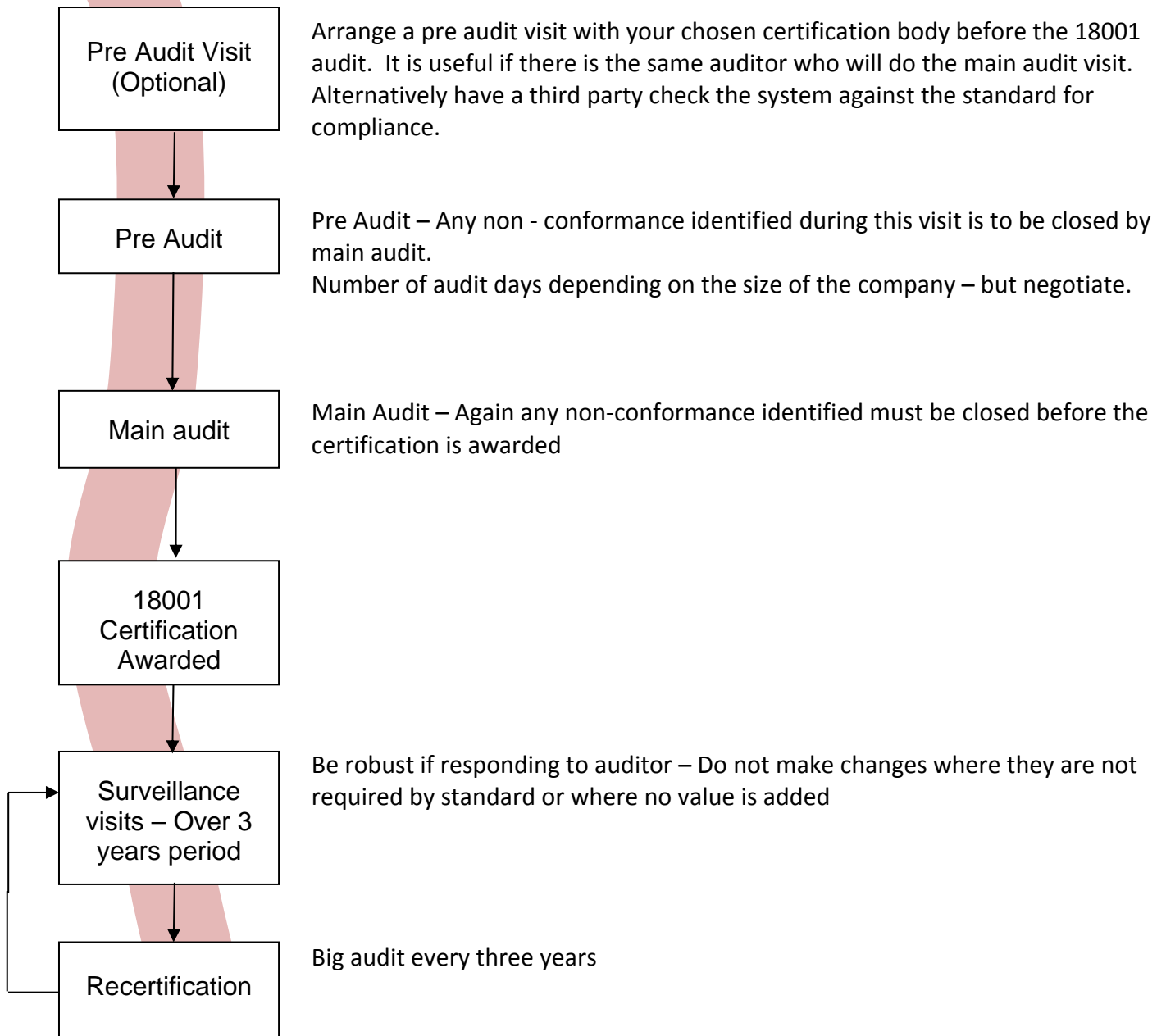
Arrangements for Internal audit.

Management review

Act

Management review

Once you are happy your system addresses the items under Plan, Do, Check and Act then.....



