

# APPROACHABLE CERTIFICATION ISO 45001:2018 Gap Analysis

## Instructions For Use.

This gap analysis document provides a simple framework for evaluating your OHS management system against the requirements of ISO 45001:2018.

Please complete the table by recording the evidence acquired from your internal audit against the requirements of ISO 45001:2018 **(Clients should have access to the standard and details of its requirements to aid understanding)**

This document once completed should be retained by the client and sent back to enquiries@approachable.uk.com **(please retain the completed document electronically for the audit-if possible)**

If you are unable to provide evidence of compliance, you may not be ready to complete the migration to ISO 45001:2018.

In this case please inform Approachable Certification that you need additional time to prepare for the migration-we will work with you to select a mutually agreeable date to complete.

**Please ensure that this completed document and internal audit records are available for your assessor the opening meeting of your migration audit/assessment. A Management Review (against the 45001 standard requirements) must be completed prior to the audit/assessment visit.**

Ensure that these new concepts have been deployed in a manner that supports the Process Approach and Risk Based Thinking.

Items highlighted in yellow require documented information as identified in the standard.

OHSAS 18001:2007 Clause/New requirement	ISO 45001:2018 requirements/Activity	Evidence to support compliance	<b>(Assessor to complete).</b> Has the Client demonstrated they have met the requirements of this clause?	<b>(Assessor to complete)</b>  Comments if required.
New requirement.	<b>4.1 Context of the organisation.</b> Understanding the organisation and its context: Has the organisation identified both internal and external issues and interested parties in addition to workers, that are relevant to and/or support the management system and the strategic direction of the organisation?			
New requirement.	<b>4.2 Understanding the needs and expectations of</b>			

	<p><b>workers and other interested parties.</b> Who might affect or be affected by your activities and what their relevant and significant interests might be? Have you taken their needs into account within the OH&amp;SMS?</p>			
<p><b>4.1-General system requirements including the scope</b></p>	<p><b>4.3 Determining the scope of the OHS management system.</b> Does the <b>documented statement of scope</b> allow for;</p> <ul style="list-style-type: none"> <li>a. The external and internal issues referred to in 4.1;</li> <li>b. Requirements referred to in 4.2;</li> <li>c. The work-related activities performed.</li> </ul>			
<p><b>4.1 General requirements</b></p>	<p><b>4.4 – OHS Management System</b> No significant change.</p>			
<p><b>4.4.1, 4.4.3, 4.4.6</b></p>	<p><b>5.1 Leadership and Commitment</b> Is “Top Management” engaged &amp; Leading OH&amp;S, rather than delegating to</p>			

	<p>someone further down your organisation. Are workers being involved directly to protect, improve performance, and support the OH&amp;S system.</p>			
<b>4.2 OH&amp;S Policy</b>	<p><b>5.2 – OH&amp;S Policy</b>  <b>Does the documented policy</b> statement emphasize communication and participation of workers across the organisation; commit to “satisfy” legal and other requirements; commit to the hierarchy of controls to OH&amp;S risks?</p>			
<b>4.4.1 Resources, roles, responsibility, accountability &amp; authority</b>	<p><b>5.3 – Organisational roles, responsibilities and authorities.</b>  <b>Documented information is required.</b>  Accountability as now been re-aligned to leadership.</p>			
<b>4.4.2, 4.4.3, 4.5.1, 4.5.2, 4.5.3</b>	<b>5.4 – Consultation and participation of workers</b>			
<b>4.3.1, 4.3.2, 4.3.3</b>	<p><b>6.0 Planning:</b>  <b>6.1. – Actions to address risks and opportunities – General.</b></p>			
<b>4.3.1</b>	<b>6.1.2 – Hazard identification and assessment of risks and opportunities</b>			

4.3.2	<p><b>6.1.3 – Determination of Legal requirements and other requirements</b></p> <p>The organisation will need to document applicable legal and other obligations while also demonstrating how they are applied, implemented and complied with.</p>			
4.5.3.2, 4.4.7, 4.3.2	6.1.4 – Planning action.			
4.3.3	<p><b>6.2 – OH&amp;S objectives and planning to achieve them.</b></p> <p><b>6.2.1 – OHS Objectives.</b></p>			
4.3.3	6.2.2 – Planning to achieve OHS Objectives			
4.4.2	7.0 Support:			
4.4.2	7.1 – Resources;			
4.4.2	<p><b>7.2 – Competence;</b></p> <p><b>7.3 – Awareness;</b> Workers shall be made aware of the system policy and objectives and a range of relevant OHS performance indicators and actions including the ability to remove themselves from imminent and serious danger to life and health.</p>			
4.4.3	<p><b>7.4 – Communication</b></p> <p><b>7.4.1. General requirements;</b></p>			

	<b>7.4.2 – Internal communication</b>			
	<b>7.4.3 – External communication</b>			
<b>4.4.4, 4.4.5, 4.5.4</b>	<b>7.5 Documented information.</b> <b>7.5.1 – General</b> Documented information may be data or reports held electronically or hard copy and requires appropriate controls for updating and retention.			
<b>4.4.6, 4.4.7</b>	<b>8.0 – Operations.</b> <b>8.1 – Operational planning and control;</b> <b>8.1.1 – General.</b> <b>8.1.2 – Eliminating hazards and reducing risks.</b> <b>8.1.3 – Management of change.</b> <b>8.1.4 – Outsourcing.</b> <b>8.1.5 – Procurement.</b> <b>8.1.6 – Contractors.</b>			
	<b>8.2 – Emergency preparedness and response</b>			
<b>4.5, 4.5.1</b>	<b>9. – Performance evaluation.</b> <b>9.1 – Monitoring, measurement, analysis and performance evaluation.</b> <b>9.1.1 – General requirement.</b>			

	<b>9.1.2 – Evaluation of compliance</b>			
4.5.5	<b>9.2 – Internal Audit.</b> <b>9.2.1 – Internal audit – General requirements.</b> <b>9.2.2 – Internal audit programme.</b>			
4.6	<b>9.3 Management Review</b> This builds on the previous standard with added emphasis on improvement and communications based on risks, opportunities and system effectiveness.			
4.5.3	<b>10.1 – Improvement – General requirement.</b> <b>10.2 – Incidents, nonconformity and corrective action.</b> <b>10.3 – Continual improvement.</b>			