

This self-assessment questionnaire is designed to assess your readiness for ISO 45001:2018. We hope you find it useful.

## PLAN

### Context of the Organisation

Have you undertaken a review to determine the external and internal issues that are relevant to establishing the context of the organization?	<input type="checkbox"/>
Have you undertaken a review to identify interested parties, to understand their needs and expectation and which of these, if any, you will adopt as a compliance obligation?	<input type="checkbox"/>
Have you determined the boundaries and applicability of the Occupational Health & Safety Management System?	<input type="checkbox"/>
Have you established an Occupational Health & Safety Management System? OHSMS	<input type="checkbox"/>

### Leadership

Has top management taken accountability for the effectiveness of the OHSMS?	<input type="checkbox"/>
Has top management established an Occupational Health & Safety Policy?	<input type="checkbox"/>
Is the Occupational Health & Safety policy appropriate to the context of the organisation?	<input type="checkbox"/>
Have objectives been established at relevant departmental & individual levels within your organisation?	<input type="checkbox"/>
Has the organization assigned responsibilities and authorities in respect of the OHSMS?	<input type="checkbox"/>

### Planning

Does the organization follow a process that determines risks and opportunities?	<input type="checkbox"/>
Have you identified and evaluated a process for hazard identification, and identified the risks and opportunities associated with adverse and beneficial impacts?	<input type="checkbox"/>
Have the risks and opportunities been considered with regard to the context of the organization and the needs and expectations of interested parties?	<input type="checkbox"/>
Have you determined and have access to your compliance obligations and determined how these apply?	<input type="checkbox"/>
Have you established an action plan to address the identified risks and opportunities and determined how these specifically apply to the organization?	<input type="checkbox"/>
Do you have plans in place to achieve Occupational Health & Safety objectives?	<input type="checkbox"/>

### Support

Has the organisation determined & provided the resources needed to establish, implement, maintain and continually improve the Occupational Health & Safety Management System. This should include people, Occupational Health & Safety and infrastructure requirements.	<input type="checkbox"/>
Has the organization promoted awareness of Occupational Health & Safety management; so that all those working under the organization's control are aware of the requirements associated with their work and have the competence requirements been determined?	<input type="checkbox"/>
Has the organisation ensured that those persons who can affect the performance of the Occupational Health & Safety Management System are competent on the basis of appropriate education, training or experience or taken action to ensure that those people can acquire the necessary competence?	<input type="checkbox"/>
Has the organization planned, implemented and maintained a communication process both internally and externally taking into account compliance obligations and ensuring consistency with information generated by the Occupational Health & Safety Management System?	<input type="checkbox"/>
Has the documented information required by the standard & necessary for the effective implementation and operation of the Occupational Health & Safety Management System been established?	<input type="checkbox"/>

## DO

### Operation

Does the organisation have processes in place to establish, implement, control & maintain the Occupational Health & Safety Management System and to implement the actions to address risks & opportunities?	<input type="checkbox"/>
Has the organization considered how it manages outsourced functions including ensuring that legal and other requirements are met? Do we have sufficient controls in place around outsourced functions?	<input type="checkbox"/>
Has the organization established and implemented a process specifying how it will respond to potential Occupational Health & Safety Emergency situations?	<input type="checkbox"/>

## CHECK

### Performance Evaluation

Have you determined: <ul style="list-style-type: none"><li>• What needs to be monitored &amp; measured?</li><li>• The methods for monitoring, measurement, analysis &amp; evaluation to ensure valid results?</li></ul>	<input type="checkbox"/>
Have you established when the results from monitoring and measurement shall be analysed and evaluated?	<input type="checkbox"/>
Have you established and implemented a process to evaluate the organization's level of conformance with its compliance obligations, including recording the results?	<input type="checkbox"/>
Has a process for internal audit of the Occupational Health & Safety Management System been established?	<input type="checkbox"/>
Has the management review process been established and implemented and does the output of the review include opportunities to improve the integration of the Occupational Health & Safety Management System into other business processes if required?	<input type="checkbox"/>

## ACT

### Improvement

Has the organisation determined and selected opportunities for improvement and implemented the necessary actions to achieve the intended outcomes of its Occupational Health & Safety Management System?	<input type="checkbox"/>
Has the organisation appropriate processes for managing nonconformities and the related corrective actions?	<input type="checkbox"/>
Has the organisation developed a mechanism for addressing the requirement to continually improve the suitability, adequacy and effectiveness of the Occupational Health & Safety Management System to enhance Occupational Health & Safety performance?	<input type="checkbox"/>

## REQUIRED DOCUMENTED INFORMATION

The following documented information must be maintained by you for the purpose of establishing the Occupational Health & Safety Management System

The scope of the Occupational Health & Safety Management System (clause 4.3)	<input type="checkbox"/>
The safety Policy (clause 5)	<input type="checkbox"/>
Organisational roles and responsibilities (clause 5)	<input type="checkbox"/>
Risks and opportunities (clause 6)	<input type="checkbox"/>
Risk assessment processes (Clause 6)	<input type="checkbox"/>
Legal and other requirements (clause 6)	<input type="checkbox"/>
Objectives and targets (clause 6)	<input type="checkbox"/>
Evidence of competence (clause 7)	<input type="checkbox"/>
Evidence of communications (Clause 7)	<input type="checkbox"/>
Evidence of operational control (clause 8)	<input type="checkbox"/>
Information on the processes and plans for responding to emergency situations (clause 8)	<input type="checkbox"/>
Results of monitoring and measurement and performance evaluation (clause 8)	<input type="checkbox"/>
Calibration of measuring equipment (clause 8)	<input type="checkbox"/>
Results of the evaluation of compliance (clause 8)	<input type="checkbox"/>
Audit program and audit results (clause 9)	<input type="checkbox"/>
Management review (clause 9)	<input type="checkbox"/>
Nonconformances (clause 10)	<input type="checkbox"/>
Continual improvement (clause 10)	<input type="checkbox"/>