

## HOW DO I APPLY FOR ACCREDITATION OF MY OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM or ENVIRONMENTAL MANAGEMENT SYSTEM?

1. For both Occupational Health & Safety Management System (OHSMS) AND Environmental Management System (EMS) download the [Accreditation Application form](#).
  2. For OHSMS download the [NSW Government Occupational Health and Safety Management Systems Guidelines \(4th Edition\), June 2004](#).
- NOTE:** If your organisation already has accreditation with the Australian Government Building and Construction OHS Accreditation Scheme (Office of the Federal Safety Commissioner), this is deemed to comply with the NSW Government requirements.
3. For EMS download the [NSW Government Environmental Management System Guidelines Edition 2 \(September 2009\)](#).
  4. Carefully read the guidelines and note the Appendix A checklist. Use the Appendix A checklist to ensure you are able to submit all the relevant documentation in your submission.
  5. Mark on Appendix A, a cross-reference to the location of the information within the documentation you have supplied (*just a handwritten note will do*).
  6. Ensure that all definitions are clear and concise.
  7. Ensure that all procedures are described in detail in your documents (*do not assume that we accept the answers if the intent is only inferred in your documents – it needs to be clearly defined*).
  8. Where indicated, provide copies of working documents that support your submission. (*This shows us that your system is being used effectively*).
  9. Every reference in Appendix A requires a response. N/A or “not applicable” is not an acceptable response. If you need clarification on any question please contact us by email to [OHSEMSAccreditation@services.nsw.gov.au](mailto:OHSEMSAccreditation@services.nsw.gov.au).
  10. If you think you need additional help, organisations can obtain free one-on-one workplace safety advice and assistance from a large business in their industry through [WorkCover's mentor program](#).
  11. You might consider utilising the services of a suitably accredited consultant to assist with your submission. For further information go to <http://www.jas-anz.com.au/>.