

OCCUPATIONAL HEALTH AND SAFETY READINESS CHECKLIST

The checklist below will help you evaluate your organization's preparedness to implement OH&S programs such as ISO 45001. Use this checklist to identify gaps and assess your current practices.

1. Leadership and Safety Culture

Leadership and top management are committed to occupational health and safety (OH&S).
An OH&S policy has been established to align with the organization's safety objectives.
Roles and responsibilities for OH&S are well defined at all levels of the organization.
Leadership actively promotes and engages in organization's safety culture.
Interested parties are encouraged to report safety concerns.
External and internal factors have been identified and are monitored.
Leadership and management have considered legal, technological, cultural and economic aspects in the organization's safety culture.
OH&S policies, procedures, and controls are regularly reviewed and updated.
Objectives for OH&S performance improvements are outlined and monitored.

2. Hazard & Risk Assessment

Routine inspections are conducted regularly.
Hazard and risk assessments are regularly conducted, documented, and reviewed.
Near misses are tracked and evaluated for trends and root causes.
Hazard controls are implemented based on hierarchy of controls.

3. Legal and Compliance

Legal and regulatory requirements are documented and communicated to employees, management, and relevant stakeholders.
The organization complies with local, national, and industry-specific OH&S regulations.
Regulations and standards are monitored for changes.

4. Worker Participation and Training

Employees are involved and encouraged to participate in OH&S decision-making processes, reporting, and initiatives.
A system for reporting hazards, incidents, near misses, and feedback has been established.
Employees are trained on workplace hazards, OH&S roles and responsibilities.
Employees are trained in emergency preparedness procedures.

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5. Operational Controls & Emergency Preparedness

Safe work procedures have been established, documented, and are followed.
PPE requirements have been identified, established, and enforced.
Emergency response plans have been developed and tested.
Contractors and suppliers are aware of and comply with OH&S standards.

6. Performance Evaluation & Continuous Improvement

Internal audits are conducted regularly to evaluate OH&S performance.
Corrective actions are taken to address non-conformities when identified.
OH&S performance is reviewed and assessed regularly in management meetings.
A continuous improvement plan is in place and is up to date.
Audit results are communicated to leadership and employees.
Lessons learned after corrective actions are commonly reviewed during management meetings.

7. Documentation & Record Keeping

Required documentation is retained, protected, and accessible to the appropriate interested parties.
Incident reports and investigations are recorded.
Employee training records are up to date to reflect changes.
Audit results and management reviews are documented.

CONTACT FOR MORE INFORMATION



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