



## Revision and Restructuring of the NOSA Five-Star System Protocols

Clients and companies that have implemented any of the health, safety and environmental (HSE) NOSA integrated five-star system or the NOSA five-star system health and safety protocols will be familiar with the structure of the systems being in five sections with up to 72 elements distributed across these sections. This structure has been in place for decades; however, during this period several internationally recognised HSE systems that culminate in certification have been introduced around the world, including OHSAS 18001 and ISO 14001, that have been implemented by several NOSA clients.

This has sometimes resulted in companies running occupational HSE programmes with differing structures, thereby resulting in duplication which can waste resources, effort, time and money.

Subsequently, NOSA took a decision to initiate a project to restructure the layout and location of all NOSA elements and align these with the layout and structure of OHSAS 18001. The first revised protocol, the NOSA integrated five-star system guideline for general industry (CMB253N) has been completed. The remaining protocols and guidelines will similarly be revised and restructured, including the protocol guidelines for mining, forestry, healthcare, railways, schools, and so on.

During the revision and restructuring of the NOSA integrated five-star system, NOSA took the opportunity to review all the minimum requirements that form part of each element. Through this process obsolete minimum element requirements were removed; requirements were re-worded to improve clarity where necessary; and some additional minimum element requirements were introduced where applicable, practical and necessary.

Existing clients currently using the NOSA integrated five-star system can be assured that the familiar NOSA elements in the protocol guidelines will remain within the system. The difference will be that the elements will be located in different "sections" that are aligned with the sections/clauses of OHSAS 18001 and, to a lesser extent, to ISO 14001. Subsequently, the elements will be numbered differently and the minimum requirements within each element will have been revised and improved. Furthermore, clients that retain the current structure of their NOSA management system in five sections can still be assessed during NOSA grading audits.

### The advantages of the revision include:

- Alignment of NOSA requirements to internationally recognised systems
- Easier for clients using the NOSA system in the new structure to attain OHSAS 18001 and ISO 14001 certification
- Minimises duplication
- Less wasted effort and expense of running systems with different structures

Potential clients that currently only implement the OHSAS 18001 system can vastly improve the content, quality and effectiveness of their system by additionally implementing the revised NOSA system. The NOSA five-star systems provide significantly more detail and are supported by NOSA products and services. Furthermore, a measurable grading outcome adds value.

CMB253N

Section/Element	Description	Old Element
<b>SECTION 1</b>	<b>COMMITMENT AND HSE MANAGEMENT POLICY</b>	
4.2	HSE POLICY	5.01
<b>SECTION 2</b>	<b>PLANNING OF NOSA HSE MANAGEMENT SYSTEM</b>	
4.3.1	HSE RISK AND IMPACT ASSESSMENT	5.02
4.3.2	LEGAL AND OTHER REQUIREMENTS	5.03
4.3.3	HSE OBJECTIVES, TARGETS AND MANAGEMENT PROGRAMMES	5.05/5.06
<b>SECTION 3</b>	<b>IMPLEMENTATION AND OPERATION OF HSE MANAGEMENT SYSTEM</b>	
4.4.1	<b>HSE STRUCTURE, RESPONSIBILITY AND ACCOUNTABILITY</b>	
4.4.1.1	RESPONSIBILITY OF SENIOR EXECUTIVE/S	5.10
4.4.1.2	APPOINTMENTS	5.11
4.4.1.3	HSE REPRESENTATIVES	5.12
4.4.2	<b>HSE TRAINING: AWARENESS AND COMPETENCE</b>	
4.4.2.1	TRAINING*	5.30
4.4.2.2	AWARENESS AND PROMOTION	5.21
4.4.2.3	OFF-THE-JOB HSE	5.60
4.4.3	<b>HSE COMMUNICATION</b>	
4.4.3.1	COMMUNICATION	5.14
4.4.3.2	REFERENCE RESOURCES	5.24
4.4.3.3	ANNUAL HSE REPORT	5.25
4.4.3.4	COMMITTEES	5.13
4.4.3.5	SUGGESTION SCHEME	5.23
4.4.3.6	INCIDENT RECALL	4.23
4.4.4	<b>HSE DOCUMENTATION</b>	5.04
4.4.5	<b>HSE DOCUMENT CONTROL</b>	(New)
4.4.6	<b>HSE OPERATIONAL CONTROL</b>	
4.4.6.1	BUILDINGS AND FLOORS	1.11
4.4.6.2	LIGHTING: NATURAL AND ARTIFICIAL	1.12
4.4.6.3	VENTILATION: NATURAL AND ARTIFICIAL	1.13
4.4.6.4	SANITATION, PLANT HYGIENE AMENITIES FOR PERSONAL HYGIENE	1.14
4.4.6.5	POLLUTION AND ENVIRONMENTAL DEGRADATION CONTROL	1.15
4.4.6.6	AISLES, STORAGE AND KEEP ACCESSIBLE AREAS DEMARCATED/SIGNPOSTED	1.21
4.4.6.7	GOOD STACKING AND STORAGE PRACTICES	1.22
4.4.6.8	FACTORY AND YARD: TIDY	1.23
4.4.6.9	WASTE MANAGEMENT	1.24
4.4.6.10	COLOUR CODING: PLANT EQUIPMENT AND PIPELINES	1.25
4.4.6.11	PLANT AND EQUIPMENT MAINTENANCE	2.10
4.4.6.12	MACHINE GUARDING	2.11
4.4.6.13	LOCK-OUT SYSTEM	2.12
4.4.6.14	LABELLING OF ELECTRICAL SWITCHGEAR AND CRITICAL VALVES	2.13

