



ISO 45001:2018 Readiness Checklist

conducted for

Prime Mover Corp

Conducted on

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Prepared by

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Location

475 E Main St, Rochester, NY 14604, USA

Completed on

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Score

96/100.0 - 96.00%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Communicate the importance of effective OH&S management and of conforming to the OH&S MS requirements?	More Work	Ongoing distribution of memo to all teams. Not all have received memo as of today.
Communicated?	More Work	Ongoing distribution of the memo regarding updated OH&S.

4 Context of the organization - 8/8 100.00%

Question	Response	Details
Context of the organization		Score (4/4) 100.00%
Has your organization determined:		
External and internal issues, relevant to its purpose and that affect your ability to achieve the intended outcome(s) of your OH&S MS?	Ready	
Other interested parties, in addition to workers, that are relevant to the OH&S MS?	Ready	
The relevant needs and expectations (i.e. requirements) of workers and other interested parties?	Ready	
Which of these needs and expectations are or could become applicable legal requirements and other requirements?	Ready	
Determining the scope of the OH&S MS		Score (4/4) 100.00%
Has your organization		
Determined the boundaries and applicability of the OH&S MS to establish the scope?	Ready	
Considered the external and internal issues and taken into account these requirements?	Ready	
Taken into account the planned or performed work-related activities?	Ready	
Made the scope available as documented information?	Ready	

5 Leadership - 35/37 94.59%

Question	Response	Details
Leadership and worker participation		Score (9/11) 81.82%
Does top management:		
Demonstrate leadership and commitment with respect to the OH&S MS?	Nearly Ready	Newly On-Boarded Senior Management Team hired externally still undergoing training.
Ensure that the OH&S policy and OH&S objectives are established and compatible with the strategic direction of the organization?	Ready	
Ensure the integration of the OH&S MS processes and requirements into your organization's business processes?	Ready	
Communicate the importance of effective OH&S management and of conforming to the OH&S MS requirements?	More Work	Ongoing distribution of memo to all teams. Not all have received memo as of today.
Ensure that the OH&S MS achieves its intended outcome(s)?	Ready	
Direct and support workers to contribute to the effectiveness of the OH&S MS?	Ready	
Ensure and promote continual improvement?	Ready	
Support other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility?	Nearly Ready	Waiting for 100% survey response from externally hired Senior Management Team for feedback on further support they may need.
Develop, lead and promote a culture in the organization that supports the OH&S MS?	Ready	This is now status ready because onboarding kit now includes emergency items for all new hires.
Protect workers from reprisals when reporting incidents, hazards, risks and opportunities?	Ready	
Establish and implement a process(es) for consultation and participation of workers?	Ready	

Question	Response	Details
OH&S Policy		Score (3/3) 100.00%
Has top management, established, implemented and maintained an OH&S policy that:		
Includes a commitment to provide safe and healthy working conditions for the prevention of work-related injury?	Ready	
Includes a commitment to eliminate hazards and reduce OH&S risks?	Ready	
Includes a commitment to consultation and participation of workers, and where they exist, workers representatives?	Ready	
Organizational roles, responsibilities, accountabilities and authorities		Score (3/3) 100.00%
Does top management:		
Ensure responsibilities, accountabilities and authorities for relevant roles within the OH&S management system are assigned and communicated at all levels within the organization and maintained as documented information?	Ready	
Assign the responsibility and authority to ensure the OH&S management system conforms to the requirements of ISO 45001?	Ready	
Report on the performance of the OH&S management system?	Ready	
Consultation and participation of workers		Score (20/20) 100.00%
Does your organization establish, implement and maintain processes for consultation and participation of workers at all applicable levels and functions and where they exist, workers representatives in the development, planning, implementation, evaluation and actions for improvement of the OH&S management system?	Ready	
Does your organization		
Provide mechanisms, time, training and resources necessary for participation?	Ready	

