BEYLIANCE

OCCUPATIONAL HEALTH & SAFETY

OCCUPATIONAL HEALTH & SAFETY / ISO 45001

# AUDIT QUICK WINS

For when you don't have time to fix everything.
Fix what matters most.

30 practical audit trails / 3 implementation tools

BEYOND COMPLIANCE. BUILT FOR REALITY.

# Start here

ISO 45001 Audit Quick Wins is designed for organisations that have an audit approaching and need to decide where to focus first. It is not a replacement for a properly implemented OH&S management system, and it is not a generic audit checklist.

Each Quick Win focuses on an area where a relatively small amount of targeted work can reveal an important weakness, confirm that something is working, or lead to a practical improvement before the audit.

The emphasis throughout is on how the system works in practice. Documents matter, but they are evidence of the system - they are not the system itself.

## Choose your route

Use the toolkit according to the time you have left. Start with the highest-value audit trails rather than trying to review the standard clause by clause. Work through each Quick Win far enough to reach a clear conclusion: something is working, something needs attention, or an action is required.

- 1 DAY LEFT - Complete DO THESE FIRST. Use the Audit Day Checklist, and capture only the actions that genuinely matter before the audit.
- 3 DAYS LEFT - Complete DO THESE FIRST, then move into DO NEXT. Use the Self-Assessment to identify weak areas and the Priority Action Plan to control what you find.
- 2 WEEKS LEFT - Start with the Self-Assessment, work through all three Quick Win sections, and manage the findings through the Priority Action Plan. Finish with the Audit Day Checklist.

## One rule throughout

**Every Quick Win should leave you with one of three things:** a verified strength, an identified gap, or a concrete action.

# Quick Wins structure

The Quick Wins are grouped by priority rather than by ISO clause. This is deliberate. When an audit is close, the useful question is not "Which clause should be reviewed next?" but "Where can the most be learned about the health of the system in the time available?"

**PART 1 - DO THESE FIRST**

The ten highest-priority checks. Start here regardless of how much time you have.

**PART 2 - DO NEXT**

High-value checks to complete once the first ten are under control.

**PART 3 - IF YOU HAVE TIME**

Additional checks that strengthen readiness and help expose less obvious weaknesses.

## Supporting tools

- Audit Readiness Self-Assessment
- Priority Action Plan
- Audit Day Checklist

PART 1

# DO THESE FIRST

If you only have time to do ten things before the audit, start here. These checks are intended to give you a fast view of whether the most important parts of the system are understood, implemented and connected to reality.

QUICK WIN 01 | DO THESE FIRST

# Review Your Highest OH&S Risks

**Audit impact:** High

**Effort:** Low

**Time needed:** Around 30 minutes

**Related clauses:** ISO 45001: 5.1, 6.1

## Why do this?

Before looking at the risk assessment, ask a few members of senior management a simple question:

**What are our biggest OH&S risks?**

A useful starting point when auditing an organisation is this simple question. The answer can reveal a great deal.

If senior management understands the organisation's OH&S risks, they should be able to talk about the most important ones without opening the risk assessment or asking the HSE Manager.

Their answers do not need to be identical. In fact, identical, rehearsed answers may reveal very little. The key is whether there is a broadly consistent understanding of the risks that really matter to the organisation.

## What to do

Speak to two or three members of senior management separately. Start with one simple question:

**What are our biggest OH&S risks?**

Depending on the answer, continue with a few follow-up questions:

- Why do you consider this one of our biggest risks?
- What are we doing about it?
- What are the most important controls?

- How do you know those controls are working?
- Is there anything here that currently concerns you?

Let them answer without preparation or suggested responses. The point is to find out whether management actually understands the risk profile of the business.

## Now compare their answers with the system

Once you have heard what management considers important, look at the risk assessment. Do the same risks appear there? Are they assessed as significant?

Then go a little further. If management tells you that a particular risk is one of the biggest risks in the business, you should expect to see that reflected somewhere in the way the organisation operates.

For example, you might see it in operational controls, investment decisions, OH&S objectives, monitoring activities, training, management review or improvement actions.

Pick one significant risk and follow it through the system. One well-chosen example is usually enough to show whether management's understanding and the management system are connected.

## What should you look out for?

One of the clearest warning signs is:

**You should ask our HSE Manager.**

Senior management does not need to know every detail of the risk assessment. But if they cannot explain the major OH&S risks of the organisation, there is a leadership issue worth looking at.

Other points worth examining:

- management talks mainly about injury statistics rather than risks;
- different managers have completely different views of what the major risks are;
- a risk described by management as critical is barely visible in the risk assessment;
- the risk assessment identifies major risks that management does not mention at all;
- management knows the risk but cannot explain what the important controls are;
- significant risks do not appear to influence resources or business decisions.

None of these automatically means that you have a nonconformity. They tell you where to look next.

## If you find a gap

Get the relevant people together and have the actual conversation. The value comes from building a shared understanding of the risk, not from rehearsing answers for the audit.

**What are our biggest risks?**

**Why?**

**What are the controls we really rely on?**

**How do we know they work?**

**Where are we least confident?**

Thirty minutes spent on that discussion can be far more valuable than another review of the risk register.

If the discussion shows that management's view and the documented risk profile are different, investigate why. There may be a problem with the risk assessment, with leadership awareness, or with the connection between the OH&S management system and business decision-making. That is the issue to fix.

## Quick Win complete when

- ☐ Senior management can explain the organisation's major OH&S risks without relying on HSE.
- ☐ There is reasonable consistency between management's view and the documented risk profile.
- ☐ Management understands the main controls for the significant risks.
- ☐ At least one significant risk has been followed through into actual operational controls and monitoring.
- ☐ Any important gap you found has an owner and an action.

### Auditor's note

**Don't prepare people to give the right answer. Find out what their real answer is.**

If management cannot answer the question naturally, that is useful information. Find out why.

# Ready to go further?

The complete Audit Quick Wins toolkit includes:
30 practical audit trails across three priority levels,
an Audit Readiness Self-Assessment, a Priority Action Plan,
and an Audit Day Checklist.

## Explore the complete toolkit

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