

# ***SAFETY PROCEDURE***

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

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# 1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is maintained.			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To outline and define management review processes	Original
The latest revision of this procedure is on <b>Insert Your Company</b> intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
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## 2. PURPOSE

The purpose of this procedure is to define **Insert Your Company** process for undertaking management reviews to assess the effectiveness of the health and safety management system and its compliance to *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 to continue its suitability and effectiveness in satisfying the requirements of *ISO 45001 Occupational Health and Safety Management Systems - Requirements with Guidance for Use* and **Insert Your Company** policies and objectives. The 'strategic context and direction' management review is carried out on a minimum of once per year.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Continual Improvement</b>	Recurring activity to enhance performance.
<b>Corrective Action</b>	An action to eliminate the cause of an identified non-conformance with the health and safety management system.
<b>Non-Conformance Report (NCR)</b>	A report that documents the details of a non-conformance identified during an audit or other process review.
<b>Objective</b>	Things 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

**Management 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.