



Rules for the certification of Occupational Health and Safety Management Systems

Effective from 1st July 2010

RINA
Via Corsica, 12
16128 Genova - Italia

Tel. +39 01053851
Fax: +39 0105351000
web site: www.rina.org

Technical rules

INDEX

CHAPTER 1 - GENERAL.....	1
CHAPTER 2 – REFERENCE STANDARD / REQUIREMENTS FOR CERTIFICATION.....	1
CHAPTER 3 – INITIAL CERTIFICATION.....	2
CHAPTER 4 - MAINTENANCE OF CERTIFICATION	4
CHAPTER 8 – REQUIREMENTS FOR MULTI-SITE ORGANISATIONS.....	4

CHAPTER 1 - GENERAL

1.1

These rules define the additional and/or substitutive procedures applied by RINA for the certification of Occupational Health and Safety Management Systems in relation to what is already defined in the General Rules for the Certification of Management Systems.

The points in these Rules refer (and maintain the same numbering) to the corresponding points in the General Rules for the Certification of Management Systems for which changes and/or additions have been made.

1.2

RINA issues certification in accordance with the requirements of the UNI CEI EN ISO/IEC 17021:2006 Standard to organisations whose Occupational Health and Safety Management System has been recognised as fully conforming to all the requirements of the standard

BS OHSAS 18001:2007

1.4

The certificate issued by RINA pertains exclusively to a single organisation, where organisation means a group, company, business, body or institution, or their parts or combinations, whether associated or not, public or private, which has its own functional and administrative structure and which depends completely on an employer, having full responsibility for the Occupational Health and Safety Management System.

1.7

The terminology used in the present rules is the same as that contained in BS OHSAS 18001.

CHAPTER 2 – REFERENCE STANDARD / REQUIREMENTS FOR CERTIFICATION

2.1

To obtain RINA certification, an Occupational Health and Safety Management System must satisfy, both initially and in the long run, the requirements of BS OHSAS 18001:2007 and the additional requirements of accreditation bodies (i.e.: ACCREDIA documents/Sincert "RT-12").

2.2

In particular, to obtain Occupational Health and Safety Management System certification, the organisation must:

2.2.1 Make available a formal statement of awareness of the fact that compliance with the mandatory rules concerning OH&S is an essential and unavoidable prerequisite to implement an OH&S Management System and that the organisation has already checked the existence of such a prerequisite;

2.2.2 Provide Chamber of Commerce information (copy of the Chamber of Commerce registration certificate or equivalent document), the list of human resources as well as technical and logistic resources and any previous sanctions and/or convictions concerning Occupational Health and Safety aspects;

2.2.3 Have performed a preliminary analysis which includes:

- a detailed description of the type of activity carried out at the site/s for which Management System certification is requested and of the processes to be audited, including the laws and rules which govern them;
- identification of the occupational health and safety hazards associated with the organisation's activities and related risks and the procedure to accurately identify the hazards, assess the risks and implement the necessary control measures;

2.2.6 Make available:

- a copy of the documentation which describes the OH&S Management System, including the list of references to worker safety and health legislation mandatory for the type of activity carried out by the organisation;
- the procedure to accurately identify the hazards, assess the risks and implement the necessary control measures;
- the procedure to identify potential accidental events and potential emergency situations.

CHAPTER 3 – INITIAL CERTIFICATION

3.1

As well as what is established in the General Rules for the Certification of Management Systems, an organisation must inform RINA of any temporary sites excluded from the field of application of the Occupational Health and Safety Management System to verify acceptability of these exclusions.

3.2

Together with the certification request or subsequently, the organisation, as well as what is established in the General Rules for the Certification of Management Systems, is also to make available to RINA a final report of the preliminary analysis of the organisation.

The above documentation will be evaluated by RINA for compliance with the reference standard and with the requirements of these rules.

The outcome of this review will be notified to the applicant by dispatching a copy of the stage 1 audit report – document review (if undertaken in the RINA offices); any findings in the documentation considered critical are to be dealt with by the organisation to the satisfaction of RINA, before the certification procedure can continue.

The above documentation will normally be kept by RINA for its files.

