

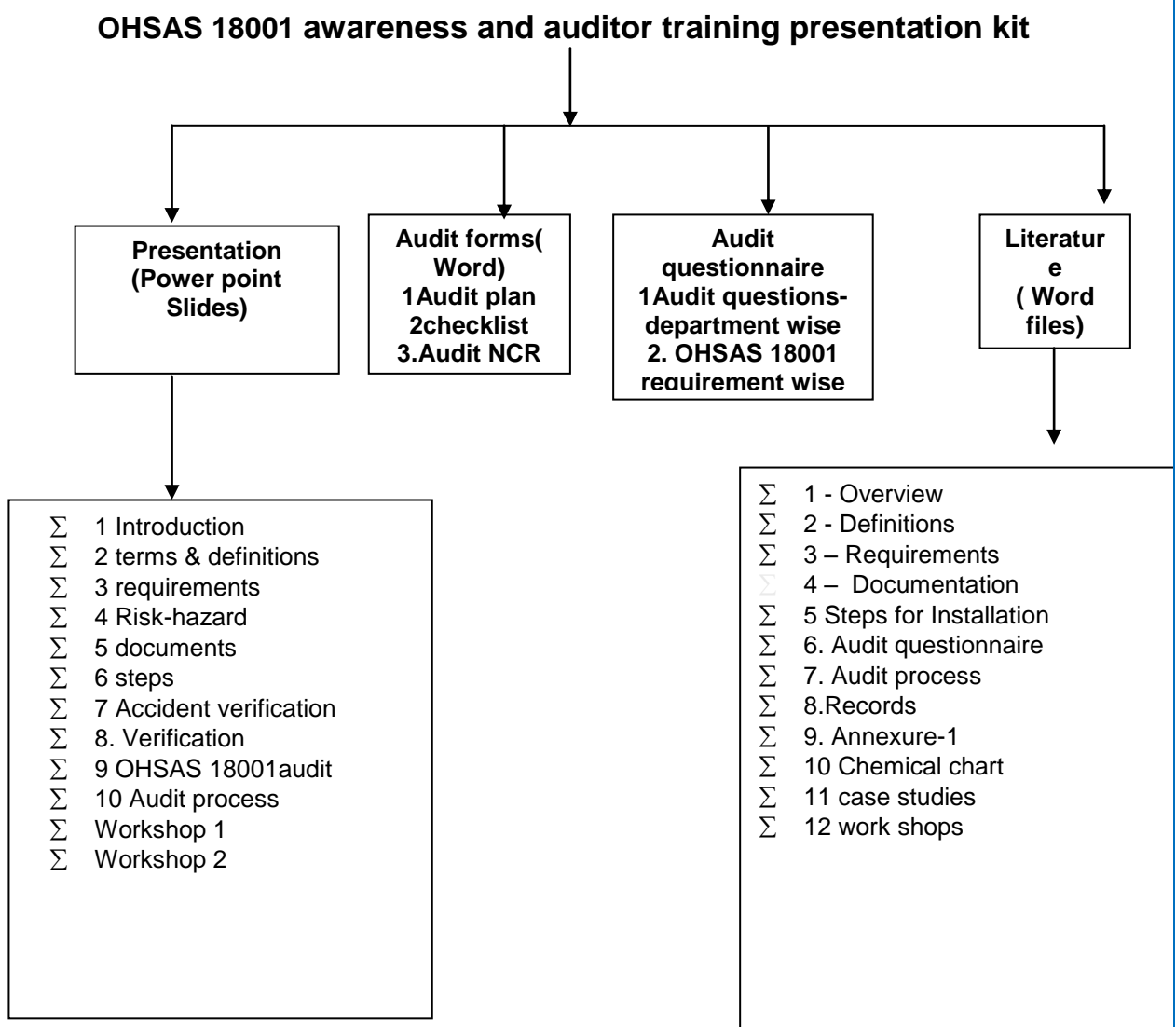
C103: DEMO OF OHSAS 18001 AWARENESS And AUDITOR TRAINING PRESENTATION KIT **Price 190 USD**

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Chapter-1.0 CONTENTS OF OHSAS 18001 AWARENESS AND AUDITOR TRAINING PRESENTATION KIT

