



ISO 45001 : 2018

What can you expect from the certification process?

Occupational Health and Safety (OH&S) Management System Checklist

This checklist will provide you with a detailed understanding of what you can expect to have in place, and be doing, by the time you complete the ISO 45001 certification process. If you don't have any of this in place already, don't panic; QMS will provide you with adequate time to address the areas of non-conformance, ahead of certification.

Context of the Organisation

This means: understanding external and internal issues, as well as the needs and expectations of interested parties, and where you sit in all of this.

- ☐ We have thought about and set out the external and internal OH&S issues that are relevant to our organisation's vision, purpose and strategic direction.
- ☐ We've set out a way of reviewing and checking these as well as the time scales for doing so.
- ☐ We understand which parties have an impact on the OH&S Management System, and the needs and expectations that they have, including if these are legal obligations.
- ☐ Our OH&S Management System addresses the external and internal issues, the needs and expectations of all parties, as well as our strategic vision, objectives, products and services.
- ☐ We've carefully set out the processes, actions and requirements at each stage within our OH&S Management System.
- ☐ We've also set out how each of these stages will be managed, who is responsible, how they need to action things and how success will be measured.
- ☐ We understand how to adjust our OH&S Management System as the context of our organisation changes.

Leadership

This means: the role your top management will play in leading, not just managing, your OH&S Management System and actions required during the certification process.

- ☐ Our top management have understood the certification process and have taken responsibility for the effectiveness of our OH&S Management System.
- ☐ Our OH&S Management System is structured to reflect the strategic vision and priorities of our organisation.

- ☐ We have defined and communicated an OH&S policy that aims to prevent workplace injury and ill health. This policy is relevant and appropriate to our business.
- ☐ We have a framework for communicating our objectives clearly at all levels of the organisation – strategic, functional, departmental and individual.
- ☐ We are able to integrate the policies and procedures set out in the OH&S Management System into our day-to-day way of working.
- ☐ Our managers understand the importance of communicating the processes set out in the OH&S Management System and the role that risk-based thinking will play in our success.
- ☐ Throughout our organisation; customer, statutory and regulatory requirements are considered, set out, met and communicated.
- ☐ We've considered both the risks and opportunities that exist within our own processes, taking the appropriate steps to act on these findings.
- ☐ We have clearly set out who is responsible for making each part of the OH&S Management System a success, as well as who is responsible for making decisions.

Planning

This means: evaluating success, measuring risks and opportunities and planning the steps needed to increase desirable effects, prevent unwanted effects and achieve improvements.

- ☐ We have a framework for identifying the risks and opportunities that affect our processes and the OH&S Management System.
- ☐ We have planned what we need to do to meet our OH&S objectives.
- ☐ We have integrated the steps that need to be taken into our day-to-day practices and systems and not just treated them as 'one-off' tasks.



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- We've thought about the ways in which we might need to change the OH&S Management System, over time, to ensure it stays effective.

Support

This means: making sure you have the resources and tools you need to run and continually improve your OH&S Management System.

- We understand what resources (people, infrastructure, working environment etc.) we need in order to establish, implement and maintain our OH&S Management System.
- We have also set out a plan for reviewing resources on a regular basis, to make sure we continue to provide sufficiently trained staff and the right equipment and materials to meet our customers' expectations.
- We recognise that accurately measuring and monitoring the ways in which our products and services meet OH&S criteria and conformity requirements is important. So we have identified the resources required to provide valid, reliable results.
- We have made sure that we have a good infrastructure in place to ensure that conformance to the Management System Standard and legal compliance is met, both now and in the future.
- We recognise the levels of understanding we must have, to ensure that our processes can work effectively, and our products/services conform to the expected criteria set out in our OH&S Management System.
- We have taken steps to ensure that the people impacting on our OH&S Management System are appropriately trained or that training needs have been identified to help them achieve the required qualifications.
- We've made sure that each person in our organisation understands how they can contribute to making this OH&S Management System a success.
- We've planned internal and external communications to make sure everyone knows about the OH&S Management System.
- We understand what documented information needs to be provided – both to satisfy the requirements of the Standard and to ensure the requirements continue to be implemented effectively.

Operation

This means: the steps you need to take to get going on your OH&S Management System.

- We have clearly set out processes to ensure we meet the requirements specified by the Standard.

- Any changes that need to take place will be considered carefully, within the structure of our OH&S Management System, and carried out in a way that will ensure continuing relevance and success.
- We coordinate our operations with contractors to ensure that we can assess and control any risks arising from their work.
- We work with external providers to ensure that our OH&S goals are met, using a clearly defined process.
- We have documented procedures in place that enable us to detect and react to emergency situations. We have communicated these procedures to our staff.

Performance Evaluation

This means: using your experience and knowledge to monitor, measure and analyse processes and changes, to consistently seek out ways to improve Occupational Health and Safety.

- We understand what we need to monitor and measure and have set out the ways in which we will do this, to get useful, valid results.
- We have agreed when we need to analyse and evaluate these results.
- We have agreed a formal structure for evaluating our OH&S Management System, through an internal audit programme.
- We will agree any areas for potential improvement and development, within the OH&S Management System, and how we will include these in management reviews.
- We have set out a structure for management reviews and are committed to implementing it, to regularly monitor & evaluate the implementation of our OH&S Management System.

Improvement

This means: using the results from your evaluation and analysis to identify ways to enhance the OH&S Management System that serve to increase levels of Health & Safety across the organisation.

- We have identified areas for improvement that focus on meeting our OH&S goals. We have also taken the steps necessary to put these changes into action.
- We have a process for managing the ways in which we do not conform to the Standard, and the steps we need to take to correct this.
- We have agreed how we will prioritise the continual improvement of the suitability, adequacy and effectiveness of our OH&S Management System.
- We consult with and encourage the participation of our workers within the development and continual improvement of our OH&S Management System.

Implementation and Certification in 30 days

Through QMS' award-winning certification process, you could achieve an ISO 45001 certification in as little as 30 days. The process is straight-forward and cost-effective and includes access to LAUNCHPAD, our on-line Management System Portal hosting a library of useful templates and tutorial videos.



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