

# ISO 45001:2018 GAP ANALYSIS TEMPLATE

Occupational Health and Safety Management Systems | Downloadable Website Resource

Use this template to compare your current occupational health and safety practices against ISO 45001:2018 requirements and identify gaps before certification assessment.

Prepared for organizations planning ISO 45001:2018 certification, OH&S management system implementation review, legal compliance improvement, hazard control review, or internal readiness evaluation.

Pacific Certifications provides independent third-party certification services. This template is intended as an educational and self-assessment resource and does not replace the formal certification assessment process.

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## How to Use This Gap Analysis Template

- Review each clause area and compare it with existing OH&S policies, procedures, risk assessments, legal registers, operational controls, incident records, and worker participation evidence.
- Record evidence already available and clearly identify missing controls, incomplete documentation, weak implementation, or areas where legal compliance evidence is insufficient.
- Assign responsibilities and target dates for gap closure so the organization can track readiness before certification assessment.
- Use the results to prepare an action plan, prioritize OH&S risks, strengthen hazard controls, and improve worker consultation and participation.

## Suggested Status Definitions

Status	Meaning
Compliant	Requirement is documented, implemented, and supported by objective evidence.
Partially Compliant	Some controls or records exist, but implementation is incomplete or inconsistent.
Gap Identified	Requirement is missing, weak, undocumented, or not effectively implemented.
Not Applicable	Requirement is not applicable based on scope, activities, hazards, risks, and interested party requirements. Justification should be recorded.



## Gap Analysis Summary

Complete this summary before or after the clause-wise review to capture the organization profile and overall readiness level.

Organization Name	
Location(s) / Site(s)	
Scope of OH&S Management System	
Key Activities / Processes	
Main Hazards and OH&S Risks	
Applicable Legal and Other Requirements	
Worker Categories / Contractors Covered	
Number of Employees	
Review Date	
Reviewed By	

### Overall Readiness Rating

Area	Strong	Needs Improvement	Critical Gap
Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worker Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## ISO 45001:2018 Clause-Wise Gap Analysis Checklist

Use the worksheet below during document review, workplace walkthroughs, legal compliance checks, process interviews, worker consultation review, and evidence sampling. The clause descriptions are summarized for self-assessment purposes.

Clause Area	Gap Analysis Questions	Evidence to Review	Status	Gap / Risk Noted	Corrective Action / Next Step	Owner	Target Date
<b>4.1 Context of the organization</b>	Has the organization identified internal and external issues affecting OH&S performance and the intended outcomes of the OH&S management system?	Context analysis, business risks, workplace conditions, strategic review, incident trends	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>4.2 Workers and interested parties</b>	Are workers and other interested parties identified with their OH&S needs and expectations?	Interested party register, worker inputs, customer/legal/contractor requirements	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>4.3 OH&amp;S scope</b>	Is the OH&S scope defined, documented, and aligned with activities, sites, workers, contractors, and controlled activities?	OH&S scope statement, site list, activities, boundaries and applicability notes	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>4.4 OH&amp;S management system</b>	Are OH&S processes established, maintained, and integrated with business operations?	Process map, OH&S procedures, interaction matrix, system documentation	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>5.1 Leadership and commitment</b>	Does top management demonstrate accountability for OH&S performance, safe working conditions, and system effectiveness?	Management records, resource decisions, safety objectives, leadership communications	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>5.2 OH&amp;S policy</b>	Is the OH&S policy appropriate, documented, communicated, available, and committed to safe and healthy workplaces?	Approved policy, communication records, displays, induction material	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>5.3 Roles and responsibilities</b>	Are OH&S roles, responsibilities, accountabilities, and authorities assigned and understood?	Responsibility matrix, job descriptions, appointment letters, organization chart	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>5.4 Consultation and participation</b>	Are workers consulted and encouraged to participate in OH&S decisions, hazard identification, and improvement?	Safety committee minutes, worker consultation records, participation mechanisms	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>6.1.1 Risks and opportunities</b>	Are risks and opportunities identified considering context, interested parties, hazards, legal obligations, and change?	Risk register, opportunity log, action plans, management review inputs	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>6.1.2 Hazard identification</b>	Are hazards identified proactively and continuously for routine, non-routine, emergency, worker, visitor, contractor, and workplace activities?	Hazard register, workplace inspections, JSA/JHA, incident records, employee reports	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>6.1.2 OH&amp;S risk assessment</b>	Are OH&S risks assessed using defined criteria and are controls planned according to the hierarchy of controls?	Risk assessment methodology, risk assessments, control plans, hierarchy of control evidence	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>6.1.3 Legal and other requirements</b>	Are applicable OH&S legal and other requirements identified, accessible, updated, and considered in the system?	Legal register, licenses, statutory records, compliance calendar, contract requirements	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
<b>6.1.4 Planning action</b>	Are actions planned to address hazards, risks, legal requirements, and opportunities?	OH&S plans, action trackers, operational controls, risk treatment actions	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				