No of Slides: 207

A. The entire presentation kit has 2 main directories as below.



Total More than 200 Slides and sample OHSAS 18001 certified auditor certificate

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Part 1:- Topic wise number of slides

Sr. No	Title of Slides	No of Slide
1.	Overview	14.
2.	Key Terminology	06.
3.	OHSAS 18001 Requirements	65.
4.	Hazard / Risk identification	20.
5.	Documentation	11.
6.	Steps for OHSAS 18001 Installation	07.
7.	Accident Investigation System	14.
8.	Verification Matrix	11.
9.	OHSAS 18001 audit	26
10.	OHSAS 18001 audit process	26
11	Workshop 1 & 2	07.
Total No. of Slides		207

Part: A Presentation: -

Under this directory further files are made in power point presentation as per the chapter listed below.

- Topic wise Power Point presentation in 9 modules as listed below.

1. Overview of OHSAS

It covers what, why and how for OHSAS. It also includes benefits of OHSAS and guidelines for various OHSAS 18001 standards. Also summary for OHSAS

2. Key Terminology

It covers Key Terminology and definitions based on OHSAS 18001 standard.

3. OHSAS Requirements

It covers all OHSAS Requirements like Environmental Policy, Aspect / Risk Identification, ROR, Common HSE Aspects, Objectives, Emergency Plan, Implementation and Operation, Documentation, Infrastructure and resource, Checking and Monitoring, Audits, Records, Input-Output of Management Review etc.

4. Hazard / Risk Identification

It covers environment Risk Identification, Common health and safety Hazards, Physical, Chemical, Biological, Common control method, evaluation

5. OHSAS Documentation

It covers need of documents, definition and 4-tier documentation structure. It also covers list of all documents, Procedures and records required as per OHSAS standards.

6. OHSAS Implementation steps

It covers OHSAS Installation requirements, steps, department wise implementation methodology, Top 10 conformity's and OHSAS is not for those etc.

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7. Accident / Incident Investigation System

It covers accident investigation system, Procedure for Accident Investigation, Responsibility, and Analysis etc.

8. Verification Matrix

It covers Verification Matrix, Physical Inspection Tour, Facilities, and Materials and gives detail guidelines for audit during visit of site

9. OHSAS 18001 Audit

It covers details to train internal auditors for audit activities and auditor role

9. OHSAS Audit Process

It covers details to train internal auditors for complete audit process

9. Workshops 1 & 2 and Case Study - 1

It covers OHSAS System Questionnaire to check effectiveness of training.

Part: B Literature: -

This topic covers write up for the ready reference to the participants for understanding and reading. It is given in word. You may also use it for further reading and circulations within audience.

Chapter No.

SECTION

1. Introduction to OHSAS 18001 system
2. OHSAS 18001 Terms and Definition
3. Summary of OHSAS Management system Elements
4. Documentation for OHSAS 18001
5. Steps for OHSAS 18001 installation
6. OHSAS Audit Questionnaire
Annex - 1 Correspondence between OHSAS 18001
7. It is given in word. You may also use it for further reading and circulations within audience.

Part: C Audit Records: -

This includes sample audit forms to complete the audit successfully in the organization

1. Audit plan 2. Audit NCR 3. OHSAS 18001 requirement wise Audit checklist

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Part: D Audit Questions: - (More than 300 questions)

This includes sample audit question checklist for ready questions and ensure good system implementation by internal auditors

1. Department wise questions
2. OHSAS 18001 requirements wise questions

Part: E Sample certified OHSAS 18001 auditor certificate

OHSAS 18001 sample certificate to be given after completion of training by using this training kit

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Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 years in certification consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1200 clients in more than 45 countries. Our ready made training and editable document kit helps the client in making their documents easy and make them complying to related system standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, system series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for system series certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in system series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing system documents and training slides.

Global Manager Group is committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware: -

- Our presentation kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point presentation you may keep the setting of colour image at high colour.

B. Software used in presentation kit

- Hand-outs written in word 98 and window 2000 and Presentation made in Power point programs You are therefore required to have office 2000 or above with word 98 and power point

3.2 Features of Presentation kit: -

- It will save much time in typing and preparation of presentation alone.
- Easily customized by you to add audio clips in the local language etc to prepare presentation for any other groups.
- Written in Plain English
- Good guide for training of all the group members for OHSAS awareness implementation.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.

