

ISO 45001:2018 Audit Checklist

Occupational Health and Safety Management Systems - Downloadable Website Resource

This checklist helps organizations review readiness against ISO 45001:2018 requirements. It can be used for internal reviews, workplace safety evaluations, pre-certification preparation, contractor control reviews, and continual improvement of occupational health and safety performance.

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How to Use This Checklist

- Review each ISO 45001:2018 requirement and record objective evidence such as documented information, workplace observations, interviews, incident records, risk assessments, inspections, and legal compliance records.
- Use the status column to indicate Conforming, Partially Conforming, Nonconforming, or Not Applicable based on the evidence reviewed.
- Record gaps, hazards, risks, opportunities, corrective actions, and responsible persons in the notes column for follow-up.
- This checklist is for educational and preparation purposes. Certification decisions must be based on an independent certification assessment process.

Organization and Assessment Details

Organization Name		Assessment Date	
Location / Site		Scope of OH&S MS	
Reviewer / Team		Department / Process	
Total Employees		Applicable Legal Requirements Reviewed	Yes / No



Checklist Rating Guide

Rating	Meaning	Typical Evidence
C	Conforming - requirement is implemented and supported by adequate evidence.	Documented process, records, interviews, inspections, risk controls, monitoring results.
PC	Partially Conforming - requirement is partly implemented but has weaknesses or incomplete evidence.	Draft documents, inconsistent application, missing records, weak worker awareness.
NC	Nonconforming - requirement is not implemented or evidence is missing.	No defined process, uncontrolled hazards, repeated incidents, missing legal evaluation.
NA	Not Applicable - requirement is not relevant to the organization, with justification.	Approved scope statement or documented applicability rationale.

The checklist below follows the ISO 45001:2018 clause structure. Organizations should adapt it based on their workplace hazards, operational risks, legal requirements, worker consultation arrangements, outsourced activities, contractors, emergency scenarios, and occupational health and safety performance indicators.

Clause 4 - Context of the Organization

Clause	Audit Question	Evidence to Review	Status C/PC/NC/NA	Notes / Gaps / Actions
4.1	Has the organization determined internal and external issues relevant to its purpose and OH&S management system?	Context analysis, business risks, workplace conditions, regulatory environment review.		
4.2	Has the organization identified workers and other interested parties, including their relevant needs and expectations?	Interested party register, worker needs analysis, contractor/customer/regulator requirements.		
4.3	Has the scope of the OH&S management system been defined considering activities, products, services, locations, workers, and boundaries?	OH&S scope statement, site list, activity boundaries, outsourced activity review.		
4.4	Has the organization established, implemented, maintained, and continually improved the OH&S management system?	Process map, OH&S manual or overview, documented procedures, performance review outputs.		

Clause 5 - Leadership and Worker Participation

Clause	Audit Question	Evidence to Review	Status C/PC/NC/NA	Notes / Gaps / Actions
5.1	Does top management demonstrate leadership, accountability, and commitment for the OH&S management system?	Leadership review minutes, resource allocation, safety objectives, participation in safety programs.		
5.2	Is the OH&S policy appropriate, documented, communicated, and available to interested parties?	OH&S policy, communication records, notice boards, employee awareness evidence.		
5.3	Are OH&S roles, responsibilities, accountabilities, and authorities assigned and communicated?	Organization chart, responsibility matrix, job descriptions, appointment letters.		
5.4	Are workers consulted and encouraged to participate in OH&S decision-making and improvement?	Safety committee records, consultation procedure, toolbox talks, worker feedback records.		

Clause 6 - Planning

Clause	Audit Question	Evidence to Review	Status C/PC/NC/NA	Notes / Gaps / Actions
6.1.1	Has the organization planned actions to address OH&S risks and opportunities?	Risk and opportunity register, action plans, review records.		

6.1.2.1	Has the organization established hazard identification processes that are proactive and ongoing?	Hazard identification procedure, HIRA/JSA records, workplace inspections, incident trends.		
6.1.2.2	Are OH&S risks assessed using defined criteria and controls?	Risk assessment matrix, risk registers, control plans, hierarchy of controls evidence.		
6.1.2.3	Are OH&S opportunities and other opportunities identified and assessed?	Improvement register, safety improvement proposals, technology/process improvement plans.		
6.1.3	Are legal and other requirements determined, accessible, and considered in the OH&S system?	Legal register, licenses, permits, regulatory subscriptions, compliance matrix.		
6.1.4	Are actions planned to address hazards, risks, opportunities, and legal requirements?	OH&S programs, action plans, responsible persons, timelines, monitoring methods.		
6.2.1	Are OH&S objectives established at relevant functions and levels?	Objectives register, targets, KPIs, departmental plans.		
6.2.2	Are plans defined for achieving OH&S objectives, including resources, responsibilities, timelines, and evaluation methods?	Action plans, monitoring methods, responsibility matrix, progress review records.		

