

ISO 45001 Implementation Checklist

Provided by ClearPath Environmental Consulting

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Introduction to ISO 45001

ISO 45001:2018 is the international standard for Occupational Health and Safety Management Systems (OH&S MS). It helps organizations provide safe and healthy workplaces, prevent work-related injury and ill health, and achieve continual improvement through the Plan-Do-Check-Act (PDCA) cycle. Implementing ISO 45001 can eliminate hazards, minimize risks, fulfill legal requirements, and integrate other aspects like worker wellbeing, making it ideal for industries like manufacturing, chemicals, and refining.

This checklist is structured by clause, with questions to verify compliance. Answer "Yes/No" and note evidence or actions needed. If you're unsure, our team at ClearPath can provide audits, training, and full implementation support.

ISO 45001:2018 Checklist

Clause 4: Context of the Organization

4.1 Understanding the Organization and Its Context

- Has the organization determined external and internal issues relevant to its purpose and that affect its ability to achieve the intended outcomes of the OH&S MS?
- Does the organization monitor and review information about these issues?
(Note: Issues include positive/negative factors; consider legal, technological, market, cultural, social, economic environments, and climate change as a relevant issue.)

4.2 Understanding the Needs and Expectations of Interested Parties

- Has the organization determined:

- a) Interested parties relevant to the OH&S MS (e.g., workers, regulators, suppliers)?
 - b) Their relevant needs and expectations?
 - c) Which become legal or other requirements?
- Does the organization monitor and review information about these parties and requirements?
- Have needs related to climate change been noted if applicable?

4.3 Determining the Scope of the OH&S Management System

- Has the organization determined the boundaries and applicability of the OH&S MS?
- When defining scope, has it considered:
 - a) External/internal issues (4.1)?
 - b) Requirements of interested parties (4.2)?
 - c) Work-related activities?
- Is the scope maintained as documented information and available?

4.4 OH&S Management System

- Has the organization established, implemented, maintained, and continually improved the OH&S MS, including processes and interactions?
- Has it considered needed processes and their integration?

Clause 5: Leadership and Worker Participation

5.1 Leadership and Commitment

- Does top management demonstrate leadership by:
 - a) Taking accountability for OH&S MS effectiveness?
 - b) Ensuring policy/objectives align with strategic direction?
 - c) Integrating OH&S MS into business processes?
 - d) Ensuring resources are available?
 - e) Communicating OH&S importance?
 - f) Ensuring intended outcomes?

- g) Engaging/supporting workers?
- h) Promoting improvement?
- i) Supporting management roles?
- j) Developing a supportive culture?
- k) Protecting workers from reprisals?

5.2 OH&S Policy

- Has top management established/maintained a policy that:
 - a) Fits purpose/context?
 - b) Provides framework for objectives?
 - c) Commits to safe workplaces, hazard elimination, risk minimization, compliance, worker participation, and continual improvement?
- Is the policy documented, communicated internally/externally, and available?

5.3 Organizational Roles, Responsibilities, and Authorities

- Has top management ensured responsibilities/authorities are assigned/communicated?
- Has it assigned responsibility for:
 - a) OH&S MS conformance?
 - b) Reporting performance?

5.4 Consultation and Participation of Workers

- Has the organization established processes for consultation and participation?
- Does it involve workers in decision-making, hazard identification, and improvement?

Clause 6: Planning

6.1 Actions to Address Risks and Opportunities

- Has the organization considered context (4.1), interested parties (4.2), and scope (4.3) in planning?
- Has it determined risks/opportunities related to:

- a) Hazards?
- b) Legal requirements?
- c) Other issues?
- Has it planned actions to address them and evaluate effectiveness?

6.1.2 Hazard Identification and Assessment of Risks and Opportunities

- Has the organization established processes for hazard identification, considering routine/non-routine activities, emergencies, and changes?
- Does it assess OH&S risks and opportunities?

6.1.3 Determination of Legal Requirements and Other Requirements

- Has the organization determined/maintained knowledge of legal and other requirements?
- Are they considered in the OH&S MS?

6.1.4 Planning Action

- Has the organization planned actions for significant hazards, risks, and compliance?

6.2 OH&S Objectives and Planning to Achieve Them

- Has the organization established measurable objectives at relevant functions/levels?
- Are objectives:
 - a) Consistent with policy?
 - b) Measurable/monitored/communicated/updated?
- For achievement, has it determined actions, resources, responsibilities, timelines, and evaluation methods?

Clause 7: Support

7.1 Resources

- Has the organization determined/provided resources for OH&S MS?

7.2 Competence

- Has it determined needed competence?
- Has it ensured competence via education/training/experience?
- Are actions evaluated/retained as documented?

7.3 Awareness

- Has it ensured awareness of:
 - a) Policy?
 - b) Hazards/risks?
 - c) Contributions to OH&S?
 - d) Implications of non-conformance?

7.4 Communication

- Has it established processes for internal/external communication, considering what/when/with whom/how?

7.5 Documented Information

- Has it created/maintained documented information for OH&S MS?
- Does it control creation, access, protection, and versioning?

Clause 8: Operation

8.1 Operational Planning and Control

- Has it established controls for processes, including hierarchy of controls for hazards?
- Does it manage changes and procurements?

8.2 Emergency Preparedness and Response

- Has it established processes for emergencies?
- Does it include planning, response, mitigation, testing, and review?

Clause 9: Performance Evaluation

9.1 Monitoring, Measurement, Analysis, and Evaluation

- Has it monitored/measured/analyzed OH&S performance?
- Does it evaluate compliance periodically?

9.2 Internal Audit

- Does it conduct audits at planned intervals for conformance/objectivity?
- Are audits reported/retained?

9.3 Management Review

- Does top management review OH&S MS suitability, considering performance, changes, and objectives?

Clause 10: Improvement

10.1 General

- Does it determine improvement opportunities?

10.2 Incident, Nonconformity, and Corrective Action

- Does it react to incidents/nonconformities, correct/mitigate, and review effectiveness?

10.3 Continual Improvement

- Does it continually improve OH&S MS suitability/effectiveness?

Next Steps

Use this checklist to identify gaps in your OH&S MS. For expert implementation, auditing, or certification support, contact ClearPath Environmental today. We specialize in Gulf Coast industries, helping with health and safety, compliance, and ISO standards to protect your workforce.



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