Clause Area	Gap Analysis Questions	Evidence to Review	Status	Gap / Risk Noted	Corrective Action / Next Step	Owner	Target Date
6.2 OH&S objectives	Are measurable OH&S objectives established at relevant functions and levels?	Objectives, targets, safety KPIs, responsibility records, monitoring dashboard	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
6.2.2 Planning to achieve objectives	Are actions, resources, responsibilities, timelines, and evaluation methods defined for OH&S objectives?	OH&S programs, action plans, budgets, objective review records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.1 Resources	Are adequate resources provided for OH&S implementation, risk control, monitoring, emergency preparedness, and improvement?	Budget, PPE, safety equipment, staffing plan, monitoring tools	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.2 Competence	Are workers and persons performing work under the organization competent for tasks affecting OH&S?	Training matrix, competence evaluations, licenses, toolbox training, contractor competency records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.3 Awareness	Are workers aware of OH&S policy, hazards, risks, controls, incident reporting, and consequences of nonconformity?	Induction records, awareness training, toolbox talks, signage, communication records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.4 Communication	Are internal and external OH&S communications planned, controlled, and retained where required?	Communication matrix, safety alerts, authority communications, contractor communications	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
7.5 Documented information	Are OH&S documents and records controlled for creation, approval, access, retention, and change control?	Document control procedure, master list, revision records, retained records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
8.1 Operational planning and control	Are operational controls established for OH&S risks, processes, workplaces, workers, and contractors?	SOPs, permits to work, inspections, maintenance records, contractor controls	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
8.1.2 Eliminating hazards and reducing risks	Are hazards eliminated and risks reduced using the hierarchy of controls?	Control plans, engineering controls, substitution records, PPE controls, risk review evidence	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
8.1.3 Management of change	Are planned and temporary changes reviewed for OH&S risks before implementation?	MOC records, change assessments, approvals, communication records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
8.1.4 Procurement and contractors	Are procurement, outsourced processes, and contractors controlled for OH&S risks?	Supplier/contractor evaluation, procurement specifications, contractor induction records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
8.2 Emergency preparedness	Are potential OH&S emergencies identified and are response plans tested and reviewed?	Emergency plans, drill records, first aid/fire arrangements, incident simulations	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
9.1 Monitoring and measurement	Are OH&S performance indicators monitored, measured, analyzed, and evaluated?	Monitoring plan, inspection data, incident statistics, health surveillance where applicable	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
9.1.2 Evaluation of compliance	Is compliance with OH&S legal and other requirements evaluated at planned intervals?	Compliance evaluation reports, statutory inspection records, closure of legal gaps	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
9.2 Internal review	Are internal OH&S reviews conducted objectively against ISO 45001 and organizational requirements?	Internal review plan, reports, checklists, findings, follow-up records	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
9.3 Management review	Does top management review OH&S performance, incidents, risks, objectives, worker participation, and improvement needs?	Management review minutes, inputs, outputs, action tracking	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				

Clause Area	Gap Analysis Questions	Evidence to Review	Status	Gap / Risk Noted	Corrective Action / Next Step	Owner	Target Date
10.1 Improvement	Are improvement opportunities identified and implemented to enhance OH&S performance?	Improvement register, safety initiatives, performance trends, corrective actions	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
10.2 Incident and nonconformity	Are incidents and nonconformities reported, investigated, corrected, and reviewed for effectiveness?	Incident reports, investigation records, root cause analysis, corrective action closure	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				
10.3 Continual improvement	Is the OH&S management system continually improved based on performance, worker input, risk review, and management review?	Improvement plans, KPI trends, management actions, worker suggestions	<input type="checkbox"/> C <input type="checkbox"/> PC <input type="checkbox"/> Gap <input type="checkbox"/> N/A				



## Gap Closure Action Plan

Use this section to prioritize corrective actions and track closure before applying for ISO 45001:2018 certification.

Priority	Gap / Issue	Action Required	Responsible Person	Due Date	Closure Evidence	Status

### Key OH&S Evidence Checklist

- OH&S policy, OH&S scope, context review, interested party list, worker consultation records, and OH&S process interaction records.
- Hazard identification records, OH&S risk assessments, legal and other requirements register, compliance evaluation records, permits, and statutory inspection records.
- OH&S objectives, monitoring results, incident statistics, workplace inspection records, health surveillance evidence where applicable, and performance evaluation records.
- Operational control procedures, permit-to-work controls, emergency preparedness plans, drill records, first-aid/fire arrangements, PPE controls, and contractor controls.
- Competence records, awareness records, communication records, internal review results, management review outputs, incident investigation records, nonconformity records, and improvement actions.

### Certification Readiness Notes

Organizations should close major documentation and implementation gaps before certification assessment. Particular attention should be given to hazard identification, OH&S risk controls, legal compliance obligations, worker consultation and participation, emergency preparedness, operational control, incident investigation, and evidence of continual improvement.

For ISO 45001:2018 certification support, application review, and quotation, contact Pacific Certifications at [support@pacificcert.com](mailto:support@pacificcert.com).

### Call to Action

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