Clause 7 - Support

Clause	Audit Question	Evidence to Review	Status C/PC/NC/NA	Notes / Gaps / Actions
7.1	Has the organization determined and provided resources needed for OH&S implementation and improvement?	Budget approvals, PPE provision, monitoring equipment, safety personnel allocation.		
7.2	Are workers competent based on education, training, or experience?	Competency matrix, training records, license records, evaluation results.		
7.3	Are workers aware of the OH&S policy, hazards, risks, incidents, and their contribution to system effectiveness?	Induction training, toolbox talks, interview evidence, posters and communications.		
7.4.1	Are internal and external OH&S communication processes defined?	Communication procedure, communication matrix, safety alerts, escalation records.		
7.4.2	Is internal OH&S communication carried out across functions and levels?	Internal emails, meeting minutes, safety briefings, issue escalation records.		
7.4.3	Is external OH&S communication managed according to legal and other requirements?	Regulatory submissions, contractor communication, emergency service communication records.		
7.5	Is OH&S documented information controlled, maintained, retained, and protected?	Document control procedure, master list, records retention, revision control.		

Clause 8 - Operation

Clause	Audit Question	Evidence to Review	Status C/PC/NC/NA	Notes / Gaps / Actions
8.1.1	Are operational planning and control processes established for OH&S risks and opportunities?	Operational control procedures, work instructions, safe work method statements, permits.		
8.1.2	Is the hierarchy of controls applied to eliminate hazards and reduce OH&S risks?	Elimination/substitution/engineering/administrative/PPE controls, risk control evidence.		
8.1.3	Are management of change processes established and controlled?	MOC procedure, change assessments, approvals, communication and training records.		
8.1.4.1	Are procurement processes controlled to ensure OH&S requirements are met?	Purchase specifications, supplier safety requirements, PPE/equipment approvals.		
8.1.4.2	Are contractors coordinated and controlled for OH&S risks?	Contractor evaluation, induction records, work permits, monitoring records.		
8.1.4.3	Are outsourced processes controlled or influenced within the OH&S management system?	Outsourcing agreements, service provider controls, performance reviews.		
8.2	Has the organization established emergency preparedness and response processes?	Emergency plans, evacuation drills, first-aid arrangements, mock drill reports.		

Clause 9 - Performance Evaluation

Clause	Audit Question	Evidence to Review	Status C/PC/NC/NA	Notes / Gaps / Actions
9.1.1	Does the organization monitor, measure, analyze, and evaluate OH&S performance?	Monitoring plan, KPIs, inspection records, incident rates, health surveillance data.		
9.1.1	Is monitoring and measuring equipment calibrated or verified where applicable?	Calibration certificates, verification records, equipment logs.		
9.1.2	Does the organization evaluate compliance with legal and other requirements?	Compliance evaluation reports, permit reviews, regulatory inspection records.		
9.2	Are internal OH&S assessments conducted at planned intervals?	Internal assessment schedule, checklists, reports, nonconformity records.		
9.2	Does the internal assessment program consider risk, process importance, changes, and previous results?	Assessment program criteria, risk-based schedule, previous finding trends.		
9.3	Does top management review the OH&S management system for suitability, adequacy, effectiveness, and strategic alignment?	Management review minutes, inputs/outputs, actions, improvement decisions.		

Clause 10 - Improvement

Clause	Audit Question	Evidence to Review	Status C/PC/NC/NA	Notes / Gaps / Actions
10.1	Does the organization identify opportunities for improvement and act to achieve intended OH&S outcomes?	Improvement register, safety projects, risk reduction records.		
10.2	Are incidents, nonconformities, and corrective actions managed effectively, including root cause analysis?	Incident reports, NC records, corrective action plans, root cause records, effectiveness checks.		
10.3	Is the OH&S management system continually improved to enhance OH&S performance?	Trend analysis, management review outputs, improvement projects, objective results.		



Gap Summary and Action Plan

No.	Requirement / Process Area	Finding Summary	Risk Level	Responsible Person	Target Date	Closure Evidence
1						
2						
3						
4						
5						
6						
7						
8						

Common ISO 45001:2018 Evidence Examples

Area	Examples of Objective Evidence
Context and scope	Context analysis, interested party register, OH&S scope statement, process map.
Hazard identification	HIRA/JSA records, workplace inspections, risk assessment criteria, hierarchy of controls records.
Legal requirements	Legal register, permits, regulatory inspection records, compliance evaluation records.
Worker participation	Safety committee minutes, consultation records, toolbox talks, worker feedback evidence.
Operational control	Safe work procedures, permit-to-work, PPE records, contractor controls, MOC records.
Emergency preparedness	Emergency plan, evacuation map, first-aid arrangements, mock drill report, incident logs.
Performance evaluation	OH&S KPIs, incident statistics, inspection reports, internal assessment report, management review.

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Disclaimer: This resource is intended as a practical educational checklist for ISO 45001:2018 preparation. It does not replace the ISO 45001:2018 standard, applicable legal obligations, or an independent certification decision. Organizations should refer to the official standard and applicable occupational health and safety regulatory requirements.