Question	Response	Details
Provide timely access to clear, understandable and relevant information about the OH&S management system?	Ready	
Determine and remove obstacles or barriers to participation and minimized those that cannot be removed?	Ready	
Does your organization emphasize the consultation of non-managerial workers on the following:		
Determining the needs and expectations of interested parties?	Ready	
Establishing the OH&S policy?	Ready	
Assigning organizational roles, responsibilities, accountabilities and authorities as applicable?	Ready	
Determining how to fulfil legal requirements and other requirements?	Ready	
Establishing OH&S objectives and planning to achieve them?	Ready	
Determining applicable controls for outsourcing, procurement and contractors?	Ready	
Determining what needs to be monitored, measured and evaluated?	Ready	
Planning, establishing, implementing and maintaining an audit program?	Ready	
Ensuring continual improvement?	Ready	
Does your organization emphasize the consultation of non-managerial workers on the following:		
Determining the mechanisms for their consultation and participation?	Ready	
Hazard identification and assessment of risks and opportunities?	Ready	
Actions to eliminate hazards and reduce OH&S risks?	Ready	
Identification of competency requirements, training needs, training and evaluation of training?	Ready	

Question	Response	Details
Determining what needs to be communicated and how this will be done?	Ready	
Determining control measures and their effective implementation and use?	Ready	
Investigating incidents and nonconformities and determining corrective actions?	Ready	

6 Planning - 15.5/17 91.18%

Question	Response	Details
Planning for the OH&S management system		Score (7.5/8) 93.75%
Does your organization consider its context, interested parties and the scope of the OH&S MS and determine the risks and opportunities that need to be addressed to:		
Give assurance that the OH&S MS can achieve its intended outcome(s)?	Ready	
Prevent, or reduce, undesired effects?	Ready	
Achieve continual improvement?	Ready	
Does your organization plan actions to:		
Address risks and opportunities?	Ready	
Address applicable legal requirements and other requirements?	Ready	
Prepare for, and respond to, emergency situations?	Nearly Ready	The revamp of the old Business Continuity Plan is almost done and will be reviewed for feasibility next week.
Does your organization plan how to:		
Integrate and implement the actions into its OH&S MS processes or other business processes?	Ready	
Evaluate the effectiveness of these actions?	Ready	
OH&S objectives and planning to achieve them		Score (8/9) 88.89%
Has your organization established OH&S objectives at relevant functions and levels to maintain and improve the OH&S management system and its performance?	Ready	
Are the OH&S objectives:		
Consistent with the OH&S policy?	Ready	
Measurable, if practicable or capable of performance evaluation?	Ready	
Monitored?	Ready	

Question	Response	Details
Communicated?	More Work	Ongoing distribution of the memo regarding updated OH&S.
Updated as appropriate?	Ready	
Taking into account:		
Applicable requirements?	Ready	
The results of the assessment of risks and opportunities?	Ready	
The results of consultation with workers, and where they exist, workers representatives?	Ready	

7 Support - 10/10 100.00%

Question	Response	Details
Support		Score (4/4) 100.00%
Does your organization ensure that workers are competent (including the ability to identify hazards) on the basis of appropriate education, induction, training, or experience:	Ready	
Does your organization make workers aware of:		
The OH&S policy and OH&S objectives?	Ready	
Their contribution to the effectiveness of the OH&S MS, including the benefits of improved OH&S performance?	Ready	
The ability to remove themselves from work situations that they consider present an imminent danger to their life or health, as well as the arrangements for protecting them from undue consequences for doing so?	Ready	
Information and communication		Score (6/6) 100.00%
Has your organization established, implemented and maintained the process(es) needed for the internal and external communications relevant to the OH&S management system	Ready	
Has your organization determined relevant to the the OH&S MS communications process:		
On what it will communicate?	Ready	
When to communicate?	Ready	
With whom to communicate?	Ready	
How to communicate?	Ready	
Does your organization:		
Ensure its communication process(es) enables workers to contribute to continual improvement?	Ready	

