

**riskza**  
group

**PREPARING FOR ISO 45001:2018 OCCUPATIONAL  
HEALTH & SAFETY IMPLEMENTATION**



## USE OUR READINESS CHECKLIST TO GUIDE YOUR PROJECT

This checklist presents most of the clauses of the ISO 45001:2018 standard's requirements. We encourage you to use this as a guide and include all of the standard's clauses to comprehensively assess your readiness.

You are asked whether you think that you have fulfilled the key elements of the requirements and to mark your responses as follows:

### READY

Choosing this option indicates that you have successfully implemented the requirements of the standard.

### ALMOST READY

This indicates that with guidance and support you would be able to demonstrate compliance with the standard's requirements.

### WORK TO DO

This option means that you will need further preparation and training for successful implementation and a compliance audit.



## CLAUSE 4 – CONTEXT OF THE ORGANIZATION

This clause sets the scope and boundaries for the Occupational Health and Safety Management System (OHSMS) and all internal and external issues that may affect the strategic direction of your organisation and the OH&S MS.

HAS YOUR ORGANISATION DETERMINED	READY	ALMOST READY	WORK TO DO
External and internal issues?			
Other interested parties?			
Needs and expectations of workers and other interested parties?			
Which of these needs and expectations are, or could become legal requirements?			

### DETERMINING THE SCOPE OF THE OH&S MANAGEMENT SYSTEM

HAS YOUR ORGANISATION DETERMINED	READY	ALMOST READY	WORK TO DO
Boundaries and applicability of the OH&S MS to establish the scope?			
External and internal issues referred to above?			
And taken into account these requirements?			
And taken into account the planned or performed work-related activities?			
And made the scope available as documented information?			

# CLAUSE 5 – LEADERSHIP AND WORKER PARTICIPATION

This clause provides guidance on how the organisation demonstrates leadership in relation to the OH&S Management System and how it ensures adequate worker participation in its development and implementation.

## LEADERSHIP AND WORKER PARTICIPATION

DOES TOP MANAGEMENT	READY	ALMOST READY	WORK TO DO
Demonstrate leadership and commitment?			
Ensure that the OH&S policy and objectives are compatible with the strategic direction of the organisation?			
Ensure the integration of the OH&S MS processes and requirements into your business processes?			
Communicate the importance of effective OH&S management and of conforming to the requirements?			
Support other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility?			
Direct and support workers to contribute to the effectiveness of the OH&S MS?			
Develop, lead and promote a culture in the organisation that supports the OH&S MS? *			
Protect workers from reprisals when reporting incidents, hazards, risks and opportunities?			
Establish and implement a process(es) for consultation and participation of workers?			
Ensure that the OH&S MS achieves its intended outcome(s)?			
Ensure and promote continual improvement?			

## OH&S POLICY

HAS TOP MANAGEMENT ESTABLISHED, IMPLEMENTED AND MAINTAINED AN OH&S POLICY THAT	READY	ALMOST READY	WORK TO DO
Includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury?			
Includes a commitment to eliminate hazards and reduce OH&S risks?			
Includes a commitment to consultation and participation of workers, and where they exist, workers representatives?			

## ORGANIZATIONAL ROLES, RESPONSIBILITIES, ACCOUNTABILITIES AND AUTHORITIES

DOES TOP MANAGEMENT	READY	ALMOST READY	WORK TO DO
Ensure responsibilities, accountabilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organisation and maintained as documented information?			
Assign the responsibility and authority to ensure the OH&S management system conforms to the requirements of ISO 45001?			
Report on the performance of the OH&S Management System?			

