

Monash University Procedure

Procedure Title	OHSMS Management Review Procedure
Parent Policy	OHS Policy
Date Effective	June 2019
Review Date	June 2022
Procedure Owner	Manager, OH&S
Category	Operational
Version Number	2.0
Content Enquiries	Bernadette.Hayman@monash.edu
Scope	<p>This procedure applies to the Monash University Occupational Health and Safety Committee (MUOHSC), Monash University Occupational Health & Safety (OH&S), Deans and Divisional Directors.</p> <p>Australian campuses only are covered by the certification to OHS AS 18001 and AS 4801.</p>
Purpose	<p>The purpose of this document is define the process for conducting a management review for the Occupational Health and Safety Management System (OHSMS). The management review is undertaken to ensure the continuing suitability and effectiveness of the system in satisfying:</p> <ul style="list-style-type: none"> • The OHS objectives and policy of Monash University; • The OHS expectations and needs of the organisation; and • Certification requirements of Standards OHSAS 18001 & AS 4801

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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. Definitions

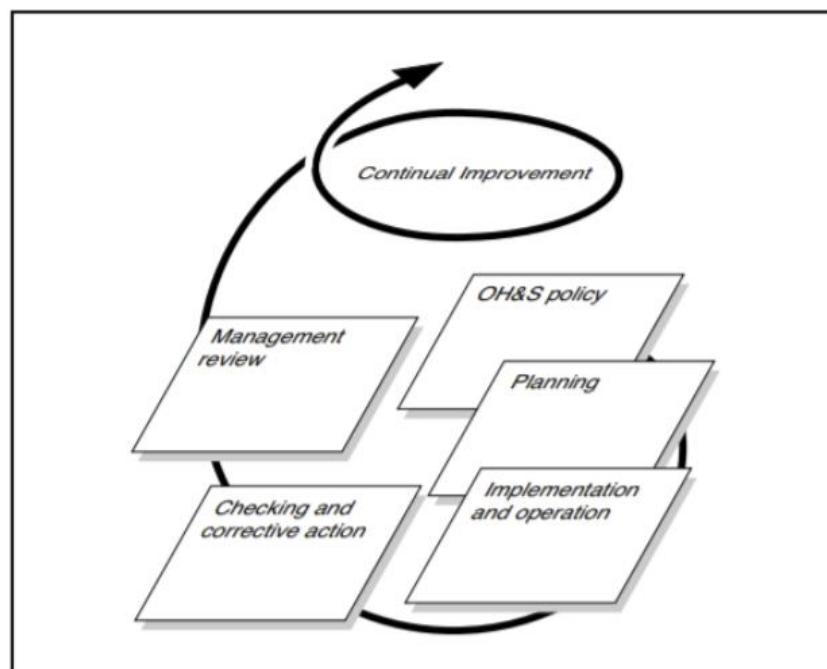
A comprehensive list of definitions is provided in the [Definitions Tool](#). Definitions specific to this procedure are as follows.

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:



3. Management Review at University level

3.1 Frequency

The Occupational Health and Safety Management System Management Review (OHSMSMR) will be undertaken annually.

3.2 Report

The review report will be tabled at the Monash University Health and Safety Committee (MUOHSC) and will include the review outcomes and any resulting recommended changes to the Occupational Health and Safety Management System (OHSMS).

3.3 Review Scope

The management review will include discussion and decisions based on the following:

- OHS performance;
- OHS Policy and Objectives;
- Resources, and other elements of the OHSMS;
- Actions for improvement in the OHSMS and its process;
- Actions for improvement related to stakeholder requirements; and
- Requirements for resources, including training needs.

3.4 Actions Arising

The above output will be recorded in the MUOHSC minutes as actions planned and will include the following details:

- Action planned;
- Person responsible for the action; and
- Timeframes for the implementation of the action.

3.5 Approval

The minutes of the review meeting will be recorded and approved by MUOHSC chair and the Vice-Chancellor.

Following approval by MUOHSC, the report will be sent to the Vice-Chancellor's Executive Committee (VCEC).

3.6 Agreed Actions

The Manager, OH&S is responsible for ensuring that the agreed actions are implemented.

3.7 Minutes

A copy of the MUOHSC minutes will be stored electronically and will be available via the OH&S website.

4. Management Review at Faculty/Division level

4.1 Frequency

The OHSMSMR will be undertaken annually.

4.2 Report

The review report will be tabled at the Faculty/Division OHS or executive level committee meeting each year and will include the review outcomes and any resulting recommended changes to the Faculty/Division OHS Plan and local area strategic objectives.

4.3 Review Scope

The management review will include discussion and decisions based on the following:

- OHS performance based on quarterly OHS Progress reports, Hazard and Incident data and OHS corrective actions;
- OHS Strategic Objectives based on Faculty/Division OHS Plan;
- OHS Risk register;
- Continual improvement in the implementation of the OHSMS; and
- Requirements for resources, including training needs.

4.4 Actions Arising

The above output will be recorded in the Faculty/Division OHS or executive level committee minutes as actions planned and will include the following details:

- Action planned;
- Person responsible for the action; and
- Timeframes for the implementation of the action.

4.5 Approval

The minutes of the review meeting will be recorded and approved by the Faculty/Division OHS or executive level committee for implementation.

4.6 Agreed Actions

The Faculty/Division OHS or executive level committee is responsible for ensuring that:

- The agreed actions are incorporated into annual OHS planning; and
- Progress of the implementation of agreed actions is monitored at the quarterly Faculty/Division OHS meetings.

4.7 Minutes

A copy of the minutes will be stored electronically and will be available via the Faculty/Division intranet.

5. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](#). A summary of responsibilities with respect to the OHSMS Management Review Procedure is provided below.

Monash Occupational Health & Safety (OH&S): It is the responsibility of OH&S to prepare the OHSMS Management Review report for MUOHSC, which includes among other things:

- Results of internal and external audits;
- Accident/ incident data and investigation reports;
- Changes in OHS legislation and/or statutory legal requirements, which will impact the OHSMS;
- Changes within the University, which will impact the OHSMS (e.g. structure, activities or technology);
- Relevance, practicability and readability of documents under review;
- Stakeholder feedback, including communication, consultation and participation;
- Status of OH&S Strategic Vision; and
- Requirements for resources and training needs.

Monash University Occupational Health & Safety Committee (MUOHSC): It is the responsibility of MUOHSC to review the OHSMS Management Review Report to determine the continuing suitability of the OHSMS in relation to changing circumstances, and commitment to continual improvement. This will include:

- Review of any specific issues for effectiveness and basis for improvement of the OHSMS; and
- Recommendations for continual improvement.

Deans and Divisional Directors

It is the responsibility of the Deans and Divisional Directors to ensure that the level of implementation of the OHSMS is reviewed annually in relation to changing circumstances, and commitment to continual improvement. This will include:

- Review of Faculty/Division strategic OHS Plan objectives in relation to the effective implementation of the OHSMS; and
- Recommendations for continual improvement.

6. Tools

The following tool is associated with this procedure:

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

7. Records

For OHS Records document retention please refer to:

[Monash University OHS Records Management Procedure](#)

Status	Revised
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	N/A
Related Policies	OHS Policy
Related Documents	<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 Audit Procedure</p>

8. Document History

Version	Date of Issue	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.