

ISO 45001 Documentation Toolkit

<https://advisera.com/45001academy/iso-45001-documentation-toolkit/>

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	00	Procedure for Document and Record Control	7.5	
2	00.1	Appendix 1 – List of Internal Documents		
3	00.2	Appendix 2 – List of External Documents	7.5.3	✓
4	00.3	Appendix 3 – Registry of Records for Detention/ Central Archive		
5	01	Project Plan		
6	02	OH&S Policy	5.2	✓
7	02.1	Appendix 1 – OH&S Objectives	6.2.2	✓
8	03	OH&S Manual		
9	04	Procedure for Determining the Context of the Organization and Interested Parties	4.1; 4.2	
10	04.1	Appendix 1 – List of Interested Parties, Legal and Other Requirements	4.2, 6.1.3	
11	04.2	Appendix 2 – Compliance Evaluation Record	9.1.2	✓
12	04.3	Appendix 3 – Scope of the OH&S Management System	4.3	✓
13	05	Competence, Training and Awareness Procedure	7.2; 7.3	
14	05.1	Training Program	7.2	
15	05.2	Training Record	7.2	✓
16	05.3	Record of Attendance	7.3	
17	06	Procedure for Addressing Risks and Opportunities and OH&S Hazards	6.1	✓
18	06.1	Appendix 1 – Registry of Key Risks and Opportunities	6.1.1	✓
19	06.2	Appendix 2 – Hazard Evaluation Record	6.1.2	
20	06.3	Appendix 3 – List of Workplaces and Employees with Significant Risk		
21	07	Procedure for Communication, Participation and Consultation	5.4; 7.4	
22	07.1	Appendix 1 – Record of External Communication	7.4.1	✓
23	07.2	Appendix 2 – Employee Feedback Report	7.4.2	
24	08	Procedure for Operational Control	8.1	
25	08.1	Appendix 1 – SOP for Chemical Hazards	8.1	✓*
26	08.2	Appendix 2 – SOP for Environmental and Physical Hazards	8.1	✓*

No.	Doc. code	Document name	ISO 45001 clause	Mandatory document
27	08.3	Appendix 3 – SOP for Electrical Hazards	8.1	✓*
28	08.4	Appendix 4 – SOP for Working on Height Hazards	8.1	✓*
29	08.5	Appendix 5 – SOP for Display Screens and Posture Hazards (Office Hazards)	8.1	✓*
30	08.6	Appendix 6 – Equipment Calibration Record	9.1.1.	✓**
31	09	Procedure for Change Management	8.1.3	
32	09.1	Appendix 1 – Change Actions Plan and Review	8.1.3	
33	10	Procedure for Emergency Preparedness and Response	8.2	
34	10.1	Appendix 1 – Fire Safety Policy	8.2	✓
35	10.2	Appendix 2 – Emergency Response Drill Record	8.2	
36	11	Procedure for Incident Investigation	10.2	
37	11.1	Appendix 1 – Incident Investigation Report	10.2	✓
38	12	Procedure for the Management of Nonconformities and Corrective Actions	10.2	
39	12.1	Appendix 1 – OH&S Nonconformity Record	10.2	✓
40	12.2	Appendix 2 – Corrective Action Record	10.2	✓
41	12.3	Appendix 3 – Registry and Status for Corrective Actions and Nonconformities	10.2	
42	13	Procedure for Internal Audit	9.2	
43	13.1	Appendix 1 – Internal Audit Checklist		
44	13.2	Appendix 2 – Annual Program of Internal Audits	9.2.2	✓
45	13.3	Appendix 3 – Internal Audit Plan	9.2.2	
46	13.4	Appendix 4 – Internal Audit Report	9.2.2	✓
47	14	Procedure for Continual Improvement	10.1; 10.3	
48	14.1	Appendix 1 – Continual Improvement Plan and Review	10.3	✓
49	15	Procedure for Management Review	9.3	
50	15.1	Appendix 1 – Matrix of OH&S Performance	9.1.1	
51	15.2	Appendix 2 – Management Review Minutes	9.3	✓

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

** The document is needed only if the organization uses monitoring and measuring equipment that requires calibration.