

SINGAPORE STANDARD

# **SS 506 : Part 2 : 2009**

(ICS 03.100.01; 13.100)

## **Occupational safety and health (OSH) management systems**

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***Part 2 : Guidelines for the implementation of  
SS 506 : Part 1 : 2009***

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## **Occupational safety and health (OSH) management systems**

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***Part 2 : Guidelines for the implementation of SS 506 : Part 1 : 2009***

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## National Foreword

This Singapore Standard was prepared by the Technical Committee on Occupational Safety and Health Management under the purview of the Management System Standards Committee.

This standard is a revision of SS 506 : Part 2 : 2004.

The Singapore Standard on OSH management systems, SS 506 consists of the following parts:

Part 1 – Requirements

Part 2 – Guidelines for the implementation of SS 506 : Part 1 : 2009

Part 3 – Requirements for the chemical industry

NOTE – Subsequent parts of this series would provide specific guidance on implementation for specific industries

SS 506 : Part 2 : 2009 is an adoption of the Occupational Health and Safety Assessment Series (OHSAS) OHSAS 18002:2008, published by the British Standards Institution. OHSAS 18002:2008 is reproduced with the permission of the OHSAS Project Group under licence number 2009JK0017. This licence is issued and administered by BSI (on behalf of the OHSAS Project Group). In any cases of dispute the English original shall be taken as authoritative.

For the purpose of the adoption of the OHSAS document as a Singapore Standard, the following changes have been made to OHSAS 18002:2008

i) The references/terms found in OHSAS 18002 have been replaced as follows:

Reference/Term in OHSAS 18002:2008	Reference/Term in SS 506 : Part 2 : 2009
OHSAS 18001	SS 506 : Part 1
OHSAS 18002	SS 506 : Part 2
OHSAS	SS 506
OHSAS documents	SS 506 series of standards

ii) The term 'occupational health and safety (OH&S)' has been replaced by 'occupational safety and health (OSH)'.

iii) Clause 2 was amended to reflect reference to the corresponding SS 506 : Part 1 : 2009 instead of OHSAS 18001:2007

This publication does not purport to include all necessary provisions of a contract. Users are responsible for its correct application.

Compliance with this standard does not exempt users from OSH legal obligations.

Attention is drawn to the possibility that some of the elements of this Singapore Standard may be the subject of patent rights. SPRING Singapore shall not be held responsible for identifying any or all of such patent rights.

### NOTE

- Singapore Standards are subject to periodic review to keep abreast of technological changes and new technical developments. The changes in Singapore Standards are documented through the issue of either amendments or revisions.*
- Compliance with a Singapore Standard does not exempt users from legal obligations.*

## OHSAS 18002:2008 Foreword

This Occupational Health and Safety Assessment Series (OHSAS) guideline, and OHSAS 18001:2007, Occupational health and safety management systems – Requirements, have been developed in response to customer demand for a recognisable occupational health and safety management system standard against which their management systems can be assessed and certified, and for guidance on the implementation of such a standard.

OHSAS 18001 is compatible with the ISO 9001:2008 (Quality) and ISO 14001:2004 (Environmental) management systems standards, in order to facilitate the integration of quality, environmental and occupational health and safety management systems by organisations, should they wish to do so.

OHSAS 18002 quotes the specific requirements from OHSAS 18001 and follows with relevant guidance. The clause numbering of OHSAS 18002 is aligned with that of OHSAS 18001. Text given with an outlined box is an exact duplication of text from OHSAS 18001.

OHSAS 18002 will be reviewed and amended or revised when considered appropriate. Reviews will be conducted when new editions of OHSAS 18001 are published (expected when revised editions of either ISO 9001 or ISO 14001 are published).

This OHSAS Standard will be withdrawn on publication of its contents in, or as, an International Standard.

This OHSAS Standard has been drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

This second edition cancels and replaces the first edition (OHSAS 18002:2000), which has been technically revised.

The principal changes with respect to the previous edition are as follows:

- 1) in relation to the revised text of OHSAS 18001:
  - The importance of “health” has now been given greater emphasis.
  - OHSAS 18001 now refers to itself as a standard, not a specification, or document, as in the earlier edition. This reflects the increasing adoption of OHSAS 18001 as the basis for national standards on occupational health and safety management systems.
  - The “Plan-Do-Check-Act” model diagram is only given in the Introduction, in its entirety, and not also as sectional diagrams at the start of each major clause.
  - Reference publications in Clause 2 have been limited to purely international documents.
  - New definitions have been added, and existing definitions revised.
  - Significant improvement in alignment with ISO 14001:2004 throughout the standard, and improved compatibility with ISO 9001:2008.
  - The term “tolerable risk” has been replaced by the term “acceptable risk” (see 3.1).
  - The term “accident” is now included in the term “incident” (see 3.9).
  - The definition of the term “hazard” no longer refers to “damage to property or damage to the workplace environment” (see 3.6).

It is now considered that such “damage” is not directly related to occupational health and safety management, which is the purpose of this OHSAS Standard, and that it is included in the field of asset management. Instead, the risk of such “damage” having an effect on occupational health and safety should be identified through the organisation’s risk assessment process, and be controlled through the application of appropriate risk controls.

- Sub-clauses 4.3.3 and 4.3.4 have been merged, in line with ISO 14001:2004.
- A new requirement has been introduced for the consideration of the hierarchy of controls as part of OH&S planning (see 4.3.1).
- Management of change is now more explicitly addressed (see 4.3.1 and 4.4.6).
- A new clause on the “Evaluation of compliance” (see 4.5.2) has been introduced.
- New requirements have been introduced for participation and consultation (see 4.4.3.2).
- New requirements have been introduced for the investigation of incidents (see 4.5.3.1).

2) in relation to changes that are specific to OHSAS 18002:

- OHSAS 18002:2000 included a presentation format where firstly the relevant OHSAS 18001 clause was given followed by:
  - a) a description of the intent of the clause;
  - b) typical inputs needed for meeting the requirements of the clause;
  - c) a description of processes that an organisation could use to meet the requirements;
  - d) typical outputs expected from meeting the requirements.

This format was found to be difficult to apply, so has not been followed in this edition (in fact, the format had not been applied consistently in the 2000 edition). Instead, this edition of OHSAS 18002 is now presented in a more logical format, in which items in a) to d) have been followed during the drafting of the guidance, but have not been given overtly, as previously.

- New sub-clauses, as per OHSAS 18001 (and from ISO 14001), e.g.:
  - for OHSAS 18001:2007, 4.4.3 Communication, participation and consultation (including new sub-clauses on participation/consultation), and 4.5.3.1 Incident investigation.
  - from ISO 14001:2004, 4.3.3 Objectives and programme(s) (through the merging of the former sub-clauses 4.3.3 and 4.3.4), and 4.5.2 Evaluation of compliance.
- New subclauses in alignment with the ILO-OSH:2001 Guidelines, e.g. 4.1.2 Initial review, and 4.3.1.5 Management of change
- Additional new sub-clauses and annexes, e.g. 4.4.2.4 Awareness, Annex C – Examples of items for inclusion in a hazard identification checklist and Annex D – Comparisons of some examples of risk assessment tools and methodologies
- Expanded guidance given in many sub-clauses, e.g. for 4.3.1 Hazard identification, risk assessment and determination of controls, 4.3.2 Legal and other requirements, 4.3.3 Objectives and programme(s), 4.4.6 Operational control, 4.4.7 Emergency preparedness and response, 4.5.5 Internal audit

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with this Occupational Health and Safety Assessment Series (OHSAS) Standard cannot confer immunity from legal obligations.

## **Introduction**

Organisations of all kinds are increasingly concerned with achieving and demonstrating sound occupational safety and health (OSH) performance by controlling their OSH risks, consistent with their OSH policy and objectives. They do so in the context of increasingly stringent legislation, the development of economic policies and other measures that foster good OSH practices, and of increased concern expressed by interested parties about OSH issues.

Many organisations have undertaken OSH “reviews” or “audits” to assess their OSH performance. On their own, however, these “reviews” and “audits” may not be sufficient to provide an organisation with the assurance that its performance not only meets, but will continue to meet, its legal and policy requirements. To be effective, they need to be conducted within a structured management system that is integrated within the organisation.

The SS 506 series of standards covering OSH management are intended to provide organisations with the elements of an effective OSH management system that can be integrated with other management requirements and help organisations achieve OSH and economic objectives. These standards, like other International Standards, are not intended to be used to create non-tariff trade barriers or to increase or change an organisation’s legal obligations.

