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| **Management Review Minutes and Actions** |  |

Date of Meeting : Attendees :



| **No** | **Agenda Item** | **Discussion / Action** | **Actionee** | **Tgt Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 | **The status of:**   1. actions from previous management reviews |  |  |  |  |
| 2 | **Any changes in:**   1. external & internal issues 2. significant new hazards 3. risks & opportunities 4. legal requirements |  |  |  |  |
| 3 | **The review of:**   1. appropriateness of policies & objectives 2. customer concerns and communication with interested parties 3. improvements / corrective actions and their effectiveness 4. accidents, incidents and near misses |  |  |  |  |
| 4 | **The extent to which:**   1. health and safety objectives have been met 2. objectives are still valid 3. the audit schedule is being achieved |  |  |  |  |
| 5 | **The results of:**   1. monitoring and measurement of H&S performance 2. participation and consultation with the workforce 3. internal audits 4. external audits 5. evaluation of compliance with legal requirements |  |  |  |  |
| 6 | **The performance of:**   1. external providers 2. our health and safety management systems |  |  |  |  |
| 7 | **Assessment of:**   1. the adequacy of resources for H&S management 2. completed employee training and competency levels 3. planned further training requirements 4. risk assessments and SSOW |  |  |  |  |
| 8 | **The identification of:**   1. opportunities for improvement 2. areas of concern 3. sites not complying with the HSMS |  |  |  |  |
| 9 | **AOB:** |  |  |  |  |