**WHSMP16 WHSMS Management Review**

**Appendix A: Sample Agenda for the WHSMS Management Review Meeting**

1. Review of WHS Objectives and Performance
2. Assessment of the extent to which WHS Plan objectives, targets, and key performance measures have been met
3. Evaluation of overall key performance indicators (KPIs)
4. WHSMS Performance
5. Review of trends in internal and external audit results
6. Analysis of incident investigations and any nonconformities
7. Status of corrective actions
8. WHSMS implementation status
9. Evaluation of changes in hazards and risks
10. Legislative and Regulatory Updates
11. Review of key WHS legislative and other requirement changes
12. Assessment of their impact on University operations
13. University’s actions in response to the changes
14. Status of Previous Management Review Actions
15. Review of the status of actions arising from the previous management review
16. Resourcing Requirements
17. Evaluation of the resources required to adequately implement and maintain the WHS Management System
18. Opportunities for Continual Improvement
19. Identification and discussion of opportunities for continual improvement in the WHS Management System
20. Summary and Conclusion
21. Recap of key decisions and action items
22. Assignment of responsibilities and timelines for follow-up actions
23. Resulting recommendations for changes in the University WHSMS.

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| **Review Outcome**  |   |
| **Recommendations** including any initiatives to promote performance improvement and prevention of adverse trends in WHSMS  |   |
| **Corrective Actions assigned in RiskWare**  |   |
| Employees involved in the review  |   |

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| Approval Authority – Vice Chancellor  |   |
| I have led the University WHSMS Management Review Program as the representative of the Executive Leadership Team and I, alongside the other Council Members, approve the recommendations and the corrective actions. The WHSMS Management Review outcome featured in the University Council Annual WHS Performance Report will be sponsored by me.  |
| Name  |
| Signature  |   | Date  |