



# ISO 45001:2018

## Health & Safety Management Systems



**kiwa** | Compass Assurance Services

## Self Assessment Checklist



# Context

## The Organisation

- ☐ Have you determined internal and external issues that will impact on your safety system?

## Interested Parties

- ☐ Have you determined what internal and external interested parties are relevant to the safety system and what are their requirements?

## Scope

- ☐ Have you determined the boundaries of the health & safety management system and documented the scope?

# Leadership

## Leadership and Commitment

- ☐ Can you demonstrate top management is providing leadership and commitment to the safety system?

## Safety Policy

- ☐ Have you a documented safety policy that is communicated and available?

## Consultation & Participation

- ☐ Have you established processes for consultation and participation in safety at all levels and functions?

## Roles and Responsibilities

- ☐ Are roles and responsibilities for safety documented?





# Planning

## Risk & Opportunities

- ☐ Have you determined the safety risks and opportunities related to your organisation?
- ☐ Do you have plans to address them?
- ☐ Have you maintained records?

## Hazard Identification

- ☐ Have you implemented processes for hazard identification?

## Assessment of Risk

- ☐ Have you the processes to assess risk?
- ☐ Have you maintained records?

## Legal & Other Requirements

- ☐ Have you the access to up to date legal requirements?
- ☐ Do you know how these requirements apply to you?
- ☐ Have you maintained records?

## Safety Objectives

- ☐ Have you established safety objectives? Do you monitor, measure and communicate them?
- ☐ Do you have plans to address them?
- ☐ Have you maintained records?

# Support

## Resources

- ☐ Have you determined and ensured necessary resources are in place for the safety system?

## Competence

- ☐ Do you ensure competence of personnel?
- ☐ Do you maintain records?

## Awareness

- ☐ Have you ensured that personnel doing work under your control are aware of your policy, their responsibilities as well as processes relevant to them including incident, hazard and risk?

## Communication

- ☐ Have you determined processes for internal and external communication relevant to safety including staff, contractors, visitors, regulators and interested parties?
- ☐ Do you maintain records

## Control of Documents

- ☐ Do you ensure documents and records are controlled?



# Operations

## Operational Planning & Control

- ☐ Have you established and maintained procedures to meet the requirements of the safety system?

## Eliminating Hazards & Reduce Risk

- ☐ Do you use the hierarchy of controls to eliminate hazards and reduce risk?

## Management of Change

- ☐ Have you established processes for controlling changes that impact on safety performance? Such as changes to products, work conditions, legal requirements, technology, equipment, personnel?

## Procurement

- ☐ Do you have processes for ensuring safety is factored into procurement decisions including outsourcing and contractors?

## Emergency

- ☐ Have you documented processes for emergency? Are they tested (such as drills) and do you evaluate effectiveness?
- ☐ Do you maintain records?



# Performance Evaluation

## Monitoring & Measurement

- ☐ Do you monitor things such as risk processes, operational controls, equipment that requires maintenance or calibration?
- ☐ Do you measure and evaluate things such as KPIs, performance against targets?
- ☐ Do you maintain records?

## Customer Satisfaction

- ☐ Do you assess, monitor and review customer perception?

## Evaluation of Compliance

- ☐ Do you assess compliance with legal and other requirements, and do you maintain records?

## Internal Audit

- ☐ Do you plan and conduct internal audits to ensure the safety system conforms to requirements and is implemented effectively?
- ☐ Do you maintain records?

## Management Review

- ☐ Does your top management review your safety systems at planned intervals?
- ☐ Do you maintain records?



# Improvement

## Incidents & Corrective Action

- ☐ Do you have processes for reporting, investigating and taking action to manage incidents and corrective action?
- ☐ Do you maintain records?

## Continual Improvement

- ☐ Do you continually improve the health & safety system?





## So What Now?



Contact us for a quick quote to get a better idea of costs and timings. Visit our website:

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