



SOUTH AFRICA / FREE EMPLOYER ACTION TOOL

ISO 45001 EMPLOYER READINESS & GAP ASSESSMENT PACK

An original eight-page, fillable and print-ready workbook for practical OH&S system evidence reviews, training needs and corrective-action planning.

USE THIS PACK TO

- Review the evidence — not just the paperwork
- Record real workplace control and competence gaps
- Assign owners, deadlines and independent verification

[READ THE FULL ISO 45001 GUIDE](#)

[VIEW OHSA / SHE TRAINING](#)

Evidence-planning tool only. Not the copyrighted ISO 45001 standard, a site audit, a legal opinion or an ISO certification. Escalate serious uncontrolled hazards immediately.

01 / FAST-START DIAGNOSTIC

Readiness at a glance

Mark ONE status per item: I = In place; P = Partial; M = Missing; N = Not applicable. Record evidence; do not score N as a pass.

SYSTEM CHECK	I	P	M	N
OH&S scope covers relevant sites, shifts and contractors	☐	☐	☐	☐
Leaders have named accountability and sufficient resources	☐	☐	☐	☐
Workers are consulted and can report hazards safely	☐	☐	☐	☐
Applicable legal duties are identified and kept current	☐	☐	☐	☐
HIRAs cover routine, non-routine and changed activities	☐	☐	☐	☐
Higher-order risk controls are functioning at the workplace	☐	☐	☐	☐
Role competence is evidenced beyond attendance records	☐	☐	☐	☐
Contractors are coordinated and work interfaces controlled	☐	☐	☐	☐
Emergency scenarios, roles and shift coverage are tested	☐	☐	☐	☐
Incidents / near misses trigger documented learning	☐	☐	☐	☐
Internal audits and management reviews lead to decisions	☐	☐	☐	☐
Actions are verified effective before being closed	☐	☐	☐	☐

Priority gaps / evidence location

Guidance: "Missing" is a review priority, not proof of a legal breach. A marked box does not demonstrate implemented controls. A competent person should independently review significant risks.

02 / ACCOUNTABILITY

Leadership and legal-evidence register

Use document references rather than sensitive personnel or medical details. Preserve separate evidence of legal duties and voluntary system requirements.

REVIEW AREA	EVIDENCE REFERENCE / FINDING	OWNER / DUE
OH&S policy, leadership and roles		
Worker consultation and reporting		
Applicable OHS Act / regulations		
Legal register review dates		
Management decisions and resources		
Scope, sites and contractor coverage		

WORKED EXAMPLE / FROM FACT TO ACTION

Observation: a maintenance contractor starts work without a documented handover. Interpretation: a contractor-control interface needs review; this is not automatically a “training-only” gap. Action: assign a supervisor to assess the actual controls, agree a competent correction, record evidence and verify before closing.

03 / OPERATIONS

Hazard and control verification

Look for implementation at the workplace. Do not use this worksheet to authorise machinery isolation, confined-space entry or other hazardous operations.

TASK / HAZARD	CONTROL EVIDENCE	GAP / RISK	OWNER / DUE

Check high-priority control questions

- ☐ Are controls appropriate for actual tasks, work changes and contractors?
- ☐ Have significant failures been escalated to competent management?
- ☐ Are inspections and corrective actions supported by current evidence?

**04 / ROLE-BASED EVIDENCE**

Competence and training-needs matrix

Map real work roles to required competence and supervision. Attendance certificates alone do not prove task-specific capability.

ROLE / SHIFT	TASK / RISK	EVIDENCE HELD	GAP / ACTION

WHEN IS TRAINING THE RIGHT ACTION?

Training can resolve a verified knowledge, awareness or skill gap. Where the problem is missing guarding, a faulty process, inadequate staffing or poor supervision, first address the actual control weakness with the competent person responsible.

DISCUSS EMPLOYER TRAINING



05 / COVERAGE

Contractor and emergency readiness

Use this page to find coordination gaps across contractors, visitors, temporary workers and different shifts.

- ☐ Contractor induction covers actual shared hazards and work boundaries
- ☐ Contractor work controls, permits and handovers are demonstrable
- ☐ First aid, fire response and incident communication suit actual risks
- ☐ Emergency roles cover evenings, weekends and leave arrangements
- ☐ Emergency plans have been practiced and lessons recorded
- ☐ Worker / contractor hazard-reporting routes are accessible

Coverage gaps and accountable persons

SITE / SHIFT / TEAM	INTERFACE / GAP	OWNER / NEXT DATE

**06 / CLOSE THE LOOP**

Corrective-action and follow-up tracker

Record a clear owner, a specific due date and evidence that the correction is effective—not merely that the action was assigned.

FINDING / PRIORITY	AGREED CONTROL ACTION	OWNER / DUE	VERIFIED BY

Management follow-up

Next review date

Accountable reviewer

Control note: Urgent uncontrolled hazards require immediate management and competent technical response. An ISO 45001 checklist is not authorisation to continue unsafe work.

**07 / DECIDE AND ACT**

Employer action brief and next steps

Summarise only evidence-based training needs and operational actions. Keep certification decisions separate from course-enrolment decisions.

Organisation / site

Assessor / responsible manager

Top workplace-control priority

Training need justified by evidence

Management review / follow-up date

TAKE THE NEXT PRACTICAL STEP

SSA can discuss relevant training and on-site options. Our courses do not provide ISO 45001 management-system certification.

REQUEST EMPLOYER TRAINING QUOTE

REQUEST A CALLBACK

WHATSAPP SSA ABOUT SAFETY TRAINING

Email: info@swiftskillsacademy.co.za | Call: 021 828 0772 | WhatsApp: +27 60 998 7412

- **Swift Skills Academy website**
- **Read the source ISO 45001 blog guide**
- **Explore OHSA / SHE training**
- **ISO 45001:2018 published standard catalogue**
- **South African OHS Act, Act 85 of 1993**

Document control: 25 October 2026. The next-edition ISO revision is not automatically in force. Obtain the authorised standard and check current law before formal assessment. This workbook stores entries locally; it does not submit them.