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**Occupational Health and
Safety Management –
Achieving system-based success**

Information for business owners and managers

Imprint

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Effectively organised occupational health and safety is becoming more and more important as a competitive factor. This is because productivity and quality depend decisively on the health and motivation of the people who work in the company. In the critical area between customer requirements and legal obligations, operational sequences can only run without error if occupational health and safety is considered on a practically oriented basis. In this context, systematic occupational health and safety, and effective occupational health and safety management systems offer considerable benefits.

Below you will find an overview of our OHSMS offerings. These offers help you to integrate occupational health and safety systematically in the management and organisation of your company so that everyone keeps healthy and actively motivated in your company.

 If you have questions or require advice:
We are at your service, your Professional Association.

1 Why occupational health and safety management?

Systematic occupational health and safety and effective occupational health and safety management systems (OHSMS) mean: planning safety and the protection of health on a targeted basis, organising them systematically and operating them consistently as a managerial task. This also includes checking the effectiveness of the occupational health and safety management on a regular basis and improving it continuously.

The contents of an OHSMS are described in detail in the German national guidelines for occupational health and safety management systems and in the appropriate international ILO-OSH 2001 guidelines which is recommended for use by all UNO member states. The OHSMS offers of the accident insurance providers are also based on these guidelines.

Advantages of an occupational health and safety management system:

- it increases the legal safety for the company and its management team
- streamlines the organisation and process sequences
- improves motivation and the willingness to perform
- promotes the willingness to play by the rules
- relieves the management team
- means fewer losses and more availability
- enhances the image and trust with customers and partners
- is an increasingly important criterion with the awarding of orders



Consistent action and systematic approaches in occupational health and safety usually pay off in the shortest of time.

2 Why with us?

The advantages are clearly evident: Your Professional Association offers practically oriented solutions “from the sector, for the sector,” and helps to prevent unnecessary bureaucracy. With the introduction or assessment of an OHSMS you work together with partners, whose expertise in the area of occupational health and safety you are already aware of. You make use of the long standing experience of qualified OHSMS consultants and OHSMS assessors.

After a successful assessment we provide your company with certification for the operation of a successful OHSMS system. This certification will be recognised by most contractors when it is necessary to demonstrate an OHSMS upon the awarding of a contract.

Our OHSMS offers are voluntary for your company and are not associated with any certification constraints.



The „Sicher mit System“ certification is chosen as an example, only. The certifications of the respective professional associations for the other sectors may vary.

3 The path to the occupational health and safety management system

Take the path to a successful OHSMS with us.

With our OHSMS offers, it is possible to introduce or improve an OHSMS on a straightforward basis.

▶ **Implementation aids**

We offer implementation aids for the creation and further development of an OHSMS which are especially customized to the requirements of your sector. These also include check and question lists for appraisals.

▶ **Advice**

We will be pleased to advise you of the advantages, configuration and structure of an OHSMS.

We can also support you in a project-accompanying consultation by a highly qualified OHSMS consultant.

The OHSMS consultant will not, however, complete an assessment of the OHSMS.

▶ **Training**

We also offer seminars, workshops, training sessions and similar on the topic of OHSMS for entrepreneurs, managers and other actors in the area of occupational health and safety.

We will be pleased to advise you of the advantages, configuration and structure of an OHSMS.


The addresses and further information are provided in the enclosure.

4 Key contents of an occupational health and safety system

It is necessary to integrate the following regulations in the company structures and processes, in particular:

- Policies and goals in the area of occupational health and safety
- Responsibilities and tasks
- Risk assessments
- Documentation
- Information flows, communication and participation
- Qualifications and further training
- Occupational healthcare and the promotion of health
- Procurement and external companies
- Processes related to occupational health and safety
- Emergencies
- Tests and inspections
- The evaluation and improvement of the OHSMS

These regulations can be integrated in existing management systems, e.g. in the area of quality or environmental management.




Details on the components of an OHSMS are provided in our sector oriented implementation aids.

5 Why assess?

The assessment ...

