

ISO 45001:2018 Readiness & Gap Assessment Checklist

A practical checklist for assessing OH&S; management system readiness against ISO 45001

[ISO 45001](#) · [OH&S](#) · [Health and Safety](#) · [Incident Management](#) · [Risk Assessment](#) · [Contractor Safety](#)

ISO 45001 certification depends on an occupational health and safety management system that actively prevents harm, not just documents intent. This checklist sets out a practical sequence for assessing OH&S; maturity and closing gaps before certification or recertification audit.

A Context, Scope & Worker Participation

- ☐ Define the OH&S; management system scope, including sites and activities covered
- ☐ Identify interested parties and their relevant OH&S; expectations
- ☐ Establish processes for worker consultation and participation
- ☐ Confirm the scope statement is consistent with certification intent

B Leadership & OH&S; Policy

- ☐ Document an OH&S; policy approved and communicated by top management
- ☐ Assign OH&S; roles, responsibilities, and authorities across the organisation
- ☐ Set measurable OH&S; objectives aligned to significant hazards and risks
- ☐ Confirm management commitment through visible leadership and resourcing

C Hazard Identification & Risk Assessment

- ☐ Maintain a hazard identification process covering routine and non-routine activities
- ☐ Apply a documented OH&S; risk assessment methodology consistently
- ☐ Identify legal and other OH&S; requirements applicable to the organisation
- ☐ Evaluate compliance with legal requirements on a set frequency
- ☐ Apply the hierarchy of controls when determining risk controls

D Operational Controls

- ☐ Establish operating controls for activities associated with significant OH&S; risks
- ☐ Manage contractor and visitor safety through defined onboarding and controls
- ☐ Maintain permit-to-work and change management processes for high-risk activities
- ☐ Maintain emergency preparedness and response procedures and test them regularly

E Incident Management & Performance

- ☐ Report and investigate incidents, near misses, and nonconformities consistently
- ☐ Determine root cause and assign corrective actions with clear ownership
- ☐ Track leading and lagging OH&S; performance indicators
- ☐ Monitor medical surveillance and occupational health data where applicable

F Internal Audit

- ☐ Maintain an internal audit programme covering all OH&S; clauses and significant risks
- ☐ Assign auditors who are independent of the area being audited
- ☐ Raise nonconformities with objective evidence and clear descriptions
- ☐ Verify corrective actions close the root cause, not just the symptom

G Management Review

- ☐ Hold management review at planned intervals with a defined agenda
- ☐ Review incident trends, audit results, and compliance evaluation outcomes
- ☐ Review worker consultation feedback and participation outcomes
- ☐ Record decisions on resourcing, changes, and improvement opportunities

H Continual Improvement & Certification Readiness

- ☐ Investigate OH&S; nonconformities and verify effectiveness of corrective actions
- ☐ Reassess risk after changes to operations, equipment, or legislation
- ☐ Confirm evidence trails exist for training, PPE issue, and medical surveillance
- ☐ Conduct a pre-certification readiness review ahead of the external audit

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