

SINGAPORE STANDARD

# **SS 506 : Part 1 : 2009**

(ICS 03.100.01; 13.100)

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

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### ***Part 1 : Requirements***

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

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### ***Part 1 : Requirements***

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## Contents

	Page
National Foreword _____	4
OHSAS 18001:2007 Foreword _____	6
Introduction _____	8

## CLAUSES

1	Scope _____	11
2	Reference publications _____	11
3	Terms and definitions _____	12
4	OSH management system requirements _____	15
4.1	General requirements _____	15
4.2	OSH policy _____	15
4.3	Planning _____	16
4.4	Implementation and operation _____	18
4.5	Checking _____	21
4.6	Management review _____	23

## ANNEXES

A	Correspondence between SS 506 : Part 1 : 2009, ISO 14001:2004 and ISO 9001:2000 (informative) _____	25
B	Correspondence between SS 506 : Part 1, SS 506 : Part 2, and the ILO-OSH:2001 Guidelines on occupational safety and health management systems _____	28

## TABLES

A.1	Correspondence between SS 506 : Part 1 : 2009, ISO 14001:2004 and ISO 9001:2000 _____	25
B.1	Correspondence between the clauses of the SS 506 series of standards and the clauses of the ILO-OSH Guidelines _____	30

## FIGURE

1	OSH management system model for this SS 506 Standard _____	9
	Bibliography _____	32

## **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 1 : 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 1 : 2009 is an adoption of the Occupational Health and Safety Assessment Series (OHSAS) OHSAS 18001:2007, published by the British Standards Institution. OHSAS 18001:2007 is reproduced with the permission of the OHSAS Project Group under licence number 2008JK0010. 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 18001:2007.

- i) The references/terms found in OHSAS 18001 have been replaced as follows:

<b>Reference/Term in OHSAS 18001:2007</b>	<b>Reference/Term in SS 506 : Part 1 : 2009</b>
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 2 : 2009 instead of OHSAS 18002 : 2008.

This standard is compatible with the ISO 9001:2000 (Quality) and ISO 14001:2004 (Environmental) management systems standards such that it would facilitate the integration of quality, environmental and OSH management systems by organisations, should they wish to do so. This standard is aligned with the ILO-OSH:2001 'Guidelines on occupational safety and health management systems of the International Labour Organization (ILO)'. A comparative assessment with the ILO-OSH:2001 is appended in this standard. The principal changes with respect to the previous edition are reflected in the OHSAS 18001:2007 Foreword.

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**

1. *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.*
2. *Compliance with a Singapore Standard does not exempt users from legal obligations.*

## **OHSAS 18001:2007 Foreword**

This Occupational Health and Safety Assessment Series (OHSAS) Standard and the accompanying OHSAS 18002, *Guidelines for the implementation of OHSAS 18001*, 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.

OHSAS 18001 has been developed to be compatible with the ISO 9001:2000 (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.

The OHSAS Standard will be reviewed or amended when considered appropriate. Reviews will be conducted when new editions of either ISO 9001 or ISO 14001 are published, to ensure continuing compatibility.

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.

The second edition cancels and replaces the first edition (OHSAS 18001:1999), which had been technically revised.

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

- 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 9001:2000.
- 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 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 14004:2004
- 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)

This publication does not purport to include all 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 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.

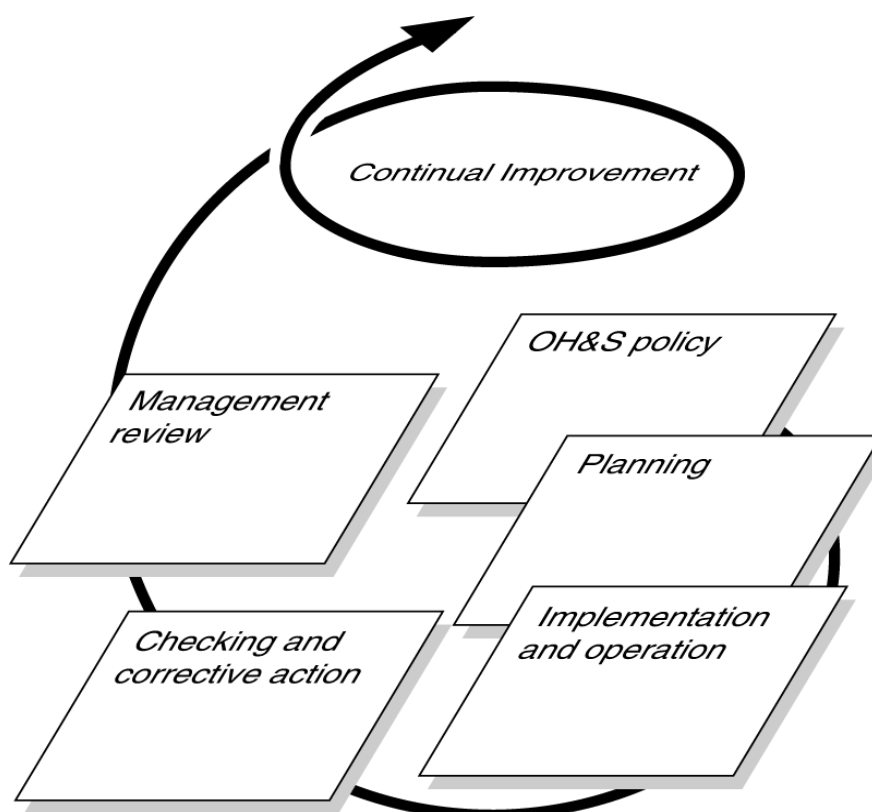
This SS 506 Standard specifies requirements for an OSH management system to enable an organisation to develop and implement a policy and objectives which take into account legal requirements and information about OSH risks. It is intended to apply to all types and sizes of organisations and to accommodate 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 this SS 506 Standard. The overall aim of this SS 506 Standard is to support and promote good OSH practices, 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 revision of this SS 506 Standard is focused on clarification of the first edition, and has taken due consideration of the provisions of ISO 9001, ISO 14001, ILO-OSH, and other OSH management system standards or publications to enhance the compatibility of these standards for the benefit of the user community.

There is an important distinction between this SS 506 Standard, 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 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 this SS 506 Standard can be used by an organisation to assure interested parties that an appropriate OSH management system is in place.

Those organisations requiring more general guidance on a broad range of OSH management system issues are referred to SS 506 : Part 2. 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.

This SS 506 Standard 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.

This OSH Standard 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 this SS 506 Standard. 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.

## Occupational safety and health (OSH) management systems – Part 1 : Requirements

### 1 Scope

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.

This 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 well-being/wellness programs, product safety, property damage or environmental impacts.

### 2 Reference publications

Other publications that provide information or guidance are listed in the bibliography. It is advisable that the latest editions of such publications be consulted. Specifically, reference should be made to:

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

International Labour Organisation:2001, *Guidelines on occupational safety and health management systems (ILO-OSH 2001)*