FREE RESOURCE · ISO 45001 · SWEDEN

ISO 45001 Readiness Checklist

40 checkpoints across 8 critical safety management areas

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What is this checklist for?

Work through each checkpoint before your ISO 45001 audit — or at any time to understand exactly where your organisation stands. Tick each item that is fully in place. The score summary on the final page updates as you check items.

What does your score mean?

36 – 40	Audit-ready. Only minor refinements needed.
26 – 35	Good base. Address remaining gaps before audit.
15 – 25	Significant work needed — start with sections 01–03.
Below 15	High risk. Consider professional consulting support.

CHECKLIST · SECTIONS 01 – 04

CHECK	#	CHECKPOINT

01 LEADERSHIP & COMMITMENT

	01.	Top management has formally committed to ISO 45001 implementation
	02.	An OH&S policy is documented, approved, and communicated to all staff
	03.	Roles, responsibilities and authorities for OH&S are clearly assigned
	04.	Resources — budget, time, personnel — are allocated for safety activities
	05.	Management actively participates in safety reviews and audits

02 HAZARD IDENTIFICATION & RISK ASSESSMENT

	01.	A formal process exists for identifying all workplace hazards
	02.	All hazards are assessed for likelihood and severity
	03.	Risk controls follow the hierarchy: eliminate → substitute → engineering → admin → PPE
	04.	Risk assessments are reviewed after incidents or significant operational changes
	05.	Workers are consulted and involved in the hazard identification process

03 LEGAL & COMPLIANCE REQUIREMENTS

	01.	All applicable Swedish OH&S laws and regulations have been identified
	02.	A legal compliance register is maintained and reviewed regularly
	03.	Compliance obligations are monitored and evaluated at planned intervals
	04.	Non-conformances with legal requirements are tracked and corrected promptly
	05.	Client and contractor HSE requirements are documented and actively met

04 OBJECTIVES & PLANNING

	01.	OH&S objectives are established and aligned with the safety policy
	02.	Objectives are measurable with defined targets, owners, and timelines
	03.	Action plans exist for each objective with clear milestones
	04.	Progress toward objectives is monitored and reported to management
	05.	Changes that could affect OH&S are planned and managed systematically

CHECKLIST · SECTIONS 05 – 08

CHECK	#	CHECKPOINT
05		**TRAINING, COMPETENCE & AWARENESS**
	01.	Competence requirements for all safety-critical roles are defined
	02.	All employees have received relevant and role-specific OH&S training
	03.	Training records are documented, signed, and kept up to date
	04.	Workers are aware of the OH&S policy and understand their responsibilities
	05.	New employees and contractors receive safety induction before starting work
06		**INCIDENT REPORTING & INVESTIGATION**
	01.	A clear, accessible process exists for reporting incidents and near-misses
	02.	All reported incidents are investigated to determine root cause
	03.	Corrective actions from investigations are implemented and verified
	04.	Incident statistics are tracked and analyzed regularly for trends
	05.	Workers feel psychologically safe reporting issues without fear of blame
07		**EMERGENCY PREPAREDNESS**
	01.	Emergency scenarios have been identified and written response plans created
	02.	Emergency procedures are documented, accessible, and communicated to all staff
	03.	Emergency drills are conducted at planned intervals and outcomes recorded
	04.	Emergency equipment — extinguishers, first-aid kits — is in place and maintained
	05.	External emergency contacts (fire, medical, authorities) are clearly posted on site
08		**INTERNAL AUDIT & MANAGEMENT REVIEW**
	01.	A planned internal audit programme covering all OH&S areas is in place
	02.	Internal auditors are competent and independent of the areas they audit
	03.	Audit findings and non-conformances are documented, tracked, and closed out
	04.	Top management conducts formal OH&S management reviews at least annually
	05.	Outputs from management review drive documented continual improvement actions

SCORE SUMMARY · UPDATES AUTOMATICALLY AS YOU CHECK ITEMS

Tick items on pages 2–3. Section scores and total update live as you check each item.

#	Section	Score	Top Priority Action
01	Leadership & Commitment	0 / 5	
02	Hazard Identification & Risk Assessment	0 / 5	
03	Legal & Compliance Requirements	0 / 5	
04	Objectives & Planning	0 / 5	
05	Training, Competence & Awareness	0 / 5	
06	Incident Reporting & Investigation	0 / 5	
07	Emergency Preparedness	0 / 5	
08	Internal Audit & Management Review	0 / 5	
TOTAL SCORE		0 / 40	

YOUR STATUS

Tick items on pages 2-3. Your status will appear here.

Interpreting Your Score

36 – 40 · Audit-ready
Only minor refinements needed. Well done.

26 – 35 · Good foundation
Some gaps remain — address before audit.

15 – 25 · Action required
Significant gaps. Prioritise lowest-scoring sections.

Below 15 · High risk
Consider professional support before proceeding.

CONTACT
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This checklist is a structured self-assessment aid aligned with the framework of ISO 45001:2018; it is not a certification or a substitute for a formal audit or competent advice. Any item marked "No" should be assigned a corrective action with an owner and target date.