4.4.6.15	LADDERS, ELEVATED PLATFORMS, STAIRS AND SCAFFOLDING	2.14
4.4.6.16	LIFTING MACHINES AND LIFTING TACKLE	2.15
4.4.6.17	PRESSURE EQUIPMENT AND COMPRESSED GAS CYLINDERS	2.16
4.4.6.18	HAZARDOUS CHEMICAL SUBSTANCES (HCS) CONTROL	2.17
4.4.6.19	MOTORISED EQUIPMENT: CHECKLIST, LICENSING	2.18
4.4.6.20	PORTABLE ELECTRICAL EQUIPMENT	2.21
4.4.6.21	EARTH LEAKAGE (E/L) RELAYS: USE AND CHECK	2.22
4.4.6.22	GENERAL ELECTRICAL INSTALLATIONS AND ELECTRICAL MACHINERY IN HAZARDOUS LOCATIONS	2.23
4.4.6.23	HAND TOOLS: HAMMERS, CHISELS, TROLLEYS, ETC	2.30
4.4.6.24	ERGONOMICS	2.31
4.4.6.25	PERSONAL PROTECTIVE EQUIPMENT (PPE)	2.40
4.4.6.26	NOTICES AND SIGNS: ELECTRICAL, MECHANICAL, PROTECTIVE EQUIPMENT, TRAFFIC, SYMBOLIC	2.50
4.4.6.27	STORAGE OF FLAMMABLES/CHEMICALS AND EXPLOSIVE MATERIAL	3.05
4.4.6.28	MANAGEMENT OF CHANGE AND DESIGN SPECIFICATIONS	5.42
4.4.6.29	CONTRACTOR AND CONTRACTS CONTROL	5.43
4.4.6.30	SAFE WORK PROCEDURES	5.50
4.4.6.31	WORK PERMITS	5.52
4.4.6.32	CONFINED AND ENCLOSED SPACES	(New)
4.4.6.33	WORKING AT HEIGHT/ELEVATED POSITIONS	(New)
4.4.6.34	TRENCHING AND EXCAVATION	(New)
4.4.7	<b>HSE EMERGENCY RESPONSE AND CONTROL</b>	
4.4.7.1	MANAGEMENT OF FIRE RISKS	3.01
4.4.7.2	FIRE EMERGENCY EQUIPMENT ACCESSIBLE AND VISIBLE	3.02
4.4.7.3	MAINTENANCE OF FIRE PROTECTION EQUIPMENT	3.04
4.4.7.4	EMERGENCY ALARM SYSTEM	3.06
4.4.7.5	FIREFIGHTING DRILL AND INSTRUCTION	3.07
4.4.7.6	SECURITY SYSTEM	3.08
4.4.7.7	EMERGENCY PLANNING	3.09
4.4.7.8	FIRST AIDER FACILITIES	5.15
<b>SECTION 4</b>	<b>NOSA HSE MANAGEMENT SYSTEM EVALUATION AND CORRECTIVE ACTION</b>	
4.5.1	<b>HSE PERFORMANCE MEASUREMENT AND MONITORING</b>	5.39
4.5.1.1	RESOURCE CONSERVATION	1.26
4.5.1.2	INCIDENT STATISTICS	4.13
4.5.1.3	HSE RISK FINANCING	4.22
4.5.1.4	HSE EXPERIENCE AND STAR GRADING BOARD	5.22
4.5.1.5	MEDICAL SERVICES**	5.32
4.5.1.6	HSE REPRESENTATIVE INSPECTIONS AND ACTION	5.40
4.5.1.7	PLANNED JOB OBSERVATIONS	5.51
4.5.2	<b>EVALUATION OF COMPLIANCE</b>	(New)
4.5.3	<b>HSE INCIDENTS, NON-CONFORMANCES, CORRECTIVE AND PREVENTIVE ACTION</b>	
4.5.3.1	HSE INCIDENT AND NON-CONFORMITY RECORDS	4.11
4.5.3.2	INTERNAL HSE INCIDENT INVESTIGATION	4.12
4.5.3.3	NON-CONFORMITY, CORRECTIVE AND PREVENTIVE ACTION	(New)
4.5.4	<b>CONTROL OF HSE RECORDS</b>	(New)
4.5.5	<b>HSE SYSTEM AUDIT</b>	5.41
<b>SECTION 5</b>	<b>HSE SYSTEM REVIEW</b>	
4.6.1	HSE SYSTEM REVIEW	5.07

