



ISO 45001 CHAMPION DOWNLOADABLE TEMPLATE

Sample Occupational Health and Safety (OH&S) Management Review Agenda

Objective: To systematically evaluate the performance, adequacy, and effectiveness of the OH&S Management System (OH&S MS) in accordance with ISO 45001:2018, and to make informed decisions for continual improvement.

1. Opening Session:

- a. Welcome and Introduction - Introduction of participants - Overview of the purpose and objectives of the management review.
- b. Review of Previous Meeting Minutes - Confirmation of actions from the previous management review - Status updates on previously identified improvement opportunities.

2. OH&S Policy and Objectives:

- a. Review of OH&S Policy - Assessment of the relevance and appropriateness of the current policy - Consideration of any changes in the organizational context affecting the policy.
- b. Evaluation of OH&S Objectives - Examination of progress towards achieving established objectives - Identification of new objectives or adjustments to existing ones.

3. OH&S Performance:

- a. Incident and Near Miss Data Analysis - Review of incident reports and near misses - Analysis of trends and patterns - Discussion on the effectiveness of corrective and preventive actions.
- b. OH&S Performance Indicators - Evaluation of key performance indicators (KPIs) related to OH&S - Assessment of performance against established targets.

4. Legal and Other Requirements:

- a. Legal Compliance - Confirmation of compliance with relevant legal and regulatory requirements - Updates to the legal register, if necessary



b. Other Requirements - Review of adherence to other applicable requirements (industry standards, customer requirements, etc.).

5. Resources and Support:

a. Resource Availability - Assessment of the adequacy of resources for maintaining the OH&S MS - Discussion on any resource constraints and potential solutions.

b. Communication and Consultation - Evaluation of the effectiveness of communication and consultation processes - Identification of opportunities for improvement in internal communication.

6. Review of Action Plans:

a. Status of Corrective and Preventive Actions - Overview of the status of previously identified corrective and preventive actions - Confirmation of completion and effectiveness.

b. New Improvement Opportunities - Identification of new improvement opportunities based on the review findings - Assignment of responsibilities and timelines for implementing improvements.

7. OH&S MS Updates and Changes:

a. Decisions on OH&S MS Changes - Discussion and decisions on changes to the OH&S MS, if required - Consideration of the implications on policies, procedures, and documentation.

8. Closing Session:

a. Summary of Key Findings and Decisions - Recapitulation of key points discussed and decisions made - Agreement on follow-up actions and responsibilities.

b. Closing Remarks - Expression of appreciation to participants - Next steps and scheduling of the next management review meeting.

This sample OH&S Management Review Agenda provides a structured framework for systematically assessing the performance of the OH&S MS, making informed decisions, and driving continual improvement in alignment with ISO 45001:2018 requirements. Adjustments can be made based on the organization's specific needs and context.