



AGFMA • GUIDE NOTE

WHS Management Review

Audience

Participating Agencies AGFMA FMSP Contractors

Introduction

The work health and safety (WHS) management review process requires the Participating Agency's senior management periodically reviewing the WHS Management System (WHSMS) to ensure its continued suitability, adequacy and effectiveness while addressing the possible need for changes to WHS policy, objectives, targets and other elements of the WHSMS.

The management review should include representation from the Participating Agency's Chief Executive, Directors, functional managers and facility managers who have the appropriate decision-making authority (delegation) and subject matter expertise.

What is the purpose / objective of performing a Management Review?

The management review process is an important step in implementation of a WHSMS as the purpose and outcome of the management review will translate to continuous improvement of the WHSMS.

The management review should consider:

- Whether the WHS Management System continues to be suitable and fit for purpose for the Participating Agency, its operations, its culture and its integrated business systems;
- Whether the WHS Management System remains adequate and has been implemented appropriately; and
- Whether the WHS Management System is achieving its intended objectives.

As the Participating Agency improves in its WHS effectiveness and efficiency (using corrective and preventive actions and audit findings), the Participating Agency's performance and improvement processes will likely improve.

Management Review cycle

Frequency or intervals for management reviews should be defined by the Participating Agency's WHSMS. The frequency may be quarterly, six monthly or annually, however agencies should aim to conduct a management review at least once a year, or more often if appropriate. There is no requirement to have to go through the full agenda each time however, the full system must be reviewed through whatever cycle is chosen.

Management Review agenda

Agencies should prepare a standard agenda which includes:

- The status of actions from previous management reviews;
- Changes in external and internal issues that are relevant to the WHSMS, including:
 - needs and expectations of interested parties e.g. AGFMA, Facilities Management Service Providers (FMSP) and other agencies;
 - Legal and other requirements; and



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- risk and opportunities.
- The extent to which the WHS Policy and the WHS Objectives have been met;
- The Participating Agency's WHS performance overall, including any trends in performance criteria such as:
 - incidents, nonconformities, corrective actions and continual improvement;
 - monitoring and measurement results;
 - results of evaluation of compliance with legal and other requirements;
 - audit results;
 - consultation and participation of workers; and
 - risks and opportunities.
- The resources required to implement the WHSMS including human, physical and financial and whether they continue to be adequate;
- Communications with interested parties e.g. AGFMA, FMSP and other agencies; and
- The measurement outcomes are used as opportunities to continuously improve the WHS Management System.

Communicating outcomes of a Management Review

Management Review outcomes should be communicated to the broader workforce and other relevant parties. This could be achieved through the dissemination of meeting records via:

- Inclusion in WHS Committee Meeting agendas
- Site notice boards;
- Participating Agency intranet; and/or
- Email.

Roles and Responsibilities

Role	Responsibilities
Participating Agency Chief Executives	<ul style="list-style-type: none"> ● Endorse, approve and support establishment of a management review process. ● Lead and participate as an effective member of the Management Review meeting.
Directors/Managers	<ul style="list-style-type: none"> ● Participate as an effective member of the Management Review meeting.
WHS Managers	<ul style="list-style-type: none"> ● Prepare agenda items and performance reports for the Management Review meeting. ● Communicate outcomes to stakeholders.
Facilities Management Service Providers	<ul style="list-style-type: none"> ● Participate as required in any Participating Agency management review forum. ● Provide any relevant data to assist a Participating Agency with the review of an objective.

For More Information

Contact the AGFMA Directorate - DIT.AGFMAAdmin@sa.gov.au