- clarifies the importance of health and safety to everyone in the company and demonstrates that occupational health and safety is an executive matter,
- creates legal security in the compliance with occupational health and safety regulations,
- enables the evaluation and improvement of the quality of the occupational health and safety on an independent basis,
- is a trust building measure, e.g. towards customers, contractors, business owners, insurance companies, authorities and other organisations,
- can be used in the field of marketing and bring competitive advantages.

With the OHSMS certification from your Professional Association, you demonstrate that you also run an excellently organised company in the area of occupational health and safety.



Of course, you can also introduce an OHSMS without the subsequent assessment.



The German Social Accident Insurance Institution XY hereby certifies that

Company
Adress
D-00000 City

meets the requirements of systematic and effective occupational safety and health on the basis of the

»Systematic Safety« seal of approval

for the industry-specific implementation of

**ILO-OSH 2001
Guidelines on occupational safety and health management systems
(International Labour Organization).**

The assessment also proved that the
OHSAS 18001:2007
guidelines are implemented.

The assessment on mm.dd.yyyy was carried out in accordance with the
»DGUV procedural principles for the assessment of occupational safety
and health management systems«

This certificate will remain valid until mm.dd.yyyy

Prevention manager

Heidelberg_mounth 00, 0000



Assessor

Registration number RCI 100-000-00-00

This certification is chosen as an example, only. The certifications of the respective professional associations for the other sectors may vary.

6 The path to certification

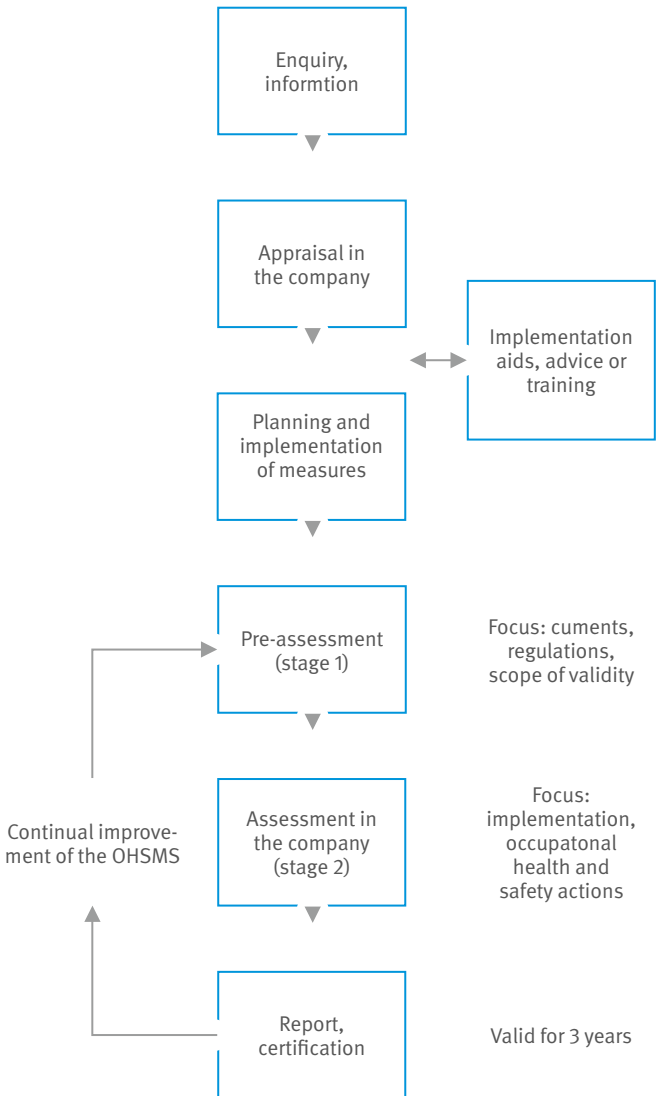
The assessment constitutes an independent testing of the effectiveness of OHSMS by your Professional Association. A key focal point in this area is on ensuring the actions of the employees and management team are in line with occupational health and safety. The assessment takes place on a voluntary base at the request of the company. It is carried out by OHSMS assessors on the basis of a procedural principle agreed between the accident insurance providers according to a quality assured process and according to defined minimum standards.

