**SMS MANAGEMENT REVIEW AGENDA/MINUTES**

Date :

Held at:

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| --- | --- | --- | --- |
| **Present** | **Position** |  | **Initial** |
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|  |  |  |  |
| **Apologies** |  | **Position** |  |  | **Initial** |
|  |  |  |  |
| Nil |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Distribution** |  | **Position** |  |  | **Initial** |
| All above |  |  |  |
|  |  |  |  |

**Meeting commenced: 3.05pm**

1. **STATUS OF ACTIONS FROM PREVIOUS MANAGEMENT REVIEW MINUTES FROM MEETING HELD:**
* All completed.
* Discussion on previous minutes.
1. **CHANGES IN EXTERNAL AND INTERNAL ISSUES THAT ARE RELEVANT TO THE SAFETY MANAGEMENT SYSTEM**

**including:**

**1) the needs and expectations of interested parties;**

**2) legal requirements and other requirements;**

**3) risks and opportunities;**

**c) the extent to which the OH&S policy and the OH&S objectives have been met;**

**d) information on the OH&S performance, including trends in:**

**1) incidents, nonconformities, corrective actions and continual improvement;**

**2) monitoring and measurement results;**

**3) results of evaluation of compliance with legal requirements and other requirements;**

**4) audit results;**

**5) consultation and participation of workers;**

**6) risks and opportunities;**

**e) adequacy of resources for maintaining an effective OH&S management system;**

**f) relevant communication(s) with interested parties;**

**g) opportunities for continual improvement.**

**Analysis**:

**Conclusion and any actions**:

**OUTPUTS OF THE MANAGEMENT REVIEW INCLUDING DECISIONS AND ACTIONS RELATED TO:**

**— the continuing suitability, adequacy and effectiveness of the OH&S management system in achieving its intended outcomes;**

**— continual improvement opportunities;**

**— any need for changes to the OH&S management system;**

**— resources needed;**

**— actions, if needed;**

**— opportunities to improve integration of the OH&S management system with other business processes;**

**— any implications for the strategic direction of the organization.**

**Meeting closed:**

**Minutes to be displayed for all staff eg Lunch room and noticeboards.**

1. **OPPORTUNITIES FOR IMPROVEMENT;**
2. **NEED FOR CHANGES TO THE SAFETY MANAGEMENT SYSTEM;**
3. **RESOURCE NEEDS.**

**MEETING CLOSED:** 4:40pm

**NEXT MEETING:** Feb 2020