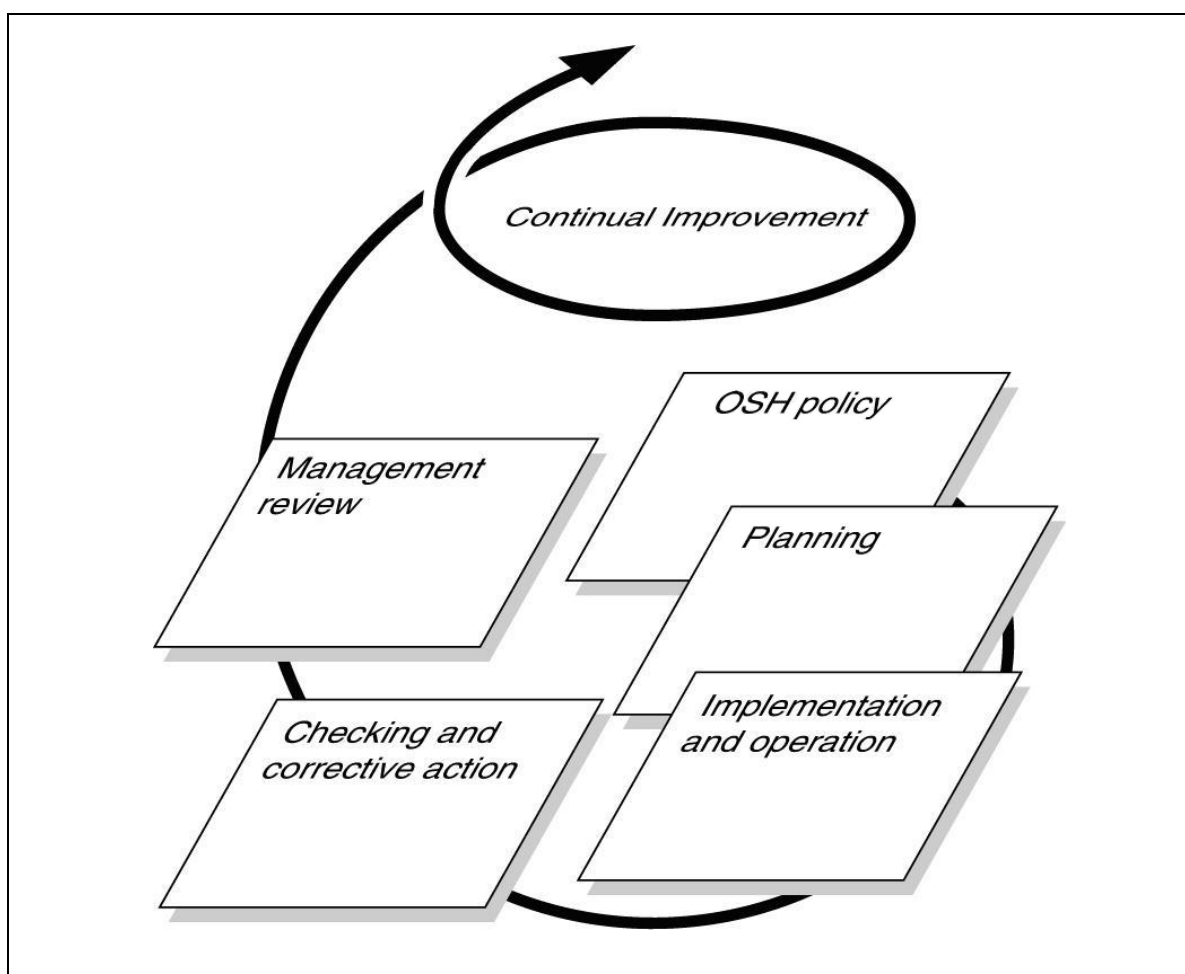
SS 506 : Part 1 specifies requirements for an OSH management system to enable an organisation to develop and implement a policy and objectives which take into account legal requirements and information about OSH risks. It is intended to apply to all types and sizes of organisations and to accommodate diverse geographical, cultural and social conditions. The basis of the approach is shown in Figure 1. The success of the system depends on commitment from all levels and functions of the organisation, and especially from top management. A system of this kind enables an organisation to develop an OSH policy, establish objectives and processes to achieve the policy commitments, take action as needed to improve its performance, and demonstrate the conformity of the system to the requirements of SS 506 : Part 1. The overall aim of SS 506 : Part 1 is to support and promote good OSH practices, including self regulation, in balance with socio-economic needs. It should be noted that many of the requirements can be addressed concurrently or revisited at any time.

The development of SS 506 : Part 1 : 2009 focused on improving the standard by:

- improving alignment with ISO 14001 and ISO 9001;
- seeking opportunities for alignment with other OSH management system standards, e.g. the ILO-OSH:2001 Guidelines;
- reflecting developments in OSH practices;
- clarifying the original text from the SS 506 : Part 1 : 2004 requirements based on experience of its use.