C 103

SAMPLE SLIDE

PART – 2

OHSAS:18001-2007

Awareness

Product Code: C103

Price: 190 USD

www.certificationconsultancy.com

OHSAS System

- **Must be based on control of causes, not accident reactive**
- **Must address all management elements of control for occupation, health and safety management**
- **Must address normal / abnormal / emergency conditions**
- **Must have measurable parameters**
- **Must be goal driven**
- **Must be relevant to hazards and risks. The essence of risk management is to avoid high risks, manage medium risks and live with low risks**
- **Must involve all**
- **Must promote continual improvement**

Immediate causes of OH & S Hazards

- ✌ Inadequate guards
- ✌ Inadequate personnel & protective equipment
- ✌ Effective tool / equipment
- ✌ Congestion
- ✌ Inadequate warning system
- ✌ Inadequate ventilation
- ✌ Inadequate illumination
- ✌ Failure to warn
- ✌ Failure to obey rules
- ✌ Failure to follow procedure
- ✌ No / remove PPE
- ✌ Remove safety device
- ✌ Wrong personal habit
- ✌ Mischief / horseplay

Common Health & Safety Hazards

- Whalnosser
- (Water, health, air, land, noise, scrap, energy, resources)
- Material and energy balance
- (Fugitive emission, releases, distillation loss
- Spillages, handling loss, vacuum loss)
- Scrap yard and back yard - waste management
- Indirect aspects - packing disposal, product

Structure Standards

ISO 14001 standard

- 4.2 Environment policy
- 4.3 Planning
- 4.4 Implementation & operation
- 4.5 Checking & corrective action
- 4.6 Management review

OHSAS 18001 Standard

- 4.2 OHSAS policy
- 4.3 Planning
- 4.4 Implementation & operation
- 4.5 Checking & corrective action
- 4.6 Management review

List of Records

- Register of hazards / risks
- Legislation and compliance
- Complaints and interested party concerns
- Management program reviews
- Accident / incident investigations
- Monitoring / measurement
- Calibration & maintenance

Implementation Methodology

- ✎ Identify all legal requirements, consent, limits, etc.
- ✎ Appoint a management representative
- ✎ Carry out preliminary review
- ✎ Awareness training
- ✎ Determine hazards and risks
- ✎ Frame OH&S policy
- ✎ Prepare documents, procedures and work instructions
- ✎ Set objectives and targets
- ✎ Develop action plan for the selected risk and document it
- ✎ Implementation and record maintenance
- ✎ Internal OH&S audits
- ✎ Management reviews

Procedure for Accident Investigation

- ❖ **Procedure to address:**
 - Kind of accidents to be reported
 - Define major accident, high potential accident and high potential incident/near miss accident
 - When and how events should be reported and investigated
 - Who is responsible for conducting and participating in the accident/ incident investigation
 - Who is employee representative involved in conducting accident/ incident investigation
 - Who will liaise with external agency/ government functionary conducting accident/ incident investigation

Verification Matrix

Physical Inspection Tour

Q.NO.	Characteristics
1. General workplace condition	
A. Floors [walking and working surface]	
	<ul style="list-style-type: none">□ Clean, orderly and sanitary condition;□ Drainage maintained;□ Free of slip, trip or fall hazards;□ Free of protrusion, nails, etc.;□ Openings covered or barricaded;□ Load limits painted on upper floors.
B. Aisles and passageways:	
	<ul style="list-style-type: none">□ Aisles marked;□ Clear and unobstructed;□ At least 28" wide or as prescribed;□ Sufficient width for all normal movements.

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Chapter-4.0 BENEFITS OF USING OUR PRESENTATION KIT

- By using these slides, you can save a lot of your precious time while preparing the OHSAS 18001 awareness training course materials for in-house training programs.
- To provide you with the Presentation Materials and hand-outs that you need for an effective presentation on OHSAS 18001 awareness training, what it is, and what it requires
- Present the basics of OHSAS 18001 awareness training to Management or other groups
- To deliver OHSAS 18001 awareness training in a group, using a PowerPoint presentation
- Take care for all the section and sub sections of OHSAS 18001 awareness training and give better understanding at all the levels during OHSAS 18001 awareness training implementation and sharpen the awareness of OHSAS 18001 awareness training requirements for all employees within organization.

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