TABLE OF CONTENTS

1. PURPOSE .............................................................................................................................. 2
2. SCOPE ................................................................................................................................. 2
3. ABBREVIATIONS .................................................................................................................. 2
4. DEFINITIONS .......................................................................................................................... 2
   4.1 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (OHSMS) ......................... 2
   4.2 OCCUPATIONAL HEALTH AND SAFETY OBJECTIVES ....................................................... 2
   4.3 OCCUPATIONAL HEALTH AND SAFETY PERFORMANCE .................................................. 2
5. SPECIFIC RESPONSIBILITIES ............................................................................................... 3
   5.1 OCCUPATIONAL HEALTH & SAFETY (OH&S) ................................................................. 3
   5.2 MONASH UNIVERSITY OCCUPATIONAL HEALTH & SAFETY COMMITTEE (MUOHSC) ........ 3
6. MANAGEMENT REVIEW ....................................................................................................... 3
   6.1 FREQUENCY ...................................................................................................................... 3
   6.2 REPORT ............................................................................................................................ 3
   6.3 REVIEW SCOPE ............................................................................................................... 3
   6.4 ACTIONS ARISING .............................................................................................................. 4
   6.5 APPROVAL ........................................................................................................................ 4
   6.6 AGREED ACTIONS ............................................................................................................ 4
   6.7 MINUTES .......................................................................................................................... 4
7. RECORDS ................................................................................................................................ 4
8. TOOLS ..................................................................................................................................... 4
9. COMPLIANCE ....................................................................................................................... 4
10. REFERENCES .......................................................................................................................... 4
11. DOCUMENT HISTORY ......................................................................................................... 5
1. PURPOSE
To purpose of this document is define the process for conducting 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:

- The OH&S objectives and Policy of Monash University;
- The OHS expectations and needs of the Organisation; and
- Certification requirements of Standards OHSAS 18001 & AS 4801

2. SCOPE
This Procedure applies to the Monash University Occupational Health and Safety Committee and the Monash University Occupational Health and Safety Unit.

3. ABBREVIATIONS

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

4. DEFINITIONS
A comprehensive list of definitions is provided in the Definitions Tool. Definitions specific to this procedure/guideline are as follows.

4.1 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.

4.2 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.

4.3 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.
5. **SPECIFIC RESPONSIBILITIES**

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](http://www.monash.edu.au/ohs/). A summary of responsibilities with respect to the OMHSMs Management Review Procedure is provided below.

5.1 **OCCUPATIONAL HEALTH & SAFETY (OH&S)**

It is the responsibility of OH&S to prepare the OHSMS Management Review report for the MUOHSC Committee which includes among other things:

- Results of internal and external audits;
- Accident/ incident data and investigation reports;
- Changes in OHSMS legislation/statutory requirements and legal compliance;
- 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 objectives;
- Requirements for resources and training needs.

5.2 **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 includes:

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

6. **MANAGEMENT REVIEW**

6.1 **FREQUENCY**

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

6.2 **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).

6.3 **REVIEW SCOPE**

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

- OH&S performance;
- OH&S 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;
• Requirements for resources, including training needs.

6.4 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,
• Timeframes for the implementation of the action.

6.5 APPROVAL
The minutes of the review meeting will be recorded, approved by MUOHSC chair and the Vice-Chancellor. Following approval by MUOSHC, the report will be sent to Major Initiatives Implementation and Oversight (MIIO).

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

6.7 MINUTES
A copy of the MUOHSC minutes will be stored electronically and will be available via the OHS website.

7. RECORDS

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<tr>
<td>OH&amp;S</td>
<td>OHSMS Management Review Input Report</td>
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8. TOOLS
The following tools are associated with this procedure:

OHSMS Management Review Input Template

9. COMPLIANCE
This procedure is written to meet the requirements of:


9011:2002 Guidelines for quality and/or environmental management systems auditing

10. REFERENCES
OHSMS Implementation Procedure

11. DOCUMENT HISTORY

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