## Absorption of isolated existing elements and requirements

- \* First aid training (previously 5.16) has been absorbed into element 4.4.2.1 Training. A separate element for "first aid" no longer exists. The element score (4.4.2.1) was not weighted further.
- \*\*Hearing conservation (previously 2.41), and Selection and Placement (previously 5.33) have been absorbed as sub-elements/components into element 4.5.1.5 Medical Services. The element score has been weighted accordingly.

## New elements

Seven new elements were added as illustrated in the preceding table. The new elements are:

- a) 4.4.5 HSE DOCUMENT CONTROL
- b) 4.4.6.32 CONFINED AND ENCLOSED SPACES
- c) 4.4.6.33 WORKING AT HEIGHT/ELEVATED POSITIONS
- d) 4.4.6.34 TRENCHING AND EXCAVATION
- e) 4.5.2 EVALUATION OF COMPLIANCE
- f) 4.5.3.3 NON-CONFORMITY, CORRECTIVE AND PREVENTIVE ACTION
- g) 4.5.4 CONTROL OF HSE RECORDS

Elements against points a, e, f and g were created to align with OHSAS 18001 as they were not previously explicitly part of the NOSA integrated five-star system.

## Further explanation of the new elements

### • HSE document control (4.4.5) and Control of HSE records (4.5.4)

Requirements pertaining to HSE document control (4.4.5) are included in the CMB253N as they are now explicitly required; no guidance was given in the previous version of the CMB253. Clients created documents and used NOSA templates; however, the specific requirements/arrangements to ensure that all HSE documents were approved, current, and to ensure that relevant versions of applicable documents were available at points of use, were not prescribed. Clear guidance is now given to ensure their proper management.

With regards to 4.5.4 Control of HSE records, clear guidance is now also provided and can be applied to facilitate compliance beyond mere legal requirements in relation to HSE record retention and protection.

### • Evaluation of compliance (4.5.2)

Requirements pertaining to and guidance on conducting audits to assess compliance to specific HSE, legal and other requirements, identified as per 4.3.2 Legal and other requirements (previously 5.03), were not formally addressed in the previous CMB253. Clients managed it through 4.5.4 HSE system audit (previously 5.41), which did not suffice. The inclusion of this new element will provide clarity and guidance on this requirement.

### • Non-conformity, corrective and preventive action (4.5.3.3)

The intent of the new element is to facilitate reporting, investigation of HSE non-conformities, subsequently dealing with actual and potential non-conformities, and taking correct and preventive action.

In the previous CMB253 this requirement was included under element 4.11, HSE incident and non-conformity records. The full extent and intent of OHSAS 18001 pertaining to this requirement was not clearly addressed in the previous CMB253. This has now been included to facilitate compliance thereto, for purposes of clear guidance and to further enhance the preventive intent of the NOSA five-star system.

### • Confined and enclosed spaces, Working at height/elevated positions, Trenching and excavation (4.4.6.32 – 4.4.6.34)

These new elements were created and included due the high prevalence of incidents, loss of life, reputational damage in the working at height industry, and lack of general management guidance. Clients in the construction industry indicated the need for further minimum element requirements and guidance for the implementation into their HSE management systems. These new elements will also assist clients in other industry categories.

The risks relating to these new elements were previously managed as part of existing elements within the CMB253, for instance Work permits (previously 5.52). Clear guidance is now given on specific requirements to ensure that effective systems are created to identify and mitigate risks resulting from these activities.

Other similar high-risk elements may be added in the future as the need arises. These new high-risk elements will only be added to the scope of the audit and related scoring in agreement with the company being audited.

## Scoring implications resulting from changes in CMB253

The overall score increased from 3,000 points to 3,200 points due to the inclusion of new elements and absorption/amalgamation of some previously isolated elements. The NOSA scoring methodology has not been changed, neither has it been affected by the revision of CMB253 to CMB253N.

## Scoring arrangements for gap period (grace period) from 1 April 2015 to 31 March 2016

During the period of the gap audits all new elements, as illustrated in the preceding table, will be zero based. However, scoring of the new elements will form part of score and outcome from 1 April 2016.

## Audit findings on new elements during gap audits

During the period 1 April 2015 to 31 March 2016 findings will be raised against the new elements and their requirements. These will be recorded in the site report. Related concerns and achievements will also be recorded in the executive report.