During the assessment it is checked as to whether the relevant contents of the national guidelines for OHSMS are implemented, and whether indicators are provided which lead to the conclusion of effective management or occupational conduct in the area of occupational health and safety. The assessment includes the inspection of documents, inspections in the company and interviews with executive managers and employees (further information is provided in the enclosure).

Your professional association provides detailed information on the respective certification scheme.




After a successful assessment your company will be awarded the “Safe with system” seal of quality.



7 Measuring successes

An OHSMS will only improve the performance of the occupational health and safety if it features control loops. To this end it is necessary to determine whether and where changes are necessary and/or potential optimisations are available, for example, with company processes, work conditions and with the safe and healthy conduct of the superiors and employees.

The key elements of this control loop are indicators and key figures with which the benefits of an OHSMS and the improvement of the occupational health and safety performance can be determined.



Examples of such indicators and key figures can be found in the report „Improving the performance of the occupational health and safety with an OHSMS“ (in german) (see enclosure) .

We will also be pleased to advise you in this context.

Groups of indicators and key figures in OHSMS:

- Health and safety awareness of the managers and employees
- Incorporation of occupational health and safety in the company processes
- Health of the employees
- Employee satisfaction
- The health of third parties (e.g. external labourers, visitors)
- Contribution to the business earnings
- Compliance with legal obligations under public law

Enclosure

Information, offers and publications

Information and offers which simplify the practical implementation:

We offer the following especially for your sector:

- Information, assistance and seminars
- Professional personal contacts

(Refer to the information in the internet at www.dguv.de)

Further information and publications from the specialist committee “Occupational health and safety organisation“ (FA ORG) of the German Social Accident Insurance Scheme (DGUV), e. g.

- Improving the performance of the occupational health and safety with an OHSMS (indicators and criteria on the effectiveness of an OHSMS) (in german)
- Procedural principle on the assessment of OHSMS (in german)
- National guidelines for OHSMS (in german)

(Download at www.dguv.de ▶ Webcode d657256)

Details of the assessment

Enquiry at your Professional Association

You will receive information on the approach surrounding the assessment and on suitable OHSMS offers. We check the conditions for an assessment, determine the scope of validity and reach an agreement with you.

Appraisals

At the start of the assessment procedure, there is either

- a self check by the company (e. g. with one of our implementation aids) or
- an appraisal by the Professional Association (e. g. in the scope of an OHSMS consultation).

Planning and implementation of measures

As the result of the appraisal, you optimise your occupational health and safety organisation. If required we will support you in the scope of our OHSMS offers, e.g. with material for the implementation, advice or seminars.

Pre-assessment (stage 1)

The OHSMS documentation and procedures in your company are assessed, e.g. regarding the implementation of measures after the appraisal, the goals of the occupational health and safety, the implementation of obligations under public law, or the process of continual improvement within the area of validity. Your OHSMS documentation has to contain statements on the contents of our implementation aids and/or the relevant elements of chapter 2 of the national guidelines for OHSMS. If your OHSMS documentation is insufficient then you are able to carry out the necessary improvements prior to the subsequent assessment.

In-company assessment (stage 2)

In the scope of the assessment, via

- surveys,
- the checking of records and
- the observation of activities and processes,

the implementation of the OHSMS is assessed and the effectiveness of the OHSMS is checked on the basis of representative spot tests. In this context the focal point is on acting effectively in the area of occupational health and safety on location.

Report and certification

You will then receive a report regarding the assessment and its results which also contains possible suggested improvements and recommendations. After a successful assessment, a certificate will be issued by the leader of our Professional Association which confirms that the OHSMS in your company satisfies the requirements of a systematic and effective occupational health and safety on the basis of the “Safe with System” seal of quality and/or the national guidelines for OHSMS. If no certification is issued on the basis of deviations, a supplementary assessment is possible subsequent to improvements. The certification is valid for three years insofar as the agreed bases for it continue to exist. Before the expiration of its validity you can apply for a new certification in connection with a repeat assessment.

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