



ISO 45001 : 2018

Your ultimate ISO 45001 certification checklist

Occupational Health & Safety (OH&S) Management System Checklist

Kickstart your ISO 45001 certification journey with our handy checklist! This breaks down each key section giving you a clear roadmap of what to expect and what actions to take. Whether you're just starting or need to fine-tune your existing processes, our checklist will guide you step by step. Don't worry if you haven't got anything in place yet - we're here to provide you with templates, support and guidance throughout the certification process.

Context of the organisation

This means: understanding external and internal issues, as well as the needs and expectations of interested parties, and where you sit in all of this.

- We've thought about and set out the external and internal OH&S issues that are relevant to our organisation's vision, purpose and strategic direction.
- We've set out a way of reviewing and checking these issues as well as the time scales for doing so.
- We understand which parties have an impact on the OH&S Management System, and the needs and expectations that they have, including if these are legal obligations.
- Our OH&S Management System addresses the external and internal issues, the needs and expectations of all parties, as well as our strategic vision, objectives, products and services.
- We've carefully set out the processes, actions and requirements at each stage within our OH&S Management System.
- We've also set out how each of these stages will be managed, who is responsible, how they need to action things and how success will be measured.
- We understand how to adjust our OH&S Management System as the context of our organisation changes.

Leadership

This means: the role your top management will play in leading, not just managing, your OH&S Management System and actions required during the certification process.

- Our top management understand the certification process and have taken responsibility for the effectiveness of our OH&S Management System.
- Our OH&S Management System is structured to reflect the strategic vision and priorities of our organisation.
- We've defined and communicated an OH&S policy that aims to prevent workplace injury and ill health. This policy is relevant and appropriate to our business.
- We've got a framework for communicating our objectives clearly at all levels of the organisation - strategic, functional, departmental and individual.
- We're able to integrate the policies and procedures set out in the OH&S Management System into our day-to-day way of working.
- Our managers understand the importance of communicating the processes set out in the OH&S Management System and the role that risk-based thinking will play in our success.



Leadership

- Throughout our organisation; customer, statutory and regulatory requirements are considered, set out, met and communicated.
- We've considered both the risks and opportunities that exist within our own processes, taking the appropriate steps to act on these findings.
- We've clearly set out who is responsible for making each part of the OH&S Management System a success, as well as who is responsible for making decisions.

Planning

This means: evaluating success, measuring risks and opportunities and planning the steps needed to increase desirable effects, prevent unwanted effects and achieve improvements.

- We've got a framework for identifying the risks and opportunities that affect our processes and the OH&S Management System.
- We've planned what we need to do to meet our OH&S objectives.
- We've integrated the steps that need to be taken into our day-to-day practices and systems and not just treated them as 'one-off' tasks.
- We've thought about the ways in which we might need to change the OH&S Management System, over time, to make sure it stays effective.

Support

This means: making sure you have the resources and tools you need to run and continually improve your OH&S Management System.

- We understand what resources (people, infrastructure, working environment etc.) we need in order to establish, implement and maintain our OH&S Management System.
- We've also set out a plan for reviewing resources on a regular basis, to make sure we continue to provide sufficiently trained staff and the right equipment and materials to meet our customers' expectations.

- We recognise that accurately measuring and monitoring the ways in which our products and services meet OH&S criteria and conformity requirements is important. So we've identified the resources required to provide valid, reliable results.
- We've made sure that we have a good infrastructure in place so that conformance to the Management System Standard and legal compliance is met, both now and in the future.
- We recognise the levels of understanding we need to make sure that our processes can work effectively, and our products/services conform to the expected criteria set out in our OH&S Management System.
- We've taken steps to make sure that the people impacting on our OH&S Management System are appropriately trained or that training needs have been identified to help them achieve the required qualifications.
- We've made sure that each person in our organisation understands how they can contribute to making this OH&S Management System a success.
- We've planned internal and external communications to make sure everyone knows about the OH&S Management System.
- We understand what documented information needs to be provided - both to satisfy the requirements of the Standard and to ensure the requirements continue to be implemented effectively.

Operation

This means: the steps you need to take to get going on your OH&S Management System.

- We've set out clear processes to make sure we meet the requirements specified by the Standard.
- Any changes that need to take place will be considered carefully, within the structure of our OH&S Management System, and carried out in a way that will ensure continuing relevance and success.
- We coordinate our operations with contractors to make sure we can assess and control any risks arising from their work.



Operation

- We work with external providers to make sure our OH&S goals are met, using a clearly defined process.
- We've got documented procedures in place that help us to detect and react to emergency situations. We've communicated these procedures to our staff.

Performance evaluation

This means: using your experience and knowledge to monitor, measure and analyse processes and changes, to consistently find out ways to improve Occupational Health & Safety.

- We understand what we need to monitor and measure and have set out the ways in which we'll do this to get useful, valid results.
- We've agreed when we need to analyse and evaluate these results. We've agreed a formal structure for evaluating our OH&S Management System, through an internal audit programme.
- We'll agree any areas for potential improvement and development, within the OH&S Management System, and how we will include these in management reviews.

- We've set out a structure for management reviews and are committed to carrying it out, to regularly monitor and evaluate the performance of our OH&S Management System.

Improvement

This means: using the results from your evaluation and analysis to identify ways to enhance the OH&S Management System that serve to increase levels of Health & Safety across the organisation.

- We've identified areas for improvement that focus on meeting our OH&S goals. We've also taken the steps necessary to put these changes into action.
- We've got a process for managing the ways in which we do not conform to the Standard, and the steps we need to take to correct this.
- We've agreed how we will prioritise the continual improvement of the suitability, adequacy and effectiveness of our OH&S Management System.
- We consult with and encourage the participation of our workers within the development and continual improvement of our OH&S Management System.

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