

Control of OHS Management Reviews

1 Introduction

1.1 Scope

This procedure sets out <Short Name>'s arrangements for conducting periodic formal management reviews of the OHS management system.

1.2 Revision History

Revision	Date	Record of Changes	Approved By
0.0	[Date of Issue]	Initial Issue	

1.3 Control of hardcopy versions

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1.1 References

Standard	Title	Description
OHSAS 18001:2007	Occupational Health and Safety Management SystOHS	Requirements
ISO 19011:2011	Auditing Management SystOHS	Guidelines for Auditing

1.2 Terms and Definitions

- 'staff' are all those working under our control
- "we" and "our" refer to <Short Name>

1.3 Responsibilities

The <OHS Manager> is responsible for all aspects of the implementation and management of this procedure, unless noted otherwise.

Managers and supervisors are responsible for the implementation of this procedure within the scope of their responsibilities and that reports are prepared as required by the <OHS Manager> for circulation in good time before the meeting.

2 Conducting Management Reviews

2.1 Purpose

The <Senior Management Team> formally reviews the suitability, adequacy and effectiveness of our OHS management system through periodic 'OHS Management Review Meetings'.

2.2 Frequency and attendance

OHS management review meetings are scheduled, organised and held, as a minimum, every <MRM Months> Months.

Those attending should include:

- <OHS Manager>
- <HR Manager>
- <Senior Management Team> Attendees
- Others

List the top management and other attendees

If any of these attendees are unavoidably absent, they should send an alternate if at all possible.

Others attend as required by the <OHS Manager> for a specific purpose or to meet the requirements of the agenda set out below.

Where an attendee or member of staff wishes to add an item to the agenda they should make that request to the <OHS Manager> in good time.

2.3 Agenda

The agenda includes the assessment of opportunities for improvement, and the need for changes to, the OHS management system, including the OHS policy and objectives.

The OHS management review meeting, as a minimum, includes the following agenda items:

Actions from the previous meeting The <OHS Manager> reports on the status of action items from previous meeting. Items that are not completed are carried forward to the next meeting.

OHS Management System performance The <OHS Manager> reports on system performance data including monitoring, measurement, nonconformities and supplier/contractor performance (where relevant).

Internal and external audits The <OHS Manager> reports on the results of internal and external system audits. This includes: summaries of results for the current period and a comparison to the previous period, the frequency of negative findings against particular elements of the OHS system, and discussion of particularly important findings.

Corrective and The <OHS Manager> reports on any high risk corrective/preventive actions implemented through the period

preventative actions	and the status of pending actions.
Identification of OHS hazards and risk assessment	The <OHS Manager> reports on any changes, or proposed changes, to the OHS Risk Register.
Accident and Incident investigations	The <OHS Manager> reports on any accident or incident investigations.
Emergency preparedness and response	The <OHS Manager> reports on tests and any changes, or proposed changes, to emergency preparedness and response.
Compliance obligations	The <OHS Manager> presents their Compliance Report and reports on any changes or proposed changes to compliance obligations.
Awareness and Communication	The <OHS Manager> reports on communication / awareness activities, both internal and external and on any complaints or other correspondence received regarding our OHS matters.
Changes that affect the OHS	The <OHS Manager> highlights any materials, product, process, capacity, or other operational or organisational changes that affect the OHS management system and proposes any consequential actions to update or modify the system.
Training, development and resources	The <HR Manager> reports on the status of training programs, the effectiveness of training provided, and meeting manpower, skill and other resource issues.
Continual improvement	The <OHS Manager> presents data demonstrating progress toward achieving continual improvement goals, reviews current and completed improvement projects and proposes new improvement projects.
Risks and opportunities	<p>The <OHS Manager> ensures that the following OHS related risk and opportunity updates are made and considered:</p> <ul style="list-style-type: none">• all new, amended or proposed regulations• changing expectations and requirements of relevant interested parties• new or modified activities, products or services• advances in technology and science• changing customer expectations
Corporate policies, objectives, targets and KPI's	<p>The <OHS Manager> reviews progress on any issues related to corporate OHS policies, targets, metrics and key performance indicators.</p> <p>Where OHS objectives have not been achieved on time or inadequate progress has been made, the review investigates</p>

the causes and consider whether to:

- take additional actions, such as increasing resources or reallocating responsibilities
- drop or reduce the scope of the objective
- extend the due date for achieving the objective

New OHS objectives may be established where it is desired or necessary to improve performance.

The management review also considers, from time to time and as appropriate, such issues as:

- the cost/benefit of OHS performance
- appropriate measures of OHS performance
- integration/overlaps of the OHS management system with other operations and activities

2.4 Actions arising

The OHS management review meeting may generate corrective and / or preventive action reports, or agree to take other actions so as to improve the OHS management system, products, services, processes, services or resourcing.

2.5 Minutes

Outputs from the management review are recorded in the form of minutes where actions arising are clearly set out and include the appropriate personal responsibilities, timeframe and resources.

The <OHS Manager> is responsible for ensuring that the minutes are prepared and issued in good time.

3 Records

Records retained in support of this procedure are listed in the OHS Controlled Records Register and controlled according to the Control of Management System Records Procedure.