

*This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.*

**[insert company info here]**

## **MANAGEMENT REVIEW**

<b>Date of Issue:</b>	
<b>Written by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>

### **PURPOSE**

Regular review of the occupational health and safety management system (OHSMS) is important to ensuring that everything is working properly, and identify gaps that could cause potential risk to staff safety. Such reviews, when conducted properly, will provide a thorough overview of the current status of the OHSMS, where trends are leading the system, and recommendations on how to address any gaps. This procedure will outline the steps involved in management review, along with details on inputs and outputs of the review.

### **SCOPE**

This procedure covers all documentation related to the review of the OHSMS.

### **RELATED DOCUMENTATION**

#### **Internal**

- Management Review Report
- Management review inputs
- Legislation & Standards Log
- Hazard & Risk Log
- Health & Safety Objectives
- Health and Safety Policy
- Internal Audit Results & Action Plans

DEFINITIONS	
OHSMS	Occupational Health & Safety Management Review
JHSC	Joint Health & Safety Committee
Inputs	Any process, procedure, report, log, etc., that provides information that is written into the management review report

ROLES & RESPONSIBILITIES
<p><b>Senior Management is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Reviewing and approving the management review procedure and related documents annually, at minimum, or whenever there are changes</li> <li>• Ensuring there is communication to all staff related to the implementation and purpose of the review at least on an annual basis</li> <li>• Ensuring the requirements of this procedure are established, implemented, monitored and maintained</li> <li>• Reviewing all reports being submitted, in order to determine and or approve necessary corrective action arising from the OHSMS review</li> <li>• Determining the resources (time and personnel) required for the implementation of the procedure</li> <li>• Designating competent staff to monitor the OHSMS and provide input/reports for the review</li> <li>• Taking accountability for the effectiveness of the review and promote the use of process and risk based thinking</li> <li>• Communicating the results of the management review and any corrective actions to all staff</li> </ul> <p><b>Health and Safety Designate(s) are responsible for:</b></p> <ul style="list-style-type: none"> <li>• Monitoring of the OHSMS and all external sources, including established inputs as required, to complete a thorough review of the system; this monitoring should identify all potential trends in health and safety, and any changes that will affect the OHSMS</li> <li>• Developing a detailed schedule for the review including all input items established in the procedure</li> <li>• Presenting the schedule to Senior Management for approval and communicating to all staff</li> </ul>

- Completing the Management Review Input Report, as per schedule and submitting to senior management for review
- Completing any corrective action plans that are assigned and or approved by senior management, based on the review of the report
- Maintain records of all management reviews, action plans, communication and minutes of meetings

**JHSC/Health and Safety Worker Representative are/is responsible for:**

- Annually reviewing the results of the Management Review Report, and resulting corrective action items created and/or approved by senior leadership, providing feedback on the outputs of the review, as necessary
- Notifying the Health & Safety Designate(s) of any identified trends within the OHSMS that may impact staff safety
- Monitoring that the corrective action items implemented from the Management Review are not causing a negative effect on the OHSMS, or increasing safety risk of staff

**PROCEDURE**

- A written report will be compiled by the health and safety designate, at least annually, for senior leadership which will include, at minimum the following inputs:
  - Any identified changes and/or trends that may affect the OHSMS, either positively or negatively (e.g., legislative changes)
  - Evaluations of compliance with legal requirements and applicable standards
  - Evaluation of the extent to which health and safety objectives and policy have been met
  - Status of any corrective action items identified in previous management reviews
  - Status of incident investigations, and any trends identified during the investigations
  - Health and Safety performance of the business including injury and illness rates and trends
  - Status of corrective actions arising out of incident investigations, internal audits, and evaluations of programs within the OHSMS
  - Results of participation and consultation with employees/health and safety representative/ joint health and safety committee
  - Recommendations on ways to strengthen/improve the OHSMS
  - Additional management review inputs to be considered:

- Any relevant communication from external parties such as customers or suppliers including complaints
  - Adequacy and effectiveness of the current risk assessment processes
  - Performance of suppliers
- Senior leadership will review the report, and provide feedback and approval to the Health & Safety Designate, including actions items and assignment of items
  - The output of the review in the form of actions will be built into an action plan which will be approved by Senior Management
  - All outputs (i.e. decisions, feedback, action plans, discussions) must be recorded in writing (i.e. minutes of meetings), and stored for a minimum of 2 years
  - Once all actions have been implemented, a copy of the completed action plan should be reported to Senior Management and stored with the corresponding management review report
  - All action items (along with the implementation plan) arising from the review will be shared with the JHSC/Health & Safety Representative

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Witness**

\_\_\_\_\_

**Name & Title (please print)**

\_\_\_\_\_

**Name**

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer