WORKSHEET 3.6

Auditing Hazard Identification and Risk Assessment

Subchapter 3.6 · case in the book: Udaipur

GUIDING QUESTION

Walk one department for an hour with the register in your hand. If you can name three hazards that are not in it, the number of entries the register contains has told you nothing.

This worksheet turns the tools of the subchapter into a form you can fill in. The texts come from the book; the empty columns are for your own property. Adapt it before use: an unadapted checklist is exactly what the book warns against.

Practical application: what to do in your property

Step (from the book)	Done?	What we found / owner
Walk a department for an hour with the register in your hand and count the hazards that are not in it. Three is a finding about the process.		
Test the register against the clause's own categories. Several of them are often empty, and the emptiness is the report.		
Time the audit to the non-routine: the event build, the refurbishment, the seasonal opening.		
Check whether the methodology discriminates. If everything is medium, nothing is being assessed.		
Check whether any rating ever changed because a control was found not to work. That is what taking existing controls into account means.		
Use incidents from outside the property as test questions. The clause names external incidents and few properties use them.		
Walk with somebody who does the work. Alone you see the room; with them you see the reaching, the carrying and the held door.		
Look for the social factors. Their absence is almost never a judgement that they do not apply.		

These steps are the book's method, not requirements of ISO 45001. Evidence can take whatever form suits the property; a separate document is needed only where an applicable requirement, or the property's own system, makes it necessary.

Verification Pact: what is believed, tested against the standard

What is commonly believed	What actually holds	Our position
«Our register has two hundred and forty entries, so the process works.»	The number counts what was found. A process that finds half of what is there produces a register in which every entry is correct.	
«The register is reviewed annually, which satisfies the requirement.»	The process is required to be ongoing and proactive. An annual review is neither, whatever its quality.	
«Contractors do their own risk assessment, so their work is covered.»	The process takes into account everybody with access to the workplace, contractors included, and their activities, as well as people in the vicinity who can be affected. Their assessment does not discharge the property's.	

What is commonly believed	What actually holds	Our position
«Weddings and events are temporary, so they are outside the system.»	Routine and non-routine activities are both named. Non-routine is where the variables change at once, which is why it is named at all.	
«The auditor cannot challenge the risk ratings.»	No scoring method is prescribed, so a rating is not wrong merely for using a different scale. Whether the method is appropriate, whether it was applied consistently, whether it discriminates, and whether it has ever changed an answer are all auditable.	
«Social factors belong to human resources.»	Workload, work hours, victimisation, harassment and bullying are named inside the hazard identification requirement, not alongside it.	

Common mistakes: a self-check

Mistake (from the book)	Present here?	Action / owner
Auditing the register instead of the process. Sampling entries verifies what was found and is silent about what was not.		
Reporting the number of entries as evidence of thoroughness. It measures the found half.		
Reading routine and skipping non-routine. Non-routine is where all four variables change at once.		
Assuming a contractor's assessment discharges the property's. The clause names contractors and everybody else with access to the workplace.		
Leaving social factors to human resources. They are named inside this requirement.		
Widening the register without discriminating. Eleven hundred entries hide the four that matter as effectively as forty missing ones.		

Operative synthesis

- **Hazard identification is the only process in the system that cannot be audited from its output.** It exists to find things, and reading what it found establishes that those things are correct while saying nothing about what it did not find. The audit therefore has to go and look, and then ask why the process did not.
- The clause supplies the instrument by naming what must be taken into account: non-routine activities, how the work is actually performed, social factors, people in the vicinity, contractors and others with access to the workplace, changes, emergencies. Tested against a hotel register, several of those categories are often empty, and the emptiness is not a judgement about the property; it is evidence that the categories were never consulted.
- **The assessment adds two tests that cost nothing.** Whether the methodology discriminates, because one that rates everything medium is sorting nothing. And whether any rating has ever moved because a control was found not to work, which is what taking the effectiveness of existing controls into account actually requires.
- **A last observation about the number, because it is the figure that reaches the board.** Two hundred and forty is reported as evidence of a mature system and it is equally consistent with a register that has been added to and never subtracted from. Entries accumulate: a hazard controlled by elimination five years ago is still listed, an activity the property no longer performs is still rated, a piece of equipment sold in the spring still has its assessment. A register that only

grows is not becoming more thorough. It is becoming harder to read, and the four entries that could kill somebody are moving further down the page every year.

- **Two hundred and forty entries, reviewed for six years, every one accurate.** Eleven weddings in twenty-three days, several hundred people the register had never considered, temporary distribution across a courtyard washed at five in the morning, and two employers working above and below each other on the same terrace without having spoken.
- And once the hazards are identified, the property has to decide what to do about them, which is a decision the standard constrains far more tightly than most hotels realise.

Action plan for our property

Action	Owner	Due	How we will know it worked

Source: Francesco Dore, The Helm and the Lens, Volume 3b «The Lens», subchapter 3.6. Edizioni Effedore, 2026. Clause references are paraphrased; this sheet does not reproduce the text of ISO 45001. It is not legal advice: health and safety law is that of the place where the property operates.