If the stage 1 audit is carried out entirely on site, the outcome of the document review will, in any case, be included in the stage 1 audit report – document review and will be given to the organisation together with the on-site stage 1 report, referred to in 3.3 below.

3.3

During the stage 1 audit on site, qualified RINA auditors, also performing on-site inspections and interviews with the organisation's personnel, check at least the following:

- a) that the management system documentation, including the procedures, covers all the requirements of the reference standard;
- b) a cycle of complete audits covering all the sites has been made and also the relative management review;
- c) that the Management System includes a sound, dynamic and involved process of hazard

identification and assessment of the relative risks including also those derived from processes established by suppliers who operate, even sporadically, at the site(s) being certified or those relevant to the presence of visitors;

d) the existence and effectiveness of suitable maintenance programmes and/or systems;

e) that the process of identification and analysis of hazards and risk assessment is described in a specific procedure, which specifies over time the monitoring criteria of these risks and which involves the personnel in charge of the various processes;

f) that hazard identification and analysis and assessment of the relative risks are definitely the input for the continuous improvement process;

g) that there are adequate Occupational Health and Safety objectives and that these objectives are supported by technical and financial planning and programming; that the objectives and indicators are in line with the risk assessment;

h) that at least the first Management review has been undertaken;

i) that the human resources training and information plan has been defined on the basis of the relative analysis of needs and implemented;

j) that a procedure has been defined to analyse the non-conformities, incidents, near misses and accidents;

k) that the organisation has the necessary health and safety authorisations, relevant to its activities, and that they are valid;

l) that the organisation complies with the requirements of the documents in k) above and also with the requirements of the applicable health and safety legislation.

If the contents of the above letters k) and l) are not fully satisfied, reference is to be made to the contents of point 3.6.

3.4

The audit is carried out by qualified RINA auditors on the basis of the stage 1 audit report and of the following updated documents prepared by the organisation, as well as of those indicated in the General Rules for the Certification of Management Systems:

- stage 1 audit report,
- risk assessment documents.

3.6

The certification process will be suspended if the authorisations or equivalent documents, required by the laws in force, in the health and safety fields, are missing.

If findings are detected during the audits linked to non compliance with mandatory legal requirements in the Occupational Health and Safety field¹, the certification process will be suspended, except in particular cases, until the organisation demonstrates compliance with these requirements.

¹ Mandatory legal requirements means:

- Limits and/or legal provisions;
- Limits and/or prescripts stated on authorisations/licences or in other regulatory documents, etc.

CHAPTER 4 - MAINTENANCE OF CERTIFICATION

4.2

As well as what is stated in the General Rules for the Certification of Management Systems, the organisation is to keep a record of:

- accidents /emergencies on the site(s) and other events that could have had a negative effect on worker health and safety;
- any observations or remarks from national or local authorities responsible for controlling the workplace;

and must make this record available to RINA together with the relative corrective actions taken during the periodic audits.

In particular, the organisation is required to inform RINA without delay of any observations or remarks received from national or local authorities responsible for controlling the workplace, referable to point 3.6 for all the activities performed by the organisation, regardless of the field of application of the Occupational Health and Safety Management System and RINA will decide accordingly what action to take.

Moreover, in cases where either the body guaranteeing the certificates issued by RINA (OdC) and/or the pertinent authorities inform RINA of criticalities linked to occupational health and safety management, what is stated in point 4.5 applies.

4.5

In particular, for certificates issued in Italy, 2/3 of the audit are to be performed at the site(s) before recertification activities are undertaken, the frequency varying in relation to the organisation's activities, on the basis of the Sincert (Accredia) document RT-12 (this document is available on the ACCREDIA web site www.accredia.it or by contacting RINA).

CHAPTER 8 – REQUIREMENTS FOR MULTI-SITE ORGANISATIONS

8.1

Where an organisation has more than one site, they will all have to adopt and have certified the Occupational Health and Safety Management System also on the basis of a programme defined and delimited in reasonable chronological terms.

As well as the activities defined in the General Rules for the Certification of Management Systems, also the risk analysis and assessment of the sites is to be managed by the organisation's head office.

Publication: RC/C 37
English Edition

RINA
Via Corsica, 12
16128 Genova - Italia

Tel. +39 01053851
Fax: +39 0105351000
web site: www.rina.org

Technical rules