

Sample Management Review Meeting Agenda ¹

Date:

Venue:

Present:

Apologies:

1. REVIEW OF PREVIOUS MINUTES

- Outstanding Action Status

2. REVIEW OF LEGISLATIVE OR POLICY CHANGES

- Impact or Implications for WHSMS

3. REVIEW OF WHS KEY INFORMATION

- Incident / Injury Statistics
- Health and Safety Committee Minutes
- Corrective and Preventative Actions
- Audit Schedule Compliance
- Audit Reports and Findings
- Hazard Register
- Risk Score
- Training Records

4. WHSMS SYSTEM EFFECTIVENESS

- Changes not covered by existing policies and procedures.
- Compliance with WHS Management System - %

5. CONTINUOUS IMPROVEMENT

- Actions agreed to address changes, gaps and shortcomings of current WHSMS.
- Revised WHS Objectives and Targets.

¹ SafeWork SA (2012). Work Health & Safety Management Systems
http://www.safework.sa.gov.au/uploaded_files/wsmk-module3_tools.pdf