



## PROJECT IMPLEMENTATION PLAN ADDENDUM

28 November 2017

1. **Project Code** 17-IN-06-GE-DLN-A-01
2. **Project Title** Self-learning e-Course on the Occupational Health and Safety Management System (OHSAS 18001)
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016; Project Implementation Plan 17-IN-06-GE-DLN-A-01 dated 3 February 2017
4. **Timing and Duration** 1 January–31 December 2017  
(Pilot term: 19 December 2016–31 January 2017)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Addendum No.** 1
7. **Details** Changes in Project Implementation Plan Item No. 4 “Timing and Duration”

### 7-1 Change in Item No. 4 “Timing and Duration”

The timing and duration of the Self-learning e-Course on the Occupational Health and Safety Management System (OHSAS 18001) have been changed to **1 January 2017–31 December 2018** (24 months).

Unless otherwise modified by the APO in writing, the provisions of the Project Notification dated 22 December 2016 and Project Implementation Plan dated 3 February 2017 pertaining to this course remain valid.

Santhi Kanoktanaporn  
Secretary-General





ASIAN PRODUCTIVITY ORGANIZATION

## PROJECT IMPLEMENTATION PLAN

3 February 2017

1. **Project Code** 17-IN-06-GE-DLN-A-01
2. **Title** Self-learning e-Course on the Occupational Health and Safety Management System (OHSAS 18001)
3. **Reference** Project Notification 17-IN-06-GE-DLN-A dated 22 December 2016
4. **Timing and Duration** 1 January–31 December 2017  
(Pilot term: 19 December 2016–31 January 2017)
5. **Implementing Organizations** APO Secretariat and National Productivity Organizations (NPOs)
6. **Number of Participants** Minimum 20 from each participating country  
(Minimum 400 participants per course)
7. **Self-registration** Self-registration opens from 10:00 Japan Standard Time on 19 December 2016 on the APO Institute of Productivity e-learning web portal: <http://apo-ipro.org/>. (Participants can register directly on this portal through the APO website.)

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 job-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 that is delivered in a new format is to impart basic training 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 an overall understanding of occupational health and safety issues and OHSAS 18001. It will cover the following modules:

- Module 1: Management System
- Module 2: Introduction to OHSAS Standards
- Module 3: OHSAS Standards: Planning
- Module 4: OHSAS Standards: Implementation and Operation
- Module 5: OHSAS Standards: Checking and Management Review
- Module 6: Introduction to Audit
- Module 7: Planning and Conducting an Audit
- Module 8: Audit Reporting, Communication, and Follow-up
- Module 9: Final Assessment

### **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.



Santhi Kanoktanaporn  
Secretary-General

