

Asian Productivity Organization

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PROJECT NOTIFICATION

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1. **Project Code:** 11-IN-105-GE-TRC-A
2. **Project Title:** Self-learning e-Course on the Occupational Health and Safety Management System (OHSAS 18001)
3. **Timing:** 1 July–31 October 2011 (4 months)
4. **Implementing Organizations:** APO Secretariat and national productivity organizations (NPOs)
5. **Number of Participants:** Up to 20 participants from each participating country (Up to 380 participants)
6. **Registration for the course:** Opens from 1 July 2011 on the APO's e-learning website <http://www.apo-elearning.org/moodle19/> (Participants can register directly on this website.)
7. **Objective:** To enable the participants to understand the basic principles and practices of occupational health and safety and apply them in actual workplaces.
8. **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. It also

covers the requirements of BS8800 and a number of other relevant systems. The OHSAS specification stipulates specific requirements for an occupational health and safety management system to facilitate monitoring and control of risks and continual improvement of safety and health performance.

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. This course will enable participants to understand the concept of the system and various elements and prepare them to become future OHSAS18001 auditors and/or managers.

9. 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 certificate.

A total of nine learning modules carefully prepared by internationally recognized experts on OHSAS 18001 will be uploaded on the course site in PowerPoint format.

10. Modality of Implementation

The course will be implemented through the APO's dedicated e-learning website: <http://www.apo-elearning.org/moodle19/>. The participants can register on this website and create their own accounts.

Registered participants are required to complete all learning modules and self-assessment quizzes before taking the final examination. For improved understanding, additional reading

material in form of an e-manual on occupational health and safety management will be available on the course site.

Based on the results of the final examination, successful participants will be awarded an APO certificate. The certificates will be given after the official duration of the course.

11. Special Features

- i) Participants can register on the APO e-learning website and create accounts by themselves.
- ii) Registered participants' progress will be tracked and monitored by the APO Secretariat throughout the course.
- iii) Additional reading materials will be available to acquire in-depth knowledge and understanding of the subject.
- iv) Self-assessment quizzes will enable participants to test the knowledge acquired at different stages of the course.
- v) Completion of all modules and quizzes is compulsory.
- vi) Participants can complete the course at their own pace within the prescribed official duration of the course.
- vii) A minimum score of 70% on the final examination is required to qualify for the APO certificate. The certificates will be provided through NPOs after course completion.
- viii) Successful participants will be given preference based on merit for selection to attend future APO multicountry face-to-face projects on the same subject in consultation with NPOs.
- ix) Contact information of the participants will be shared with other participants to encourage networking. (If any participant wishes to maintain confidentiality, he/she is requested to inform the Secretariat in advance.)

12. 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.

13. Financial Arrangements

- (a) *To be borne by the APO*
 - i. All costs related to development of the self-study modules, additional study material(s) pertaining to the course, self-assessment quizzes, and examination.
 - ii. Cost of hosting the course on APO's e-learning site and operating it from the APO Secretariat.
- (b) *To be borne by participating countries/NPOs*
 - i. Coordination and communication support during the course.

ii. Any other local costs.

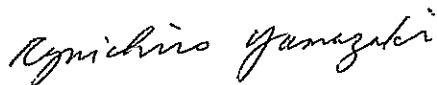
14. Actions by participating member countries/NPOs:

Each participating country/NPO is requested to:

- i) Promote and market the course by sending project notifications to as many relevant organizations as possible, and inform and encourage all interested people to participate.
- ii) Upload the course announcement on the NPO's website and/or provide a link to the APO's e-learning website.
- iii) Interact with registered participants and provide them necessary inputs (each NPO will be provided with a list of participants from its country).
- iv) Provide all necessary support and cooperation proactively to the APO Secretariat for successful implementation of the course.

15. Participation of Nonmember Countries

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



Ryuichiro Yamazaki
Secretary-General