ISO 45001:2018 Master Internal Audit Checklist

The internal audit checklist will ensure your audits concisely appraise your management system and processes against the requirements of ISO 45001:2018. Answer questions 1 to 264 to determine conformance. The audit results are summarized in the 'Audit Results' worksheet.

Each audit question phrases each ISO 45001:2018 'shall' requirement as a question, in order to elicit either a 'yes' or 'no' response, that can be represented as an 'x'. The scoring formula assumes each requirement conforms, until an 'x' is entered into Column F or G.

Enter 'x' into Column E, F or G. Capture OFIs separately in Column H.

				Audit Finding				Describe the possible cause of the minor or major nonconformance.	Provide a reference to the documentation, records, observations, questioning, etc. supporting the answer each audit finding.	Note any process or practice that seems weak, cumbersome, redundant or complex.	Audit Risk Score
				Conform	Minor NC	Major NC	OFI				
5.2a	OH&S Policy	25	Has Top Management established, implemented and maintained an OH&S policy that includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health and is appropriate to the purpose, size and context of the organization and to the specific nature of its OH&S risks and OH&S opportunities?	x							100
5.2b	OH&S Policy	26	Has Top Management established, implemented and maintained an OH&S policy that provides a framework for setting the OH&S objectives?	x							100
5.2c	OH&S Policy	27	Has Top Management established, implemented and maintained an OH&S policy that includes a commitment to fulfil legal requirements and other requirements?			x					25
5.2d	OH&S Policy	28	Has Top Management established, implemented and maintained an OH&S policy that includes a commitment to eliminate hazards and reduce OH&S risks (See 8.1.2)	x							100
5.2e	OH&S Policy	29	Has Top Management established, implemented and maintained an OH&S policy that includes a commitment to continual improvement of the OH&S management system?	x			x				100
5.2f	OH&S Policy	30	Has Top Management established, implemented and maintained an OH&S policy that includes a commitment to consultation and participation of workers, and, where they exist, workers' representatives?	x							100
5.2	OH&S Policy	31	Does Top Management ensure that the OH&S policy is available as documented information?		x						75
5.2	OH&S Policy	32	Does Top Management ensure that the OH&S policy is communicated within your organization?	x							100
5.2	OH&S Policy	33	Does Top Management ensure that the OH&S policy is available to interested parties, as appropriate?	x							100
5.2	OH&S Policy	34	Does Top Management ensure that the OH&S policy is relevant and appropriate?	x							100
5.3	Roles, Responsibilities & Authorities	35	Does Top Management ensure that the responsibilities and authorities for all relevant roles within the OH&S management system are assigned and communicated throughout your organization, and maintained as documented information?	x			x				100
5.3	Roles, Responsibilities & Authorities	36	Does Top Management ensure that workers at each level of the organization assume responsibility for those aspects of the OH&S management system over which they have control?	x							100
5.3	Roles, Responsibilities & Authorities	37	Has Top Management assigned responsibility and authority to relevant personnel for ensuring our OH&S management system conforms to the requirements of ISO 45001:2018?	x							100
5.3	Roles, Responsibilities & Authorities	38	Has Top Management assigned responsibility and authority to relevant personnel for reporting on the performance of our OH&S management system, (including KPIs), to Top Management?	x							100
5.4	Consultation & Participation of Workers	39	Has your organization established, implemented and maintained process(es) to ensure the consultation and participation of workers at all applicable levels and functions, and, where they exist, workers' representatives, in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system?	x			x				100
5.4a	Consultation & Participation of Workers	40	Has your organization provided mechanisms, time, training and resources necessary for consultation and participation (worker representation)?		x						75
5.4b	Consultation & Participation of Workers	41	Has your organization provided timely access to clear, understandable and relevant information about the OH&S management system?	x							100
5.4c	Consultation & Participation of Workers	42	Has your organization determined and removed obstacles or barriers to participation and minimized those that cannot be removed?	x							100
5.4d1	Consultation & Participation of Workers	43	Has your organization emphasized the consultation of non-managerial workers on determining the needs and expectations of interested parties (See 4.2)?	x							100
5.4d2	Consultation & Participation of Workers	44	Has your organization emphasized the consultation of non-managerial workers on establishing the OH&S policy (See 5.2)?	x							100
5.4d3	Consultation & Participation of Workers	45	Has your organization emphasized the consultation of non-managerial workers on assigning organizational roles, responsibilities and authorities, as applicable (See 5.3)?	x							100
5.4d4	Consultation & Participation of Workers	46	Has your organization emphasized the consultation of non-managerial workers on determining how to fulfil legal requirements and other requirements (See 6.1.3)?	x							100
5.4d5	Consultation & Participation of Workers	47	Has your organization emphasized the consultation of non-managerial workers on establishing OH&S objectives and planning to achieve them (See 6.2)?		x		x				75
5.4d6	Consultation & Participation of Workers	48	Has your organization emphasized the consultation of non-managerial workers on determining applicable controls for outsourcing, procurement and contractors (See 8.1.4)?	x							100
5.4d7	Consultation & Participation of Workers	49	Has your organization emphasized the consultation of non-managerial workers on determining what needs to be monitored, measured and evaluated (See 9.1)?	x							100
5.4d8	Consultation & Participation of Workers	50	Has your organization emphasized the consultation of non-managerial workers on planning, establishing, implementing and maintaining an audit programme(s) (See 9.2.2)?	x							100
5.4d9	Consultation & Participation of Workers	51	Has your organization emphasized the consultation of non-managerial workers on ensuring continual improvement (See 10.3)?		x						75
5.4e1	Consultation & Participation of Workers	52	Has your organization emphasized the participation of non-managerial workers when determining the mechanisms for their consultation and participation?	x							100
5.4e2	Consultation & Participation of Workers	53	Has your organization emphasized the participation of non-managerial workers when identifying hazards and assessing risks and opportunities (See 6.1.1 and 6.1.2)?	x							100