8 Operation - 12/12 100.00%

Question	Response	Details
Operation planning and control		Score (2/2) 100.00%
Does your organization determine, plan, implement, control and maintain the processes to meet requirements of the OH&S MS by:		
Maintaining and retaining documented information to the extent necessary to have confidence that the processes have been carried out as planned?	Ready	
On multi-employer workplaces, has the organization implemented a process for coordinating the relevant parts of the OH&S MS with other organizations?	Ready	
Management of change		Score (1/1) 100.00%
Does your organization review the consequences of unintended changes and take action to mitigate any adverse effects, as necessary?	Ready	
Procurement		Score (1/1) 100.00%
Has your organization established, implemented and maintained a process(es) to control the procurement and services in order to ensure their conformity with the OH&S MS?	Ready	
Contractors		Score (5/5) 100.00%
Has your organization co-ordinated its procurement process(es) with its contractor(s) to identify hazards and to assess and control the OH&S risks arising from the:		
Contractors' activities and operations that impact the organization?	Ready	
Organization's activities and operations that impact the contractors?	Ready	
Contractors' activities and operations that impact other interested parties in the workplace?	Ready	
Has the organization ensured that the requirements of its OH&S MS are met by contractors and their workers?	Ready	

Question	Response	Details
Does the organization's procurement process(es) define and apply OH&S criteria for the selection of contractors?	Ready	
Outsourcing		Score (3/3) 100.00%
Has your organization ensured that outsourced functions and processes are controlled?	Ready	
Has your organization ensured that its outsourcing arrangements are consistent with legal requirements and other requirements and with achieving the intended outcomes of the OH&S MS?	Ready	
Has your organization clearly defined the type and degree of control to be applied to these functions and processes within the OH&S MS?	Ready	

9 Performance evaluation - 12.5/13 96.15%

Question	Response	Details
Performance evaluation		Score (7/7) 100.00%
Has the organization determined:		
What needs to be monitored and measured?	Ready	
The methods for monitoring, measurement, analysis and performance evaluation, as applicable, to ensure valid results?	Ready	
The criteria against which the organization will evaluate its OH&S performance?	Ready	
When the monitoring and measuring shall be performed?	Ready	
When the results from monitoring and measurement shall be analyzed, evaluated and communicated?	Ready	
Does your organization retain appropriate documented information:		
As evidence of the monitoring, measurement, analysis and performance evaluation results?	Ready	
On the maintenance, calibration or verification of measuring equipment?	Ready	
Internal Audit		Score (2.5/3) 83.33%
Has your organization:		
Planned, established, implemented and maintain an audit program(s) including the consultation requirements, which takes into consideration the importance of the processes concerned and the results of previous audits?	Ready	
Selected competent auditors and conducted audits to ensure objectivity and the impartiality of the audit process?	Nearly Ready	One newly hired Senior Manager is still in training to ensure competence for OH&S.

Question	Response	Details
Ensured that the results of the audits are reported to relevant managers, workers, and where they exist, workers representatives, and other relevant interested parties?	Ready	
Management review		Score (3/3) 100.00%
Does management review include consideration of: changes in external and internal issues that are relevant to the OH&S management system including risks and opportunities?	Ready	
Do the outputs of the management review include decisions related to: Opportunities to improve integration of the OH&S MS with other business processes?	Ready	
Has top management communicated the relevant outputs of the management review to its relevant workers, and where they exist, workers representatives?	Ready	

10 Improvement - 3/3 100.00%

Question	Response	Details
Improvement		Score (3/3) 100.00%
Have you determined:		
What to do when an incident or a nonconformity occurs, does the organization react in a timely manner to the incident or nonconformity and as applicable: 1. Take action to control, and correct it? 2. Deal with the consequences?	Ready	
Does the organization evaluate, with the participation of workers (see 5.4) and the involvement of other relevant interested parties, the need for corrective action to eliminate the root cause(s) of the incident or nonconformity, in order that it does not recur or occur elsewhere, by: 1. Investigating the incident or reviewing the nonconformity? 2. Determining the cause(s) of the incident or nonconformity? Determining if similar incidents or nonconformities exist, or could potentially occur?	Ready	
Does the organization communicate the ISO 45001:2018 documented information to relevant workers and where they exist, workers representatives and other interested parties?	Ready	

Completion

Question	Response	Details
General comments and observations	All things considered, we are currently in a better position towards ISO 45001 certification compared to last month. Key to readiness now is the result of the ongoing training of the newly hired senior management team.	
Sign off	Jimmy Smith	