

SAMPLE PAGES

FOR

OHSAS 18001:2007

POCKET GUIDE

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An earlier discussion spoke of the OH&S management system need for attention like any other system. In the previous sub-clause, the overall OH&S management system audit was discussed. Corrective action was applied in both of these discussions. The treatment required for the OH&S management system is still incomplete. The ultimate responsibility for the OH&S management system belongs to the top level of management.

Management has a requirement to meet on a predetermined schedule and review the OH&S management system. Collected data allows management to document and retain a record that includes a review of the OH&S management system for:

- **continuing suitability** (Managers could consider the following as they define continuing suitability for their business - does it continue to be appropriate regardless of the dynamics of your business?).
- **adequacy** (Managers could consider the following as they define adequacy for their business - does it fulfill the OHSAS 18001:2007 requirement and

your company's needs?).

- **effectiveness** (Managers could consider the following as they define effectiveness for their business - is it sufficiently robust to repeatedly assure the desired outcome?). (4.6)

Through this review, **management must assess the need for change and act on any opportunity to improve the OH&S management system.** (4.6)

Employees contribute to this effort by accurately collecting data as directed by documentation and training. Most of the collected data will find its way to management as some form of input to management review.

**The required input includes:**

- **results of internal audits**
- **compliance assessments for legal requirements.**
- **compliance assessments for other subscribed to requirements.**
- **results of participation consultation by employees.**
- **results of consultation by contractors and relevant interested parties.**
- **complaints and other communication from interested parties, especially those with vested interest**
- **measures of OH&S performance by your company.**
- **a determination of achievements relative to objectives.**
- **progress on incident investigations**
- **progress toward assigned corrective and preven-**

## MANAGEMENT REVIEW

tive actions.

- updates to unfinished business.
- changes to legal requirements associated with OH&S
- changes to other requirements associated with OH&S.
- submitted recommendations for improvement of the OH&S management system. (4.6)

After all the data has been carefully considered, management must determine if any action needs to be taken for the purpose of adjusting the OH&S performance, OH&S policy and objectives, applied resources and other areas of the OH&S management system. These adjustments must be rooted in the commitment to continual improvement of the OH&S management system. Finally, results of management reviews must be made available for consultation and communication where needed.. (4.6)

**Management's Role** – The first concern of the auditors is to determine the definition of the management review team. From that point on, the auditors from your registrar will then ask about the documented frequency for management review. Once they have confirmed that the “committed to” frequency is being maintained, the conversation will turn to the details of the review(s). You can be certain that an auditor would carefully determine that all of the input requirements in the bulleted list above have been addressed and/or included. Be prepared to share the data and the results of the review with

them including documentation supporting the management decision on continuing suitability, adequacy and effectiveness.

Action items related to continual improvement or evidence of the review for improvement needs should be available in order for the auditor to feel comfortable about your commitment to continual improvement. For completed actions the auditor could ask to see the records of change to policy, objectives, resources or other areas of the OH&S management system. If the action was intended to improve performance, evidence of that improvement would be of interest to an auditor. Please do not confuse continual improvement with corrective action. Taking credit for action items to reestablish suitability, adequacy or effectiveness are merely corrective actions.

Retention of management review records will be verified by the auditor.

**Each Employee's Role** – Many employees are involved in some type of OH&S management system related reporting. If you have a question about the relevance to the OH&S management system of the reporting that you do, first determine if the data you are recording will become an OH&S management system record or if it is otherwise related to any requirements of the OHSAS 18001:2007 standard. If you are still not sure if the reporting is OH&S management system related, ask your