Appendix 1 – Mandatory documentation requirements – OHSAS 18001:2007

- 4.3.1 Hazard identification, risk assessment and determining controls
- 4.3.2 Legal and other requirements
- 4.4.2 Competence, training and awareness
 - 4.4.3.1 Communication
 - 4.4.3.2 Participation and consultation
- 4.4.5 Control of documents
- 4.4.7 Emergency preparedness and response
- 4.5.1 Performance measurement and monitoring
- 4.5.2 Evaluation of compliance
 - 4.5.3.1 Incident investigation
 - 4.5.3.2 Nonconformity, corrective action and preventive action
- 4.5.4 Control of records
- 4.5.5 Internal audit

Appendix 2 – Example register of Legal and other requirements

Legal

Requirement	Effect
Health and Safety at Work, etc Act 1974	This primary & enabling piece of legislation Imposes general / specific duties on employers with regards to their own employees, persons not in their employment but exposed to risk, designers, suppliers, importers of articles & substances as well as employees, senior managers & directors. It requires the production & maintenance of a Health and Safety Policy establishing control over the above whilst providing an enforcement regime for external bodies.
Management of Health and Safety at Work Regulations 1999	Impose broad duties requiring Risk Assessments, suitable health and safety arrangements, health surveillance and emergency procedures.
Workplace (Health, Safety and Welfare) Regulations 1992	To ensure workplaces are safe and without risks to health general requirements are imposed covering the working environment including temperature, ventilation, lighting, room dimensions, suitability of workstations and seating. Safety including safe passage of pedestrians and vehicles, windows, doors, escalators, floors, falls and falling objects. Facilities including toilets, washing, and eating facilities and housekeeping including cleanliness
Provision and Use of Work Equipment Regulations 1998	To provide suitable and safe work equipment including hand tools and powered tools and machinery
Manual Handling Operations Regulations 1992	Carrying out assessment of Manual Handling tasks which involves a risk of injury.
Health and Safety (Display Screen Equipment) Regulations 1992	To ensure DSE users are not put at risk. Carry out DSE Assessments. Provide eye tests on request.
Personal Protective Equipment at Work Regulations 1992	Provide and maintain without charge suitable PPE where required. To ensure suitable head protection is provided and maintained which is appropriate to the working environment.
Construction (Design and Management) Regulations 2007	Duties are imposed whenever Construction work is undertaken with additional duties including notification of enforcing authorities when duration of work is more than 30 days duration or 500 person days.
Lifting Operations and Lifting Equipment Regulations 1998	Impose requirements regarding the safe use of lifting equipment and set out a regime for the Thorough Examination of Lifting Equipment by a competent person
Control of Asbestos Regulations 2012	Identify where asbestos present and manage it to prevent exposure or harm to persons

Requirement	Effect
Control of Lead at Work Regulations 2002	Identify where exposure to lead is possible and take actions to reduce the risk of harm
Confined Spaces Regulations 1997	To avoid entry into confined space but if entry is unavoidable a Risk Assessment must be undertaken prior to entry to identify the measures required for safe working in the confined space. No person is to enter until a safe system of work is in place including rescue procedures and equipment.
Control of Substances Hazardous to Health Regulations 2002	Assess risks due to use of hazardous substances and reduce risk of harm from the substances.
Electricity at Work Regulations 1989	Require competent persons to carry out electrical work with particular reference to work on or near live equipment
Health and Safety (Safety Signs and Signals) Regulations 1996	Impose requirements regarding any safety signage which is displayed
Control of Noise at Work Regulations 2005	To manage the risk of noise and to eliminate or reduce risks and ensure limits are not exceeded. Provide hearing protection and make mandatory its use. Create hearing protection zones and provide health surveillance where necessary
Control of Vibration at Work Regulations 2005	To assess the risk of vibration from hand held tools to which employees are exposed and take actions to reduce vibration exposure to as low as reasonably practicable. Ensure where Exposure action value is exceeded actions are triggered and that Exposure Limit Value is not exceeded
Health and Safety (First-Aid) Regulations 1981	To provide or ensure that there are provided appropriate facilities and equipment and persons to render first aid to employees who become injured or ill at work
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	To report certain types of injuries, diseases and dangerous occurrences to the enforcing authority
Health and Safety (Consultation with Employees) Regulations 1996	To consult with employees on H&S matters
Health and Safety (Information for Employees) Regulations 1989	To display Health and Safety Law poster in a visible location (or issue leaflets) and ensure the details of local enforcing authority and local employee representatives are completed.
Safety Representatives and Safety Committees Regulations 1977	Provides framework for employees and trade unions to reach agreement for Health and Safety Representatives and Safety committees in unionised workforces.

