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ISO 45001:2018 Occupational Health and Safety Management System - OHSMS The ISO 45001:2018 – from OHSAS 18001:2007 Gap Analysis Checklist

This gap analysis checklist is prepared for use in evaluating your Occupational Health and Safety Management System (OHSMS) against the requirements of ISO 45001:2018 as you transition from OHSAS 18001:2007 to ISO 45001:2018. Each requirement is expressed as a question that the user (auditor / assessor) can ask to evaluate your OH&S capabilities. You will need to have copies of the ISO 45001:2018 and the OHSAS 18001:2007 standards to use along with this checklist so that you can refer to the requirements if necessary.

While the two versions of the standard do not line up when comparing the requirements:

- New requirements and / or new terminology are highlighted **in yellow**.
- The intent of the main clauses of the new standard is shown in **blue font**.
- The right-hand column in **green shade** is intended to provide reference / comparison / similarities to the OHSAS 18001:2007 requirements, and to identify and locate where in the new clauses, the former requirements are relevant.
- Comments highlighted in **bold red font** indicate removed requirements.

After you have prepared an audit schedule, and assigned responsibility to your auditors for different areas or processes to audit, copy each section of the checklist for the auditors working with that section. As you work through the checklist take notes on what is in place, and what needs to be developed. In the space for 'currently in place', list or reference the procedures or other documents, or evidence that you have reviewed and that will provide information for the new OHSMS. Take notes on the status of the documents, that is, will they need to be revised for the new system, or can they be used as is? Also note where processes are in place, but documentation is needed. Focus on what is in place, and what needs to be developed.

While you do want to know if documented information is in place and if procedures and processes are being complied with, compliance is not your main focus for this audit.

Remember that the final outcome of this audit should be a list of things that your company needs to do to comply with ISO 45001:2018.

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ISO 45001:2018 - OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS REQUIREMENTS	Currently in Place	Compliant YES / NO?	If NO - % Complete	Items Needed	OHSAS 18001:2007 Requirements
4 CONTEXT OF THE ORGANIZATION			4 OH&S management system requirements		
<p>This first requirement clause introduces two sub-clauses relating to the context of the organization: 1st is understanding the organization and its context and 2nd is understanding the needs and expectations of workers and other interested parties. Together they require that you determine the issues and requirements that can impact on the planning of the OH&S Management System (OHSMS). In addition, the scope of the OH&S and the OH&S processes along with their applicability and interactions need to be determined.</p>					----
4.1 Understanding the organization and its context			4.1 General requirements		
As an organization, does your company determine external and internal issues that are relevant to your purpose?					4.1 Establish, document, implement, maintain and continually improve the OHSMS in accordance with the OHSAS 18001 standard and determine how it will fulfil the requirements.
Do you consider the relevant issues that affect your ability to achieve the intended outcomes of the OH&S Management System (OHSMS)?					
4.2 Understanding the needs and expectations of workers and other interested parties					----
Has your company determined:					
<ul style="list-style-type: none"> The other interested parties that are in addition to your workers, and that are 					

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relevant to the OHSMS?					
• The relevant requirements (needs and expectations) of workers and the other interested parties?					
• Which of the needs and expectations become applicable legal requirements & other requirements?					
4.3 Determining the scope of the OH&S management system					----
To establish the scope of the OHSMS, does your company determine its boundaries and applicability?					4.1 Define and document the scope of the OHSMS.
When determining the scope of the OH&S, do you consider the:					
• The external and internal issues per above 4.1?					
• The relevant interested parties per above 4.2?					
• The work-related activities performed at your company?					
Does the OHSMS include activities, products and services that are within your control or your influence and that can					

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impact OH&S performance?					
Is the scope of the OHSMS available and maintained as documented information?					
4.4 OH&S management system					----
Do you have the latest document for the ISO 45001:2018 standard?					4.1 Determine how the requirements of the standard will be met.
As required by the ISO 45001:2018 standard, do you establish, document, implement, maintain, and continually improve the OHSMS?					4.1 Establish, document, implement and maintain an OHSAS and continually improve it.
Does your company determine the processes needed for the OHSMS, their interactions and applications?					4.1 Establish an OHSAS -- and determine how the requirements of the standard will be met.
5 Leadership and worker participation					----
<p style="color: blue;">This second clause requires that your top management demonstrates leadership and commitment with respect to the OH&S management system. This section also asks top management to establish, implement and maintain an OH&S policy that is appropriate to your company and to ensure that the organizational roles, responsibilities, and authorities for relevant roles are assigned, communicated, and understood. In addition, your company is required to establish, implement and maintain systems for participation by and consultation with both non-managerial and managerial workers in dealing with the OHSMS.</p>					----
5.1 Leadership and commitment					----

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Does the top management demonstrate leadership and commitment with respect to the OHSMS by:					
<ul style="list-style-type: none"> Taking overall responsibility and accountability for the prevention of work-related injury and ill-health and the provision of safe and healthy workplaces and activities? 					4.4.1 Top management has ultimate responsibility for OH&S and the OHSMS
<ul style="list-style-type: none"> Ensuring that the OH&S policy and related OH&S objectives are established and are compatible with the strategic direction of the company? 					4.2 Top management defines and authorizes the OH&S policy within the scope of the OHSMS. 4.3.3 Establish OH&S objectives at relevant functions and levels
<ul style="list-style-type: none"> Ensuring the integration of the OHSMS processes and requirements into the company's business processes? 					
<ul style="list-style-type: none"> Ensuring that the resources needed to establish, implement, maintain and improve the OHSMS are available? 					4.4.1 a Ensuring the availability of resources needed to establish, implement, maintain and improve the OHSMS.
<ul style="list-style-type: none"> Ensuring that a process for consultation and participation of workers is established and implemented? 					
<ul style="list-style-type: none"> Communicating the importance of effective OH&S management and of 					