

OHSMS System Review Guidance – For Use as a Guide to Upward Review of the System by the Company Management

Photocopy as required

Unit covered:.....

As far as is reasonably practicable, the following output should represent discussion in your team, so that all managers and any other people that you consider to have relevant input are able to contribute. Depending upon the company structure, the intention is for you then to carry this output into discussion in your line manager’s team, where other viewpoints will be compared, and so on. The themes emerging may be summarised (e.g. by the H&S officer) in appropriate form for consideration by the company senior management. Feedback on decisions should follow.

For each component of the Occupational Health and Safety (OH&S) management system, consider how well it works, briefly note good aspects as strengths and note any potential improvements you consider to be worthwhile. Copies of completed forms are to be sent to your line manager and to the H&S officer, with a copy retained by you. If more paper is needed, such notes must be formally noted as enclosures. In some circumstances, it may be appropriate for you to take immediate action locally or to contact other departments, recording the action taken and outcome.

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>POLICY, STRATEGY & PEOPLE</p> <p>Is the Policy visible and well understood?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>Does the Policy seem to cover the necessary OH&S requirements?</p> <p>Does the company's overall OH&S strategy seem to be effective?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p style="text-align: center;">PLANNING</p> <p>Do OH&S programmes and objectives seem to meet the needs of the company and people?</p> <p>Is the hazard identification, risk assessment and risk control procedure effective?</p> <p>Have routine risk assessments been recently reviewed?</p> <p>Are all non-routine jobs properly assessed?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>Are OH&S legal and other external requirements well understood and under control?</p> <p>Are issues relating to dusts, noise and vibration effectively measured and controlled?</p> <p>Is the guidance 'Occupational Health Management in the Quarry Industry' fully complied with?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>Does OH&S documentation seem to cover everything needed?</p> <p>Do you find the documentation relating to OH&S well presented and user-friendly?</p> <p>Does the OH&S system link together effectively?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>Can you easily locate all the OH&S procedures, other documents and data that you need?</p> <p>Can you tell easily if things are up to date and in the right place in the OH&S system?</p> <p>Are they?</p> <p>Can you easily see who is the author of a document?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>Are there clear, safe procedures laid down wherever OH&S might be affected in day-to-day work?</p> <p>Are they always followed?</p> <p>Are effective plans in place for dealing with any emergencies that might be foreseen?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>CONTROL & IMPROVEMENT</p> <p>Do you think that OH&S performance is measured and monitored to the best level possible, including aspects that may prevent future problems as well as events that have occurred?</p> <p>What do the performance measures show?</p> <p>(Remember Health as well as Safety)</p> <p>Are adequate actions in place to respond to trends shown by the measures?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>Is the calibration procedure effective for OH&S related measuring instruments?</p> <p>Is calibration up to date?</p> <p>Is it clear who should take corrective or preventive action when accidents or incidents occur or monitoring shows a need?</p> <p>Do they always take action?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>Is there an effective OH&S audit procedure?</p> <p>Is OH&S audit carried out well and comprehensively, to verify that the OH&S system is well maintained?</p> <p>Are issues arising from audit addressed in a quick and effective manner?</p>	

SYSTEM COMPONENT	Strengths and Suggested Improvements
<p>SYSTEM REVIEW</p> <p>How could this review process be improved?</p>	

The following people contributed to this review:

The review was conducted by:..... (NAME) (JOB TITLE)

..... (SIGNATURE) (DATE OF REVIEW)