

OHSMS MANAGEMENT REVIEW PROCEDURE

SCOPE

This procedure applies to the top-level Occupational Health, Safety and Wellbeing committees, Occupational Health, Safety and Wellbeing Units and senior management in the Monash Group. The Monash Group includes controlled entities, joint ventures, off-shore campuses and delivery locations.

For the purpose of this procedure, references to 'the University' includes activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

PROCEDURE STATEMENT

This document defines the process to review the Monash University Occupational Health and Safety Management System (OHSMS) by assessing the continuing suitability, adequacy and effectiveness of the system. The management review is a key component of the ISO 45001:2018 performance evaluation clause (9) as shown in Appendix 1.

1. Abbreviations

OHSMS	Occupational Health and Safety Management System
OHS	Occupational Health and Safety

2. OHSMS Management Review

Occupational Health, Safety and Wellbeing leaders must conduct a periodic management review of the organisation's Occupational Health and Safety Management System (OHSMS). The management review must determine the:

- Adequacy of resources affecting OHS and wellbeing performance;
- Trends in risks and opportunities;
- Trends in incident investigations, non-conformities, corrective actions and continual improvement;
- Extent of meeting the Occupational Health, Safety & Wellbeing Policy and strategic objectives;
- Changing circumstances related to OHS including:
 - Legal and other external requirements;
 - Interested parties; and
 - Risks and opportunities.
- Recommendations for improvement.

The management review report must be tabled periodically at each top-level Occupational Health, Safety and Wellbeing Committee.

Outputs of the management review, including decisions and actions, are to be implemented to facilitate continual improvement of OHS performance and inform the strategic direction of the OHSMS.

An overview of the management review process is shown in Appendix 2.

3. Responsibility for Implementation

Occupational Health, Safety and Wellbeing Leaders

It is the responsibility of Occupational Health, Safety and Wellbeing Leaders to:

- Conduct a periodic review of the OHSMS to determine the continuing suitability, adequacy and effectiveness for the organisation;
- Prepare a written report of management review findings and recommendations; and
- Implement output actions as agreed at the Occupational Health, Safety and Wellbeing Committee meeting.

4. Records

For OHS Records document retention please refer to:

[OHS Records Management Procedure](#)

DEFINITIONS

Key word	Definition
Monash Group	The Monash Group includes controlled entities, joint ventures, off-shore campuses and delivery locations.
Occupational Health and Safety Management System (OHSMS)	The OHSMS is the collected policies, processes, procedures and rules put in place by an organisation intended to support improvement of OH&S performance, fulfil legal and other requirements and achieve OH&S objectives.
Occupational Health and Safety Objectives	OH&S objectives are established at relevant functions and levels to maintain the management system and to achieve continual improvement in OH&S performance.
Occupational Health and Safety Performance	The performance related to the effectiveness of the prevention of injury and ill health to workers; including staff, students, contractors and visitors, and the provision of safe and healthy workplaces.
Occupational Health, Safety and Wellbeing Leaders	Person or group of people who direct and are responsible and accountable for OHS at the highest level within each area of the Monash Group e.g. Group Manager, Health Safety & Wellbeing, Occupational Health, Safety & Environment Manager (MUM), etc.
Organisational Units	This term is used as a collective term for the following: Faculty, Division, School, Department, Directorate, Centre and Business Units.

GOVERNANCE

Parent policy	OHS&W Policy
Supporting procedures	OHS Monitoring Procedure OHS Records Management Procedure OHS Roles, Responsibilities and Committees Procedure
Supporting schedules	N/A
Associated procedures	Australian and International Standards

	ISO 45001:2018 Occupational Health and Safety Management Systems
Related legislation	N/A
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President June 2023
Endorsement	Monash University OHS Committee 31 May 2023
Procedure owner	Group Manager, Health Safety & Wellbeing
Date effective	June 2023 (<i>Administrative amendment effective 6 October 2023</i>)
Review date	June 2026
Version	4.1
Content enquiries	ohshelpline@monash.edu

