

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR MANAGEMENT REVIEWS**

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## 2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** process for undertaking management reviews in order to assess the effectiveness of the health and safety management system and its compliance to AS/NZS ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use.

## 3. SCOPE

This procedure applies to the methods of reviewing the health and safety management system to ensure that it is up to date, controlled and effective. The methods and reviews enable the health and safety management system's suitability and effectiveness in satisfying the requirements of AS/NZS ISO 45001, Occupational Health and Safety Management Systems - Requirements with Guidance for Use.

and **Insert Your Company** policies and objectives. The 'strategic objectives and direction' management review is carried out annually at least.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Continual Improvement</b>	Recurring activity to enhance performance.
<b>Corrective Action</b>	An action taken to eliminate the cause of an identified non-conformance to the health and safety management system.
<b>Non-Conformance Report (NCR)</b>	A report that documents the details of a non-conformance identified in an audit or other process review.
<b>Objective</b>	Result to be achieved. Objectives must be SMART – Specific, Measurable, Achievable, Realistic and Timely.
<b>Record</b>	Document(s) stating results achieved or providing evidence of activities performed.

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for:

- Preparing the management review agenda and ensuring that minutes are recorded.
- Ensuring that management reviews are conducted at planned intervals.
- Determining the review schedule and agenda, in coordination with participating attendees.