Step 1 – Implementation Checklist

Assign Resources & Form EHS Team

Implementation Summary

Activity	Description	Responsibilities	Deliverables/Outputs
Top management commits to the EHS, assigns resources, appoints the EHS Lead, and forms the EHS Implementation Team	The first step in EHS implementation is formal endorsement by top management. Top management must demonstrate leadership and commitment (Clause 5.1) and ensure the human, financial, and physical resources needed for the establishment, implementation, maintenance, and continual improvement of the EHS (Clause 7.1) are available. An EHS Lead is appointed with defined authority, and an Implementation Team is formed with representation from the functions that will be within the EHS scope — typically production, engineering, maintenance, purchasing, stores and logistics, and the support functions. It is strongly recommended that the EHS Lead is a full-time member of staff with a good knowledge of the business. The proposed implementation is documented in the EHS Project Plan (PR000-01), including the implementation strategy, a broad timeline and an estimated budget. For the environment, an Environmental Coordinator is nominated to support the EHS Lead on environmental aspects, compliance obligations and environmental performance. For OH&S, top management takes overall responsibility and accountability for the prevention of work-related injury and ill health (ISO 45001 Clause 5.1). A competent Health & Safety Advisor is appointed or engaged, and non-managerial workers or their representatives take part in the Implementation Team (Clause 5.4).	Top Management EHS Lead Heads of Department Environmental Coordinator Health & Safety Advisor	• Top management commitment formally documented and communicated • EHS Lead appointed with written authority (Clause 5.3) • EHS Implementation Team formed with Terms of Reference • Implementation budget approved and recorded • EHS Project Plan (PR000-01) with strategy, timeline and budget • Environmental Coordinator nominated • Health & Safety Advisor appointed and worker representation on the team confirmed

Implementation Checklist

Description	Evidence
Check that top management has formally endorsed the EHS project and its intended outcomes.	
Check that an EHS Lead has been appointed with documented authority and accountability for the EHS (Clause 5.3).	
Check that an EHS Implementation Team has been formed with representation across the functions within scope (e.g., production, engineering, maintenance, purchasing, stores and logistics).	
Check that an Environmental Coordinator has been nominated to support the EHS Lead on environmental aspects and compliance obligations.	

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Description	Evidence
Check that a competent Health & Safety Advisor has been appointed or engaged, and that non-managerial workers (or their representatives) are represented on the Implementation Team (ISO 45001 Clause 5.4).	
Check that the human, financial and physical resources needed for the EHS have been identified and made available (Clause 7.1).	
Check that the EHS Project Plan (PR000-01) records the implementation strategy, a broad timeline and the approved budget.	
Check that top management has committed to demonstrating leadership and commitment in line with Clause 5.1 and takes a visible, hands-on role in the implementation.	
Check that top management has accepted overall responsibility and accountability for the prevention of work-related injury and ill health, and for protecting workers from reprisals when reporting incidents, hazards, risks and opportunities (ISO 45001 Clause 5.1).	
Check that the EHS project mandate and budget are communicated to, and understood by, affected staff.	
Check that a certification body has been approached for an indicative quote for Stage 1 and Stage 2 audits.	
Notes:	

Approval for next step:

Actioned By:	*Signature:*	*Position:*	*Date:*
Verification By:	*Signature:*	*Position:*	*Date:*

SAMPLE

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