

EHS Management System Review Procedure

To ensure compliance with SafetyMap requirements, top management must oversee a document review of the EHS management system. This involves going through every criterion of SafetyMap and generally working out how the system can be improved upon, such as ensuring procedures are up to date and clearly understood by all, the effectiveness of each criterion, that documentation is easily accessible and that we cover at least the minimum requirements of each criterion. The review can be conducted between the Safety Officer, Head of Department, Health and Safety Representative, Executive Manager and the Chair of the EH&S Committee. Although the Head need not be present to conduct the review it is the Head's responsibility to review the results and oversee any corrective actions that are recommended.

In the School of Chemistry the review is to occur four times a year, reviewing a quarter of the criteria each time. The scheduling and criteria selection would be as follows:

- Mid March, criteria 1.1.1 to 3.3.10
- Mid June, criteria 3.4.1 to 3.9.4
- Mid September, criteria 3.10.1 to 3.10.29
- Mid December, criteria 3.11.1 to 5.1.3. Exact dates to be announced.

On completion of the review, any deficiencies or changes recommended as a result of the review will be documented for corrective action and changes implemented in a timely manner. Actions arising from recommendations will be scheduled and prioritised accordingly. Recommendations may include organisational restructure, changes to assignment of responsibilities, changes to policy, new procedures, reallocation of resources etc. Records of reviews and recommendations will be kept in the Safety Officer's office and a copy sent to the Head of Department.