Requirement	Effect
Working at Height Regulations 2005	To ensure work at height is avoided where possible, and where it is not possible that measures are taken to prevent falls or to mitigate the consequences of them. Priority to Collective measures over individual measures
Regulatory Reform (Fire Safety) Order 2005	To ensure Fire Risk Assessments and associated actions are carried out.
Supply of Machinery (Safety) Regulations 2008	Cover essential health and safety requirements and requirements for CE marking
The Lifts Regulations 1997	Cover essential health and safety requirements and requirements for CE marking
Pressure Safety Systems Regulations 2000	Pressure systems are to be designed constructed and installed so as to be safe and be accompanied by information and markings and operate within safe limits. Larger pressure systems must be examined in accordance with a written scheme of examination. Systems are to be operated and maintained safely and appropriate records kept.
The Control of Artificial Optical Radiation at Work Regulations 2010	To protect person at work from hazardous sources of artificial optical radiation
Occupiers Liability Act 1957 Occupiers Liability Act 1984	Imposes a liability on those who own or occupy premises to those who enter the premises both invited (visitors and contractors) and trespassers (for example children).
The Employees Liability (Compulsory Insurance) Regulations 1998	Duty on company to carry insurance cover to cover possible civil claims

Other requirements

Requirement	Effect
Safe Working on Lifts BS7255:2012	Responsibilities of owners and lift company are defined regarding safe working
LEIA Safety Information sheets,	Safety Information sheets and bulletins issued available on company intranet
LEIA Safety Charter	Safety Information sheets and bulletins issued available on company intranet
LEIA Lift Safety Site Handbook	
IEE Wiring Regulations 17th Edition	Electrical work in company premises and where applicable on sites to be carried out to this standard

Requirement	Effect
BS OHSAS 18001:2007	OH&S Management Standard
Insurance requirements relating to impairment (e.g. non-functioning fire alarm)	Inform insurers in the event of prolonged malfunction of alarm systems, storage of unused quantities of oil etc.
Specific customer requirements	

Appendix 3 – Example system guide (part only)

Section 2 Policy

2.1 Policies

The Occupational Health and Safety policy statements are displayed on the notice boards throughout company premises and are stored in [*controlled copies of the Occupational Health and Safety Manual*].

Section 3 Planning

3.1 Hazard Identification and Risk Assessment

The arrangements for the identification of hazards, risk assessments and determination of controls are described in [*document XXX Arrangements for Risk assessments and ZZZ Carrying out a risk Assessment*].

Section 3 Planning

3.3 Legal and Other Requirements

The procedure, by which legal and other requirements have been identified, is defined in [*document ZZZ*]

A register of legal and other requirements kept and maintained by the Health and Safety Manager

3.4 Objectives and Targets

The procedure by which Objectives and Targets have been set is defined in [*document ZZZ*].

A list of current objectives and targets is available [*on the internal company intranet*].

Section 4: Implementation and Operation

4.1 Roles and Responsibilities

Roles and Responsibilities are defined in [*document ZZZ Roles and Responsibilities*].

[*Text in brackets to be varied to suit*]

Useful references

BS OHSAS 18001:2007 Occupational health and safety management systems – Requirements.

BS OHSAS 18002: 2007 Occupational health and safety management systems – Guidelines for the implementation of OHSAS 18001.

LEIA Self-assessment Audit:

Go to <http://www.leia.co.uk> and log in to the Member's page.

Member's Home Page > Safety & Environment > Safety Information > OHSAS18001 Self-assessment v2

For any clarification of this information sheet contact your company Safety Advisor or the LEIA Safety and Training Manager.