



# TOPCERTIFIER

Governance, Risk & Compliance Consultants

## ISO 45001 GAP ANALYSIS TEMPLATE



## **INTRODUCTION:**

TopCertifier presents a Simplified ISO 45001 Gap Analysis Checklist to assist you in pinpointing areas where your organization might require enhancements to conform with ISO 45001 standards. The checklist offers a fundamental framework for evaluating ISO 45001:2018 and serves as an initial step in assessing your compliance.

## **SECTION 1: LEADERSHIP AND WORKER PARTICIPATION:**

- Is there clear leadership commitment to quality and ISO 45001 compliance?
- Are roles, responsibilities, and authorities regarding OHS defined and communicated?
- Is there active worker participation in the development, implementation, and improvement of the OHS management system?

## **SECTION 2: PLANNING**

- Are hazards and risks to occupational health and safety identified and assessed?
- Are OHS objectives aligned with the organization's context?
- Is there a documented process for OHS management system?

## **SECTION 3: SUPPORT**

- Are resources (human, infrastructure, and environment) available for OHS system?
- Is there an awareness program for employees regarding ISO 45001?
- Are documented procedures in place for competence, awareness, and communication?

## **SECTION 4: OPERATION**

- Are processes determined, documented, and consistently followed?
- Are criteria for OHS performance, including legal requirements, defined and monitored?
- Is there a process for identifying actions related to OHS?

## **SECTION 5: PERFORMANCE EVALUATION**

- Are internal audits conducted to assess OHS management system?
- Are data and information collected and analyzed to evaluate OHS performance?
- Is there a process for conducting management reviews?

## **SECTION 6: IMPROVEMENT**

- Are corrective actions taken when non-conformities are identified?
- Is there a process for continuous improvement based on OHS performance data?
- Are preventive actions implemented to address potential OHS issues and risks?

## **SECTION 7: DOCUMENTATION AND RECORDS**

- Are procedures and processes documented as required by ISO 45001?
- Are records maintained to demonstrate OHS conformity and effectiveness?
- Is document control in place to ensure the latest versions of documents are used?

Please note that this checklist provides a high-level overview, and it's essential to perform a thorough analysis specific to your organization's processes and context. Additionally, it's recommended to engage with ISO 45001 experts or consultants to conduct a comprehensive gap analysis for your organization.