

## INTERNAL AUDITING FOR OHSAS 18001

Premier Quality Services Limited wishes to introduce to you Internal Auditing for OSHAS 18001. By participating, you would not only be trained to audit, but to advise and assess the Occupational, Health and Safety Management System against the requirements of the OSHAS 18001 specification.

### COURSE OBJECTIVE:

The key objective of the course is to develop core competence in:

- ✚ Documentation – ability to identify and assess relevant documentary evidence.
- ✚ Interviewing – ability to prepare and undertake an interview at various levels.
- ✚ Observations – develop key observation and verification skills.

### COURSE CONTENT:

- ✚ Outline the new approach to management systems
- ✚ The role of the Internal Auditor and the competence required
- ✚ Risk Management and the OHSAS 18001 specification
  - Basic risk assessment process and approach
  - Developing a Risk Management trail
- ✚ OHSAS 18001 – OH&S Policy – clause 4.2
- ✚ OHSAS 18001 – Planning – clause 4.3
- ✚ OHSAS 18001 – Implementation and Operation – clause 4.4
- ✚ OHSAS 18001 – Checking and Corrective Action – clause 4.5
- ✚ OHSAS 18001 – Management Review – clause 4.6

### WHO SHOULD ATTEND:

Directors, Risk Directors, OHSAS Managers, Risk Managers, HR Manager, Quality Managers, Environmental Managers.

Date: **TBD**

Time: **8:30am – 4:00pm**

Cost: **\$4,000.00 (VI)**

**About the Consultant:** **Mr. Selwyn P. Medina** is the Managing Director of QUAL-ECO Limited. Mr. Medina has conducted numerous training workshops in Quality Management System Auditing both for “in-house” and public programmes. Mr. Medina has been in the business of Quality Management and Process Improvement for over eighteen (18) years. He has held positions in the Standardization Division (Trinidad & Tobago Bureau of Standards), Quality Management (ISO 9000 coordinator and TQM Facilitator) and Environmental Management as per ISO 14001 (Carib Glassworks Limited, a member of the ANSA-MCAL Group of Companies).

Mr. Medina is a graduate of the University of the West Indies in Chemistry; with a Post-Graduate Diploma in Management. Presently, he is reading for his MBA. He is an American Society for Quality (ASQ) Certified Quality Engineer, a Certified Lead Quality Auditor (IRCA), and a Certified Environmental Management Systems Auditor (EARA). He is a Certified Trainer/Facilitator for Quality Management Programmes under the **World Bank Project** for improving the export competitiveness of industry, throughout the region. He also worked as a consultant with the **Inter-American Development Bank** with the aim of improving the export competitiveness of Industry in Guyana (Environmental Management Module).

He is a Lecturer with the University of the West Indies-Institute of Business; and the Engineering Institute of Continuing Studies, UWI in Quality Management Workshops, Seminars and Courses. He was also a presenter at the 50<sup>th</sup> Annual Quality Congress hosted by ASQ in Chicago and at the 3<sup>rd</sup> and 5<sup>th</sup> Caribbean Quality Fora held in the Bahamas. Mr. Medina was the Managing Director of the Training and Consultancy firm: **EXCEL CARIBBEAN LIMITED – Quality & Environmental Management Services**; and has worked with over forty (40) organizations in the Glass, Paint, PVC, Cementitious Materials, Ammonia, Printing, Packaging, Shipping, Engineering, Health Sector, Laboratory Testing Services, Rubber, and Food Industries throughout the Caribbean.

If you are willing to attend please contact: **Mrs. Gemma Malchan-Benny**  
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