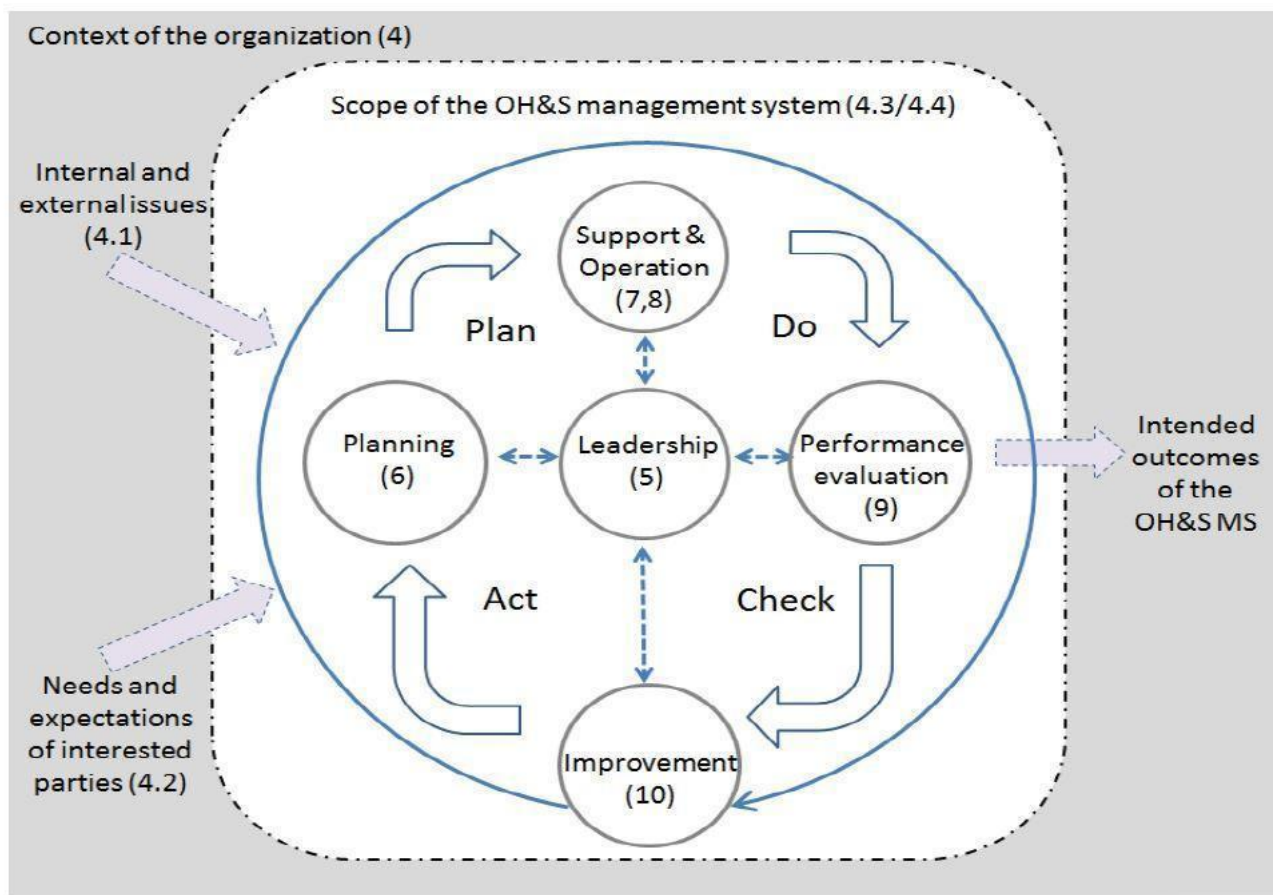
DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1	February 2016	OHSMS Management Review Procedure, v1.0
1.1	August 2017	Updated logos in header
2.0	June 2019	<ol style="list-style-type: none"> 1. Broadened scope to include Deans and Divisional Directors. 2. Updated Scope to reflect that only Australian campuses are covered by the certification to OHS AS 18001 and AS 4801. 3. Added section for Faculties/Divisions outlining their requirement to conduct an annual review of their implementation of the OHSMS. 4. Added Deans and Directors to Responsibility for Implementation section. 5. Updated hyperlinks throughout.
3.0	December 2020	<ol style="list-style-type: none"> 1. Aligned language to Standard ISO 45001. 2. Incorporated the OHSMS Self-Assessment tool.
3.1	July 2021	<ol style="list-style-type: none"> 1. Updated certification logo in footer to ISO 45001 2. Updated the Standard to ISO 45001 under "Associated procedures" in the Governance table 3. Updated OHS Policy under 'Parent Policy' to OHS&W Policy
3.2	October 2021	<ol style="list-style-type: none"> 1. Updated Scope statement to include Monash University Malaysia, Monash University Indonesia, Monash Suzhou and the Monash University Prato Centre.
3.3	December 2021	<ol style="list-style-type: none"> 1. Updated Scope statement to include World Mosquito Program Ltd (and its subsidiaries). 2. Updated Tools section. 3. Updated title of Procedure owner in Governance table.
4.0	June 2023	<ol style="list-style-type: none"> 1. Major review to broaden the scope to include the wider Monash Group and to improve alignment to ISO 45001 requirements. 2. Removed OHSMS self-assessment tool, as this is a monitoring function.

Version	Date Approved	Changes made to document
		<ul style="list-style-type: none"> 3. Added process flowchart (Appendix 1). 4. Added ISO 45001 OHSMS model (Appendix 2). 5. Updated title of Procedure owner in Governance table. 6. Updated 'Health, Safety and Wellbeing Manager' to 'Group Manager, Health Safety & Wellbeing' throughout the procedure.
4.1	October 2023	<ul style="list-style-type: none"> 1. Updated definition of Occupational Health, Safety and Wellbeing Leaders to include examples for international campuses.

APPENDIX 1

ISO 45001 - Occupational Health and Safety Management System Model



APPENDIX 2

Management Review Process Flowchart