There is an important distinction between SS 506 : Part 1, which describes the requirements for an organisation’s OSH management system and can be used for certification/registration and/or self-declaration of an organisation’s OSH management system, and a non-certifiable guideline, such as SS 506 : Part 2, intended to provide generic assistance to an organisation for establishing, implementing or improving an OSH management system. OSH management encompasses a full range of issues, including those with strategic and competitive implications. Demonstration of successful implementation of SS 506 : Part 1 can be used by an organisation to assure interested parties that an appropriate OSH management system is in place.

Any reference to other International Standards is for information only.



**Figure 1 – OSH management system model for this SS 506 Standard**

NOTE – This SS 506 Standard is based on the methodology known as Plan-Do-Check-Act (PDCA). PDCA can be briefly described as follows.

- **Plan:** establish the objectives and processes necessary to deliver results in accordance with the organisation’s OSH policy.
- **Do:** implement the processes.
- **Check:** monitor and measure processes against OSH policy, objectives, legal and other requirements, and report the results.
- **Act:** take actions to continually improve OSH performance.

Many organisations manage their operations via the application of a system of processes and their interactions, which can be referred to as the “process approach”. ISO 9001 promotes the use of the process approach. Since PDCA can be applied to all processes, the two methodologies are considered to be compatible.

SS 506 : Part 1 contains requirements that can be objectively audited; however, it does not establish absolute requirements for OSH performance beyond the commitments, in the OSH policy, to comply with applicable legal requirements and with other requirements to which the organisation subscribes, to the prevention of injury and ill health and to continual improvement. Thus, two organisations carrying out similar operations but having different OSH performance can both conform to its requirements.

SS 506 : Part 1 does not include requirements specific to other management systems, such as those for quality, environmental, security, or financial management, though its elements can be aligned or integrated with those of other management systems. It is possible for an organisation to adapt its existing management system(s) in order to establish an OSH management system that conforms to the requirements of SS 506 : Part 1. It is pointed out, however, that the application of various elements of the management system might differ depending on the intended purpose and the interested parties involved.

The level of detail and complexity of the OSH management system, the extent of documentation and the resources devoted to it depend on a number of factors, such as the scope of the system, the size of an organisation and the nature of its activities, products and services, and the organisational culture. This may be the case in particular for small and medium-sized enterprises.

NOTE 1 – As all of the requirements of SS 506 : Part 1 : 2009 are included within SS 506 : Part 2 : 2009, organisations can choose to retain a copy of SS 506 : Part 2 alone, for certification purposes.

NOTE 2 – There are some small variations in text between the Introduction given in SS 506 : Part 1 and this Introduction to account for the differences in the SS 506 Part 1 and Part 2 standards.

## **Occupational safety and health (OSH) management systems – Part 2 : Guidelines for the implementation of SS 506 : Part 1 : 2009**

### **1 Scope**

This SS 506 : Part 2 : 2009 provides generic advice on the application of SS 506 : Part 1 : 2009.

It explains the underlying principles of SS 506 : Part 1 and describes the intent, typical inputs, processes and typical outputs, against each requirement of SS 506 : Part 1. This is to aid the understanding and implementation of SS 506 : Part 1.

SS 506 : Part 2 does not create additional requirements to those specified in SS 506 : Part 1 nor does it prescribe mandatory approaches to the implementation of SS 506 : Part 1.

#### **SS 506 : Part 1 text**

This SS 506 Standard specifies requirements for an occupational safety and health (OSH) management system, to enable an organisation to control its OSH risks and improve its OSH performance. It does not state specific OSH performance criteria, nor does it give detailed specifications for the design of a management system.

This SS 506 Standard is applicable to any organisation that wishes to:

- a) establish an OSH management system to eliminate or minimise risks to personnel and other interested parties who could be exposed to OSH hazards associated with its activities;
- b) implement, maintain and continually improve an OSH management system;
- c) assure itself of its conformity with its stated OSH policy;
- d) demonstrate conformity with this SS 506 Standard by:
  - 1) making a self-determination and self-declaration, or
  - 2) seeking confirmation of its conformance by parties having an interest in the organisation, such as customers, or
  - 3) seeking confirmation of its self-declaration by a party external to the organisation, or
  - 4) seeking certification/registration of its OSH management system by an external organisation.

All the requirements in this SS 506 Standard are intended to be incorporated into any OSH management system. The extent of the application will depend on such factors as the OSH policy of the organisation, the nature of its activities and the risks and complexity of its operations.

The SS 506 Standard is intended to address occupational safety and health, and is not intended to address other safety and health areas such as employee wellbeing/wellness programmes, product safety, property damage or environmental impacts.