
SELF-ASSESSMENT WORKSHEET

ISO 45001 — Occupational Health & Safety

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

1

Get the right people together

Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.

2

Read each clause and the evidence prompt

The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.

3

Write what you actually do today

Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.

4

Rate honestly from 0 to 3

0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.

5

Agree actions, owners and due dates

For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.

6

Summarise and review

List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

CLAUSES 1-3

Scope, references and definitions

These opening clauses explain what ISO 45001 covers, list any documents it relies on and define its key terms. They contain no requirements you are audited against.

Evidence to look for: Read the definitions once — words like 'shall', 'interested party' and 'documented information' have precise meanings in an audit.

Examples of suitable evidence

- ✓ Copy of the current ISO 45001 standard
- ✓ Reference sheet explaining the standard's scope
- ✓ Staff briefing slides introducing clauses 1-3
- ✓ Glossary of health and safety terms used in the standard

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating

0

1

2

3

CLAUSE 4

Context of the organisation

Understand issues affecting worker health and safety, the needs of workers and other interested parties, and define the scope of the OH&S management system.

Evidence to look for: A scope covering all sites and activities, including contractors working under your control.

Examples of suitable evidence

- ✓ Context register covering staffing pressures, ageing equipment and workplace changes
- ✓ Interested parties register listing workers, contractors, regulators and their requirements
- ✓ Approved health and safety management system scope statement
- ✓ Workshop minutes recording workers' views on internal and external safety issues

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating

0

1

2

3

CLAUSE 5

Leadership

Top management takes overall responsibility for preventing work-related injury and ill health, sets the OH&S policy and must consult and involve non-managerial workers (5.4).

Evidence to look for: Records of worker consultation — safety committee minutes, toolbox talk feedback, near-miss reporting.

Examples of suitable evidence

- ✓ Signed health and safety policy displayed on the staff noticeboard
- ✓ Directors' meeting minutes approving funding for safer machinery
- ✓ Safety committee minutes recording consultation with non-managerial workers
- ✓ Organisation chart showing health and safety responsibilities and reporting lines

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

CLAUSE 6

Planning

Identify hazards, assess OH&S risks and opportunities, determine legal requirements and set OH&S objectives.

Evidence to look for: Risk assessments for real tasks, a legal register and objectives such as reducing manual-handling injuries.

Examples of suitable evidence

- ✓ Hazard register covering machinery, manual handling, chemicals and work-related stress
- ✓ Risk and opportunity assessments with planned actions and responsible people
- ✓ Legal register identifying applicable UK health and safety duties
- ✓ Health and safety objectives plan with targets, owners and completion dates

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

CLAUSE 7

Support

Provide the people, competence, awareness, communication, infrastructure and controlled documents and records the health and safety system needs.

Evidence to look for: Training is based on the work people actually do, current instructions are easy to find and old versions are withdrawn.

Examples of suitable evidence

- ✓ Training matrix showing required competencies and completed refresher training
- ✓ Induction attendance records covering hazards, controls and emergency arrangements
- ✓ Approved budget allocating safety staff time, equipment maintenance and occupational health support
- ✓ Document register showing approved versions, owners and review dates

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 8

Operation

Eliminate hazards and reduce risks using the hierarchy of controls (eliminate, substitute, engineer, administrative, PPE), manage change, control procurement and contractors, and prepare for emergencies.

Evidence to look for: Permits to work, contractor competence checks, method statements and emergency drill records.

Examples of suitable evidence

- ✓ Control assessment and installation photos showing extraction selected before reliance on respirators
- ✓ Change assessment approving a new production layout before installation
- ✓ Purchasing specifications and contractor checks confirming health and safety requirements
- ✓ Emergency plan and fire drill report recording evacuation times and follow-up actions

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	0	1	2	3
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CLAUSE 9**Performance evaluation**

Monitor OH&S performance, evaluate legal compliance, run internal audits and hold management reviews.

Evidence to look for: Accident and near-miss trends, inspection results and compliance evaluations used to make decisions.

Examples of suitable evidence

- ✓ Monthly dashboard tracking incidents, exposure monitoring results and overdue safety actions
- ✓ Legal compliance evaluation checklist with supporting inspection certificates and identified gaps
- ✓ Internal audit report with findings, evidence and assigned actions
- ✓ Management review minutes covering performance, worker feedback and resource decisions

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3
CLAUSE 10**Improvement**

Report and investigate incidents, take corrective action involving workers, and continually improve OH&S performance.

Evidence to look for: Investigations that look beyond 'human error' to the underlying cause.

Examples of suitable evidence

- ✓ Incident and near-miss log recording reports, investigations and immediate actions
- ✓ Investigation report documenting root causes and contributions from affected workers
- ✓ Corrective action tracker showing owners, deadlines and effectiveness checks
- ✓ Improvement project report comparing manual handling injuries before and after equipment changes

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

success@isology.co.uk · www.isology.co.uk/contact