WHS DOCUMENTS & TEMPLATES

DOC-AUD-ISO · AS/NZS ISO 45001:2018 Internal Audit Checklist

Product Overview

For: Australian organisations of any size that run, or are building, a WHS management system: WHS managers and advisers, internal auditors, and the managers who receive audit results

Version 1.0 · 15 November 2026

SAMPLE

An internal audit checklist for the whole WHS management system, clause by clause through AS/NZS ISO 45001:2018 parts 4 to 10: 37 audit questions, each with the evidence to look for, scored automatically in Excel, with a dashboard, a corrective action register and a report template. Aligned to the standard; not certification.

An internal audit tells the people who run the business whether the WHS management system is in place, working and improving. This checklist takes the auditor through every clause of AS/NZS ISO 45001:2018 from 4 (context) to 10 (improvement), with plain-English questions, the documents, observations and interviews that would show each one, and a rating for each.

The workbook scores each clause group and the whole system automatically, leaving out anything rated not applicable, draws a dashboard, and gathers every gap into a corrective action register with owners and due dates. The report template turns the results into a short report for the people who must act on it.

The checklist cites the standard by clause number and short title only; get the standard from Standards Australia to read it. It is aligned to the standard, not certification. Made by Orana Skills Centre.

What is included

Item	File
Excel audit workbook: 37 audit questions in 7 clause groups, each with its clause reference and the evidence to look for, automatic scores, a dashboard and a corrective action register	02_AUDIT_TOOL/ISO 45001 Internal Audit Workbook.xlsx
Field audit checklist with the same questions, to print and carry on the walk-through	02_AUDIT_TOOL/Field Audit Checklist.docx and .pdf
Audit report template: executive summary, scope and method, overall and chapter scores, key findings, actions and sign-off	03_AUDIT_REPORT/Audit Report Template.docx and .pdf
How to use this audit tool: when to audit, who should audit, how to rate and evidence, and how to follow up	01_START_HERE/How to Use This Audit Tool.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- WHS advisers and managers who audit their own workplaces, or a client's with permission

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training.oranaskillscentre.com/documents/iso-45001-internal-audit-checklist

How to Use This Audit Tool

AS/NZS ISO 45001:2018 Internal Audit Checklist

What this tool audits

AS/NZS ISO 45001:2018 is the Australian and New Zealand adoption of ISO 45001:2018, the international standard for occupational health and safety management systems. This checklist is aligned to it; it is not certification, and a good score does not mean the business conforms to the standard. Certification is done by an independent certification body, against the standard itself. The clause numbers and short titles are for finding your way; get the standard from Standards Australia to read it.

The tool has 37 audit questions in 7 clause groups. Each gives the clause it comes from, so you can read the standard itself, and the evidence that would show it is in place.

File	What it is for
ISO 45001 Internal Audit Workbook (Excel)	The main tool: audit details, the checklist with ratings and actions, the dashboard of scores, and the corrective action register
Field Audit Checklist (Word, PDF)	The same questions on paper, for the walk-through
Audit Report Template (Word, PDF)	The report to the people who must act on the findings

When to use it

- On a schedule, at least once a year, or more often where the risks are high or the work changes often
- Before an external audit, an inspection or a tender that asks how you manage these risks
- After an incident, a near miss or a complaint that points to a gap
- After a change: new work, plant, premises, people or contractors
- To check that the actions from the last audit were done and are working

Who should audit

- Someone who knows the standard and the work, and has the time to do it properly
- Someone who is not auditing their own work. In a small business, a manager from another area or an outside adviser can do it
- With the people who do the work: involve health and safety representatives, and talk to workers on every shift audited
- With the authority to see the records and the workplace, and to report to someone who can act

How to rate

Rating	Use it when
Compliant	What the code expects is in place, it is working, and you saw evidence of it: a record, the thing itself, or consistent answers from the people doing the work.
Partly	Some of it is in place, or it is in place but not working well, not followed everywhere, or not evidenced. Raise an action.
Not compliant	It is not in place, or what is there does not control the risk. Raise an action, and act now if anyone is at risk of serious harm.
N/A	The expectation does not apply to this workplace or this scope, for example the work or the hazard is not there. Write why in the finding.

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Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-AUD-ISO

Field Audit Checklist

AS/NZS ISO 45001:2018 Internal Audit Checklist

Site		Auditor	
Date		Scope	

How to use it

- Take this checklist on the walk-through. Look for the evidence, tick a rating and note what you saw. Then enter the results in the ISO 45001 Internal Audit Workbook, which scores them.
- C: Compliant (in place, working, evidenced). P: Partly. NC: Not compliant. N/A: does not apply here (say why). Raise an action for every P and NC.
- Ref is the clause of AS/NZS ISO 45001:2018.

No.	Ref	Audit question	Evidence to look for	Rating	Notes
4 Context					
1	4.1	Has the organisation worked out the internal and external issues that affect its WHS management system, such as its work, its workforce, the law and its locations, and does it review them?	Document: The context analysis, management review records. Ask: Senior management.	☐ C ☐ P ☐ NC ☐ N/A	
2	4.2	Has it identified its workers and other interested parties, such as contractors, regulators and clients, and what they need and expect for WHS, including the legal requirements?	Document: The list of interested parties and their requirements. Ask: Senior management.	☐ C ☐ P ☐ NC ☐ N/A	
3	4.3	Is the scope of the WHS management system set and documented, covering all the work, sites and activities under the organisation's control?	Document: The scope statement.	☐ C ☐ P ☐ NC ☐ N/A	
4	4.4	Is the WHS management system established, put in place, maintained and improved, with its processes and how they interact understood?	Document: The WHS manual or plan, process descriptions.	☐ C ☐ P ☐ NC ☐ N/A	
5 Leadership and worker participation					
5	5.1	Does top management take overall responsibility for preventing work-related injury and ill health, show leadership, and provide the resources the system needs?	Document: Management minutes, budgets. Ask: Top management.	☐ C ☐ P ☐ NC ☐ N/A	
6	5.1	Does top management promote a culture that supports the system, protect workers from reprisals when they report hazards and incidents, and support others in leadership roles?	Document: Communications, reporting records. Ask: Workers and managers.	☐ C ☐ P ☐ NC ☐ N/A	
7	5.2	Is there a WHS policy, signed by top management, that commits to safe and healthy working conditions, eliminating hazards and reducing risks, meeting legal requirements, consultation and participation, and continual improvement?	Document: The signed WHS policy and its date.	☐ C ☐ P ☐ NC ☐ N/A	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An internal audit checklist for the whole WHS management system, clause by clause through AS/NZS ISO 45001:2018 parts 4 to 10: 37 audit questions, each with the evidence to look for, scored automatically in Excel, with a dashboard, a corrective action register and a report template. Aligned to the standard; not certification.

What the full product contains

- **Excel audit workbook: 37 audit questions in 7 clause groups, each with its clause reference and the evidence to look for, automatic scores, a dashboard and a corrective action register**
  02_AUDIT_TOOL/ISO 45001 Internal Audit Workbook.xlsx
- **Field audit checklist with the same questions, to print and carry on the walk-through**
  02_AUDIT_TOOL/Field Audit Checklist.docx and .pdf
- **Audit report template: executive summary, scope and method, overall and chapter scores, key findings, actions and sign-off**
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- **How to use this audit tool: when to audit, who should audit, how to rate and evidence, and how to follow up**
  01_START_HERE/How to Use This Audit Tool.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- Word (.docx), editable, with your logo and business name in the header
- PDF copies, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/iso-45001-internal-audit-checklist

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