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Safety Management Continuous Improvement Checklist

A practical guide to reviewing your workplace health and safety arrangements, identifying gaps and planning improvements.

Introduction

Workplace safety requires regular attention. Hazards can change, equipment can deteriorate, and existing procedures may no longer reflect how work is carried out.

An organization may have safety policies, trained employees and established procedures. However, these arrangements need regular review to determine whether they remain effective.

This checklist will help you examine key areas of your occupational health and safety management system. It covers how your organization identifies hazards, manages risks, involves employees, monitors performance and responds when something needs to change.

Use it to assess your current practices, identify areas that need attention and determine where improvement efforts should begin.

How to Use This Checklist

Review each statement and select the response that best describes your organization's current position.

- **Yes:** The practice is established and supported by evidence.
- **Partly:** The practice exists but needs further development or consistent application.
- **No:** The practice is not currently in place.
- **Not Applicable:** The requirement or activity does not apply to your operations.

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Where you select *Partly* or *No*, record the issue and consider what action is needed.

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1. Leadership and Management Commitment

Management plays an important role in establishing workplace safety expectations and providing the resources needed to meet them.

Assessment questions	Yes	Partly	No	N/A
Has management established a workplace health and safety policy?	☐	☐	☐	☐
Are health and safety responsibilities clearly assigned?	☐	☐	☐	☐
Do managers regularly communicate safety expectations to employees?	☐	☐	☐	☐
Are adequate resources provided for safety activities and controls?	☐	☐	☐	☐
Does management review workplace safety performance regularly?	☐	☐	☐	☐

2. Hazard Identification and Risk Assessment

Organizations need to understand the hazards associated with their activities before they can establish suitable controls.

Assessment questions	Yes	Partly	No	N/A
Does the organization identify hazards associated with its activities and work environments?	☐	☐	☐	☐

Are workplace risks assessed and documented?	☐	☐	☐	☐
Are routine and non-routine activities considered during risk assessments?	☐	☐	☐	☐
Are employees consulted when identifying workplace hazards?	☐	☐	☐	☐
Are risk assessments reviewed when work conditions, equipment or processes change?	☐	☐	☐	☐

3. Operational Controls and Safe Work Procedures

Identifying risks is only one part of safety management. Organizations must also establish controls that reduce exposure to identified hazards.

Assessment questions	**Yes**	**Partly**	**No**	**N/A**
Are suitable control measures established for identified risks?	☐	☐	☐	☐
Are safe work procedures available for activities with significant risks?	☐	☐	☐	☐
Are employees trained to follow the procedures relevant to their duties?	☐	☐	☐	☐
Is appropriate personal protective equipment provided where required?	☐	☐	☐	☐
Are safety controls inspected to confirm that they remain effective?	☐	☐	☐	☐

4. Employee Participation and Competence

Employees are directly involved in daily operations. Their knowledge and participation can help organizations identify hazards and improve existing safety arrangements.

Assessment questions	Yes	Partly	No	N/A
Do employees receive appropriate health and safety training?	☐	☐	☐	☐
Are employees informed about the hazards associated with their duties?	☐	☐	☐	☐
Can employees report unsafe conditions without fear of retaliation?	☐	☐	☐	☐
Are employees involved in safety discussions and improvement activities?	☐	☐	☐	☐
Are training needs reviewed when job responsibilities or workplace risks change?	☐	☐	☐	☐

5. Incident Reporting and Emergency Preparedness

Incidents, near misses and emergency situations can reveal weaknesses in existing safety arrangements. Organizations need clear procedures for reporting, investigating and responding to them.

Assessment questions	Yes	Partly	No	N/A
Is there a clear process for reporting workplace incidents and near misses?	☐	☐	☐	☐
Are incidents investigated to identify their causes?	☐	☐	☐	☐
Are corrective actions assigned and tracked after investigations?	☐	☐	☐	☐
Are emergency response procedures documented and communicated?	☐	☐	☐	☐
Are emergency arrangements tested through drills or other appropriate exercises?	☐	☐	☐	☐

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6. Monitoring, Evaluation, and Performance Review

A safety management system needs regular monitoring to determine whether established controls are working and where improvements are necessary.

Assessment questions	Yes	Partly	No	N/A
Does the organization conduct regular workplace inspections?	☐	☐	☐	☐
Are safety performance indicators monitored and recorded?	☐	☐	☐	☐
Are inspection findings and reported hazards followed up?	☐	☐	☐	☐
Are internal safety audits or system reviews conducted where appropriate?	☐	☐	☐	☐
Does management use review findings to make decisions about safety improvements?	☐	☐	☐	☐

7. Corrective Actions and Continuous Improvement

Continuous improvement depends on an organization's ability to identify weaknesses, take corrective action and review whether those actions have worked.

Assessment questions	Yes	Partly	No	N/A
Are gaps identified during inspections, audits and reviews documented?	☐	☐	☐	☐
Are corrective actions assigned to responsible persons?	☐	☐	☐	☐
Are deadlines established for completing corrective actions?	☐	☐	☐	☐

Is the effectiveness of completed corrective actions reviewed?	☐	☐	☐	☐
Are safety policies, procedures and controls updated when improvements are necessary?	☐	☐	☐	☐

Assessment Summary

After completing the checklist, review your responses and identify the areas that require attention.

Response	Number of answers
Yes	_____
Partly	_____
No	_____
Not Applicable	_____

Important: This checklist does not provide a certification score or establish whether your organization complies with ISO 45001:2018. It is a starting point for reviewing existing arrangements and identifying areas that may require further assessment.

Your Improvement Action Plan

Use this section to record the issues identified during your assessment and the actions your organization intends to take.

Area requiring improvement	Action required	Responsible person	Target date	Status

1.
2.
3.
4.
5.

Once you have identified the actions, assign responsibility and agree on realistic deadlines. Review progress regularly and confirm that completed actions have addressed the original issues.

What Should You Do Next?

Completing this checklist gives you a clearer picture of your organization's current safety arrangements. Your next step is to examine the gaps, understand why they exist and determine what needs to change.

ISO 45001:2018 provides a framework for establishing, implementing and continually improving an occupational health and safety management system. A proper assessment can help determine how your current arrangements compare with the standard's requirements.

Need help reviewing your organization's safety management system?

Astute Business Consult offers a free ISO 45001 diagnostic call to discuss your existing arrangements, identify possible areas of improvement and consider the next steps.

Book your free ISO 45001 diagnostic call with Astute Business Consult.