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OSH MANAGEMENT REVIEW

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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# Purpose

### To define requirements for the organization’s Management Review session.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization

# Procedure

## Management Review Objectives

### The objective of the management review meeting is to review the overall performance of the Occupational Safety and Health Management System and ensure that the intended results are reached.

## Key Review Team Members

### The following attendees shall be invited to the Management Review Meeting:

* General Manager
* Operations Manager
* QHSE Manager

### It is mandatory for the QHSE Manager and General Manager to be present.

### The QHSE Manager shall present the details of the meeting and record the minutes.

### All other attendees shall participate in the meeting, propose changes and evaluate the presented data.

## Recording, Implementing and Communicating Management Review Results

### The Management Review Meeting Minutes shall be recorded by the QHSE Manager.

### The Management Review Meeting Minutes shall be endorsed by the General Manager.

### Any recommended changes that result from the management review meeting shall be recorded, with a clear assignment of responsibilities and timescales

### The outcomes of the management review meeting shall be available for all to access in the organizational cloud server.

### The management review meeting minutes shall be available to any interested parties

## Management Review Meeting Frequency

### The management review meeting shall be conducted at a frequency of once per year

## Management Review Meeting Criteria

### The minimum agenda items of the management review meeting shall be:

* Review of the OSH MS by entity OSH staff
* Status of action on previous OSH Management system review results
* The adequacy of resources for maintaining an effective OSH management system
* Results of internal and external audits and action on audit findings
* Risk management program
* OSH performance against targets and objectives
* Changes to legal and other requirements
* Other changes that impact the organization
* Relevant communications and complaints
* OSH incidents, investigations, non-conformances and corrective and preventative actions
* Recommendations for continual improvement

# Annexure

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