



ASIAN PRODUCTIVITY ORGANIZATION

PROJECT IMPLEMENTATION PLAN

16 July 2015

1. **Project Code** 15-IN-06-GE-TRC-A-04
2. **Title** Self-learning e-Course on the Occupational Health and Safety Management System (OHSAS 18001)
3. **Reference** Project Notification 15-IN-06-GE-TRC-A dated 23 January 2015
4. **Timing and Duration** 4 August – 3 November 2015 (three months)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Number of Participants** Minimum 20 from each participating country (Minimum 380 participants per course)
7. **Self-registration** Self-registration opens from 10:00 AM Japan Standard Time on 4 August 2015 on the APO's e-learning web portal: <http://www.apo-elearning.org/moodle19/>

Note: Participants can register directly from this portal on the APO website. Those who are already registered can access the course by using the assigned username and password. If you have forgotten your username and password, please refer to the FAQs on the home page of the portal.

8. Objective

To enable the participants to understand the basic principles and practices of occupational health and safety and apply them in actual workplaces.

9. Background

The rapid growth and diversification of industries and economic activities have been helping the progress toward overall prosperity in the Asia-Pacific region. However, this has posed new challenges such as occupational health and safety issues.

Occupational health and safety have become more significant for organizations as the lack of appropriate measures to safeguard them can result in direct resource losses due to workplace injury and illness and have long-standing implications for workers, supervisors, managers, employers, and their families. Statistics from the Asia-Pacific region indicate that millions of work hours are lost due to work-related injuries and diseases in addition to mental and physical trauma to workers. Other effects of workplace injury and illness include: lost work time; lost income; and pain and suffering on the part of the victims and their families.

Injury or illness at work may occur due to poor understanding of safety and health aspects and a weak or absent management system. To address occupational health and safety issues using a management approach, OHSAS 18000, an international series of standards, was developed. The OHSAS 18000 standard series consists of two parts, 18001 and 18002.

The intent of this self-learning e-course is to impart basic training to participants on the occupational health and safety management system under OHSAS 18001 covering all specifications including policy, identification of occupational health and safety risks and legal requirements, generation of objectives and targets, preparation of management plans and activities, monitoring of system performance, auditing, continuous review of the management program, and improvement.

10. Scope and Methodology

Scope

The course will focus on overall understanding of occupational health and safety issues and OHSAS 18001. It will cover the following modules:

- Module 1: Occupational health and safety management system
- Module 2: Purpose and structure of OHSAS 18001:2007
- Module 3: Understanding OHSAS18001:2007 standard (policy and planning)
- Module 4: Understanding the OHSAS 18001:2007 standard
(implementation and operation)
- Module 5: Understanding the OHSAS18001:2007 standard (checking and management)
- Module 6: Introduction to auditing
- Module 7: Planning and conducting an audit
- Module 8: Audit reporting, communication, and follow-up
- Module 9: Course summary

Methodology

Self-learning e-modules, additional study material for participants, intermittent quizzes for self-assessment, and a final examination to qualify for the APO e-certificate.

11. Qualifications of Candidates

The target groups are professionals, officials, managers, and academics involved in occupational health and safety. They may come from industries, the business sector, NPOs, safety and health consultant teams, government organizations/departments, universities, and consultancy firms that wish to acquire a working knowledge of the occupational health and safety management system.

12. Eligibility for e-Certificate

A minimum score of 70% on the final examination is required to qualify for the APO e-certificate.

Note: Participants from nonmember countries are welcome to take the course for self-development, although APO e-certificates will not be provided.



Mari Amano
Secretary-General