## DOES YOUR LEADERSHIP ACTIVELY PROMOTE SAFETY CULTURE?

To learn more download our FREE Guide

[The Key to a Winning Health & Safety Program: Behaviour Change.](#)

## CONSULTATION AND PARTICIPATION OF WORKERS

HAVE YOU ESTABLISHED, IMPLEMENTED AND MAINTAINED PROCESSES	READY	ALMOST READY	WORK TO DO
For consultation and participation of workers at all applicable levels and functions and where they exist, workers representatives?			
And provide mechanisms, time, training and resources necessary for participation?			
And provide timely access to clear, understandable and relevant information?			
And determined and remove barriers to participation and minimise those that cannot be removed?			
<b>DOES YOUR ORGANISATION CONSULT WORKERS ON</b>			
Establishing the OH&S policy?			
Assigning roles, responsibilities, accountabilities and authorities?			
Determining how to fulfill legal requirements and other requirements?			
Planning, establishing, implementing and maintaining an audit program? Ensuring continual improvement?			
Establishing OH&S objectives and planning to achieve them?			
Determining controls for outsourcing, procurement and contractors?			
Determining what needs to be monitored, measured and evaluated?			

## CLAUSE 6 – PLANNING FOR THE OH&S MS

Clause 6 provides guidance on how to identify and assess the risks and opportunities and the actions necessary to deal with these risks and opportunities.

### PLANNING FOR THE OH&S MANAGEMENT SYSTEM

HAS YOUR ORGANISATION CONSIDER ITS CONTEXT, INTERESTED PARTIES AND THE SCOPE OF THE OH&S MS AND DETERMINED THE RISKS AND OPPORTUNITIES THAT NEED TO BE ADDRESSED TO	READY	ALMOST READY	WORK TO DO
Give assurance that the OH&S MS can achieve its intended outcome(s)?			
Prevent, or reduce, undesired effects?			
Address legal requirements and other requirements?			
Prepare for and respond to emergency situations?			
Evaluate the effectiveness of these actions?			
Achieve continual improvement?			

## CLAUSE 7 - PLANNING FOR THE OH&S MS

ISO 45001: 2018 places greater emphasis on the provision of resources necessary to establish and maintain an effective OH&S MS.

### SUPPORT

HAVE WORKERS BEEN MADE AWARE OF	READY	ALMOST READY	WORK TO DO
The OH&S policy and objectives? Their contribution to the effectiveness of the OH&S MS?			
The ability to remove themselves from work situations that present an imminent danger?			

### DOCUMENTED INFORMATION

DOES THE DOCUMENTED INFORMATION TAKE INTO ACCOUNT	READY	ALMOST READY	WORK TO DO
When creating and updating documented information has your organisation ensured appropriate identification and description?			
The size of your organisation and its activities, processes, products and services?			
It is available and suitable for use, where and when it is needed?			
Legal requirements and other requirements?			
Processes and their interactions?			
The competence of workers?			
Adequately protected?			



# ARE YOUR DOCUMENT CONTROL PROCEDURES ADEQUATE?

Download our [FREE Guide on Automated Document Control](#)  
A Key Component of ISO Management Systems.

## CLAUSE 8 – OPERATION PLANNING AND CONTROL

Organisations need to plan how to implement change in a manner that does not introduce new hazards or increase the OH&S risks, while also identifying opportunities for improving OH&S performance that the change may enable.

### OPERATION PLANNING AND CONTROL

DOES YOUR ORGANISATION DETERMINE, PLAN, IMPLEMENT, CONTROL AND MAINTAIN THE PROCESSES TO MEET THE REQUIREMENTS BY	READY	ALMOST READY	WORK TO DO
Maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned?			
Reviewing the consequences of unintended changes and take action to mitigate any adverse effects, as necessary?			
Controlling the procurement and services in order to ensure their conformity with the OH&S MS?			
Co-ordinating procurement process(es) with contractor(s) to identify hazards and to assess and control the OH&S risks?			
Preparing for and responding to potential emergency situations?			
Ensuring outsourced functions and processes are controlled?			

## CLAUSE 9 – PERFORMANCE EVALUATION

This clause provides guidance on evaluating the performance of the organisation’s OH&S management system.

