

HSE Management Review



Couple of takeaways

Management review exists to give the **Hydro Leadership Team (HLT)** and **Board members** confidence that our Management Systems are working as intended. It provides an opportunity to review, discuss and make decisions based on a 12-month review of our system.



What is this procedure for?

This procedure describes how **senior management** review the integrated Work Health and Safety Management System and Environmental Management System (WHSEMS) to decide if it is suitable for our needs and is an effective tool for the achievement of Hydro Tasmania group's WHS and Environmental improvement objectives.

Management review is a process for checking how well the WHSEMS is performing as a tool for the business to use. Management reviews occur separately for the environment and WHS components of the WHSEMS annually as part of the HLT meetings. These reviews consider all of Hydro Tasmania group's HSE management system components.

In preparation for monthly reporting the **WHS Operations and Capability Manager (for WHS)** and **the Manager - Environment** assess emerging issues and opportunities, performance against Key Performance Indicators/Positive Performance Indicators and any legislative changes and include this information in monthly reports.



How is the review conducted?

- 1) The **WHS Operations and Capability Manager (for WHS)** and the **Manager - Environment (for Environment)** organise a Management Review annually (as a minimum) to be conducted as part of the HLT Meeting, by:
 - Liaising with the **HLT meeting organisers** and agreeing on a particular meeting for the review.
 - Including a WHS and an Environmental Management Review in the HLT Meeting Agenda at separate meetings.
 - Ensuring key outcomes are recorded.
- 2) The **WHS Team** (for WHS) and the **EMS Advisor** (for the Environment) collates the information for the review (including a System Report for WHS), ensuring it includes the following information under these headings:
 - The status of actions from previous management reviews.
 - Outputs from Monthly reporting documents.
 - Changes in external and internal issues relevant to the HSE Management System, including:
 - The needs and expectations of interested parties.
 - Legal and other requirements, including compliance obligations.
 - Risks and opportunities.
 - The extent to which the WHS and Environmental policies and objectives have been met.
 - WHS/Environmental performance (as applicable), including trends in:
 - Incidents, nonconformities, corrective actions and continual improvement.
 - Monitoring and measurement results, process/asset performance.

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- Evaluations of our Legal and other requirements compliance.
- Audit results.
- Consultation and participation of workers.
- Risks and opportunities, including the asset risk/opportunities profile.
- The adequacy of resources for effectively maintaining the WHSEMS.
- Relevant communications with interested parties, including complaints.
- Opportunities for continual improvement and the effectiveness of previous actions taken to address them.

3) The WHS Operations and Capability Manager/Manager - Environment present their respective reports to the HLT who then:

- Review and discuss the information under each heading.
- Consider the information as a whole and determine if there are any:
 - Opportunities for improvement.
 - Changes to the WHS and Environmental policies, objectives and targets and the HSEMS required.
 - Proposals for upcoming improvement activities.
- Document the outcomes from these discussions and decisions and maintains them as a record in accordance with the Document Management Procedure.

4) The WHS Operations and Capability Manager/Manager - Environment ensures the records from the annual reviews include decisions related to:

- The continuing suitability, adequacy and effectiveness of the WHSEMS in achieving its intended outcomes.
- Continual improvement opportunities.

- Any need for changes to the WHSEMS.
- Resources and actions needed.
- Opportunities to improve integration of the WHSEMS with other business processes.
- Any implications for the strategic direction of the organisation.

5) The WHS Operations and Capability Manager/Manager - Environment ensures the outcomes of the annual review are shared with:

- Health and Safety Representatives, in reference to the WHS annual review.
- The Environmental Management team members, in reference to the environment annual review.
- Other relevant committees.