ISO 45001 Documentation Toolkit Light

Note: The documentation should ideally be implemented in the order in which it is listed here.

No.	Doc. code	Document name	ISO 45001 clause	Mandatory document
1	01	OH&S Policy	5.2	✔
2	01.1	Appendix 1 – OH&S Objectives and KPIs	6.2.2, 9.1.1	✔
3	02	OH&S Manual		✔
4	02.1	Appendix 1 – List of Interested Parties, Legal and Other Requirements and Compliance Evaluation	4.2, 6.1.3, 9.1.2	✔
5	02.2	Appendix 2 – Registry of Key Risks and Opportunities	6.1.1	✔
6	02.3	Appendix 3 – Hazard Evaluation Record	6.1.2	
7	02.4	Appendix 4 – Training Record	7.2	✔
8	02.5	Appendix 5 – Record of External Communication	7.4.1	✔
9	02.6	Appendix 6 – SOP for Display Screens and Posture Hazards (Office Hazards)	8.1	✔ *
10	02.7	Appendix 7 – Fire Safety Policy	8.2	✔
11	02.8	Appendix 8 – Incident Investigation Report	10.2	✔
12	02.9	Appendix 9 – OH&S Nonconformity and Corrective Action Record	10.2	✔
13	02.10	Appendix 10 – Annual Program of Internal Audits	9.2.2	✔
14	02.11	Appendix 11 – Internal Audit Report	9.2.2	✔
15	02.12	Appendix 12 – Continual Improvement Plan and Review	10.3	✔
16	02.13	Appendix 13 – Management Review Minutes	9.3	✔

* The listed documents are not mandatory if the corresponding hazards don't exist in the organization.