### PERFORMANCE EVALUATION INTERNAL AUDIT

HAS YOUR ORGANISATION	READY	ALMOST READY	WORK TO DO
Planned, established, implemented and maintained an audit program(s), which takes into consideration the importance of the processes concerned and the results of previous audits?			
Selected competent auditors and conducted audits to ensure objectivity and the impartiality of the audit process?			
Ensured that the results of the audits are reported to relevant managers, workers, and where they exist, workers representatives, and other relevant interested parties?			
<b>DOES THE MANAGEMENT REVIEW</b>			
Include consideration of: changes in external and internal issues that are relevant to the OH&S management system including risks and opportunities?			
Output include decisions related to: opportunities to improve integration of the OH&S MS with other business processes?			
Include communication of relevant outputs of the management review to its relevant workers, and where they exist, workers representatives?			

## CLAUSE 10 -IMPROVEMENT

HAVE YOU DETERMINED	READY	ALMOST READY	WORK TO DO
What to do when an incident or a nonconformity occurs and as applicable: 1. Take action to control and correct it? 2. Deal with the consequences?			
And evaluated, with participation of workers and other relevant interested parties, the need for corrective action to eliminate root cause(s) of the incident or nonconformity, in order that it does not recur?			
And ensured that the results of the audits are reported to relevant managers, workers, and where they exist, workers representatives, and other relevant interested parties?			
And communicated the documented information to relevant workers and where they exist, workers representatives and other interested parties?			

## WHAT STEPS SHOULD I TAKE NEXT?

We hope that this ISO 45001:2018 Readiness Checklist has helped you to understand more about the requirements of the Occupational Health & Safety standard and what is required from you to achieve successful implementation. Please note that the above points will not guarantee the success of your audit but are merely guidance. Below is an indication of steps we suggest you take based on your results.

### IF MOST OF YOUR ANSWERS WERE MARKED 'READY'

CONGRATULATIONS! You are most likely ready for your Pre-Assessment audit. Who Needs a Pre-Assessment Audit? Any organisation that has implemented a Management System and wishes to determine its readiness to undergo a certification audit can seek a pre-assessment audit.

### IF MOST OF YOUR ANSWERS WERE MARKED 'ALMOST READY'

Your organisation would benefit from a Gap Analysis to identify practical ways in which to improve and meet the standard's requirements.

What is an ISO Gap Analysis? If you find something in your current Management System that does not completely or partially fulfill the requirements of an ISO standard Management System or any of the clause(s) then that non-fulfilling point is an identified "Gap" in your system. A Gap Analysis will provide solutions to complete the gaps in your Management System.







### IF MOST OF YOUR ANSWERS WERE MARKED 'WORK TO DO'

There are still some areas of the new standard that you are not up to date with yet, but Risk ZA can help you to solve them in the following ways:

#### TRAINING

We offer a wide range of training courses spanning various local and international standards, regulations and legislation and best-practices.

#### CONSULTING INTERVENTIONS

-  Gap Analysis and Project Planning
-  Steering Committees
-  Policy Development
-  Process Mapping and Evaluation
-  Corrective Action Systems
-  System Development and Implementation
-  Documentation Creation, Review and Control

#### SOFTWARE

We offer a variety of software solutions, specifically designed to suit your organisation's needs.

## WORK WITH RISK ZA

Risk ZA has been working with Management Systems, processes and ISO standards for over 30 years. We have broad experience of different types and sizes of organisations in diverse industry sectors.

We are committed to making the migration to and implementation of ISO 45001:2018 as easy as possible for our clients.

To learn more about the ISO 45001:2018 Occupational Health and Safety Management System and our services, please contact us on [+27 \(0\) 31 569 5900](tel:+270315695900), email [info@riskza.com](mailto:info@riskza.com) or visit us online at [www.riskza.com](http://www.riskza.com).

