

OHSMS MANAGEMENT REVIEW PROCEDURE

SCOPE

This procedure applies to the Monash University Occupational Health and Safety Committee (MUOHSC), Monash University Occupational Health & Safety (OH&S), Deans and Divisional Directors.

Australian campuses only are covered by the certification to OHS AS 18001 and AS 4801.

PROCEDURE STATEMENT

This document defines the process to review the Occupational Health and Safety Management System (OHSMS) by assessing the extent to which each aspect of the OHSMS has been effectively integrated into University processes. The management review is undertaken to ensure the continuing suitability and effectiveness of the System in satisfying:

- The OHS objectives as described by the OHS Policy of Monash University;
- The OHS expectations and needs of the organisation; and
- Certification requirements of Standards OHSAS 18001 & AS 4801

1. Abbreviations

MUOHSC	Monash University OHS Committee
OH&S	Monash Occupational Health & Safety
OHSMS	Occupational Health and Safety Management System
OHS	Occupational Health and Safety
OHSMSMR	Occupational Health and Safety Management System Management Review

2. OHSMS Management Review

It is the responsibility of the Manager, OH&S to conduct an Occupational Health and Safety Management System Management Review (OHSMSMR) annually. The findings of this review must be entered in SARAH. The OHSMSMR must determine whether:

- Changes to legal and other external requirements need to be incorporated;
- A procedural requirement of the OHSMS is necessary and has been effectively integrated by:
 - Reviewing the findings of the Annual OHSMS Audit Program as described by the [OHS Management System Audit Procedure](#).
 - Reviewing the findings from the OHSMS Self-Assessment tool (described in the [OHS Monitoring Procedure](#)).
- There have been any unintended consequences of actions that impact upon the implementation of the OHSMS.
- The current Monash University OHS Risk Register and OHS Strategic Plan are accurate and effective.

The OHSMSMR report will be tabled at the Monash University Health and Safety Committee (MUOHSC) for endorsement.

Any recommendations identified as a result of the OHSMSMR must be addressed in accordance with the [Management of OHS Actions Procedure](#).

3. OHSMS Self-Assessment

Heads of Academic/Administrative Units must ensure that an OHSMS Self-Assessment Tool has been completed annually. This may be conducted at a higher level of the organisation (such as at the faculty or divisional level).

The OHSMS Self-Assessment must be completed only by trained Safety Officers who have completed the OHS for Safety Officers training.

4. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Responsibilities and Committees Procedure](#).

5. Tools

The following tool is associated with this procedure:

[Faculty/Divisional OHSMS Management Review Report Template](#)

6. Records

For OHS Records document retention please refer to:

[Monash University OHS Records Management Procedure](#)

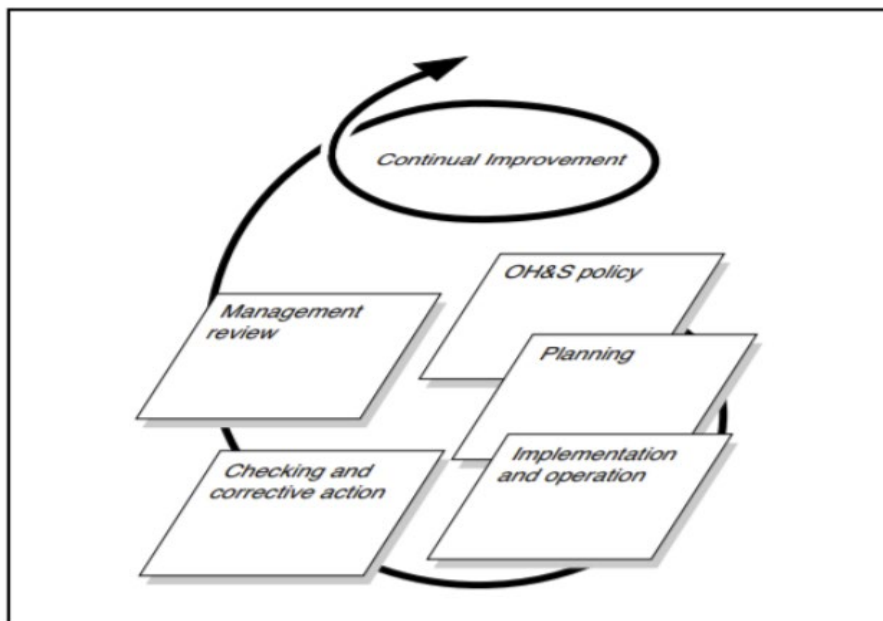
DEFINITIONS

Occupational Health And Safety Management System (OHSMS): That part of the overall Management System which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OHS Policy, and so managing the risks associated with the business of the organisation.

Occupational Health and Safety Objectives: Overall OHS goal in terms of OHS performance, arising from the Occupational Health and Safety Policy that an organisation sets itself to achieve, and which are quantified where practicable.

Occupational Health and Safety Performance: The measurable results of the OHSMS, related to the organisation's control of health and safety risks, based on its OHS policy, objectives and targets. Performance measurement includes measurement of OHS management activities and results.

Occupational Health and Safety Management System Management Review (OHSMSMR) process:



GOVERNANCE

Parent policy	OHS Policy
Supporting schedules	N/A
Associated procedures	<p>Australian and International Standards</p> <p>AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.</p> <p>OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements</p> <p>9011:2002 Guidelines for quality and/or environmental management systems auditing</p> <p>Monash OHS documents</p> <p>OHSMS Implementation Procedure</p> <p>OHS Management System Audit Procedure</p>
Legislation mandating compliance	N/A
Category	Operational
Endorsement	Monash University OHS Committee 17 November 2020
Approval	Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor) 1 December 2020
Procedure owner	Manager, OH&S
Date effective	December 2020
Review date	2023
Version	3.0
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. <p>Updated hyperlinks throughout.</p>
3.0	December 2020	<p>Aligned language the 45001</p> <p>Incorporated the OHSMS Self-Assessment tool.</p>