

Form 11.2 — Management Review Checklist

Form ID	Owner	Evidence location	Complete when
11.2	Director / Senior Management	PIMS / management review record	Management review cycle
Use: Review WHS performance, resources, risks, legal changes and improvement actions.			

Details	
Date:	
Time started:	
Time finished:	
Chairperson:	
Meeting documented by:	

Attendees / apologies

Name	Signature	Name	Signature

Review items

Item	Comments and actions	Person responsible	Due date	Date completed
Actions from the previous management review meeting				
Changes in external and internal WHS issues (incl. legislation, risks and opportunities)				
Changes to the needs and expectations of interested parties				
Review of company WHS objectives and targets (being met and still suitable?)				

Item	Comments and actions	Person responsible	Due date	Date completed
Is the WHS Policy still suitable for the organisation?				
Lessons learnt from WHS incidents, non-conformities, corrective actions and continual improvement				
Monitoring and measurement results from WHS reports, site inspections etc.				
Are legislative requirements being met and are there any new applicable requirements?				
Audit results (internal and external audits)				
Consultation and participation from workers (worker feedback)				
Current or new WHS risks and opportunities				
Adequacy of resources to maintain the WHSMS				
Reporting and communication from interested parties (clients, councils, community etc.)				
Opportunities for improvement (review registers and performance reports for trends)				
Review of the WHSMS for suitability, effectiveness and adequacy (changes to services, structure, strategic direction, science/technology, policies/procedures/forms)				

Corrective actions

Criteria	Action	Responsible person	Date closed out