

OHSAS 18001 Documentation Toolkit Light

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

No.	Doc. Code	Name of Document	ISO 18001 Clause	Mandatory document
1.	01	OH&S Policy	4.2	✓
2.	01.1	OH&S Objectives, Programs and KPIs	4.3.3, 4.5.1	✓
3.	02	OH&S Manual	4.1; 4.4.4 b) c)	✓
4.	02.1	Legal Compliance Evaluation Record	4.3.2, 4.5.2.1	✓
5.	02.2	Hazard Evaluation Record	4.3.1	✓
6.	02.3	List of Workplaces and Employees with Significant Risk	4.3.1 b)	✓
7.	02.4	Record of Attendance	4.4.2	✓
8.	02.5	Record of External Communication	4.4.3.1c)	✓
9.	02.6	SOP for Display Screens and Posture Hazards (Office Hazards)	4.4.6	✓*
10.	02.7	Incident Investigation Report	4.4.7	✓
11.	02.8	OH&S Nonconformity, Corrective and Preventive Action Record	4.5.3 d)	✓
12.	02.9	Annual Program of Internal Audits	4.5.5	✓
13.	02.10	Internal Audit Report	4.5.5	
14.	02.11	Management Review Minutes	4.6	✓

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