

1.0 Purpose

- a. To define the purpose and procedures necessary for Roads Service to review its Health and Safety Management System to ensure it complies with the HSG65 “Successful Health and Safety Management”.

2.0 Scope

- a. All Roads Service employees.

3.0 Definitions

- a. **Review** – a critical assessment of procedures contained in the Policy, Organising, Planning, Measuring, Auditing and Review sections of the Roads Service Health and Safety Management System to ensure it complies with HSG65 “Successful Health and Safety Management”.
- b. **Action Plans** – The agreed corrective actions and timeframes developed from the review results which will enable the Health and Safety Management System to ensure it complies with HSG65 “Successful Health and Safety Management”.

4.0 Procedures

4.1 Control Of Review

- a. Director of Engineering is to establish the level of review and determine how it is to be carried out.
- b. Director of Engineering is to present regular reports to the Board, indicating accident trends and any significant changes to the safety management system that will be considered as part of the regular reviews.
- c. Head of Engineering Policy and Parking Services shall ensure the Director of Engineering has all the relevant internal and external audits, key performance indicator results and any relevant reports required to enable the review to be completed fully.
- d. Engineering Policy and Parking Services shall set up a regular planned review plan.

4.2 Co-operation In The Completion Of Reviews

- a. Employees (including Managers) shall fully co-operate across all Business Units in the review process.
- b. Staff are encouraged to make suggestions or request changes to the Health and Safety Management System which will be considered as part of any review. A [Request Change Form](#) is available to all staff to ensure maximum participation in the review

4.3 Communication Of Review Results

- a. Review results shall be circulated to Business Units for information and action as required.
- b. Director of Engineering shall present an Annual Health and Safety Report to the Board.
- c. Any revisions, recommendations or actions identified from reviews shall be issued in accordance with the Health and Safety Management System.

4.4 Competence Required For Completing Reviews

- a. Staff involved in the completion of reviews shall possess the necessary knowledge, skills, advice, guidance, and resources to enable them to complete reviews in accordance with recognised industry standards.

5.0 Responsibilities

- a. Relevant staff who implement Health and Safety Management System Reviewing Performance Arrangements.

6.0 Documentation

- a. Roads Service Health and Safety Management System
- b. HSG65 "Successful Health and Safety Management".
- c. [Request Change Form](#)

7.0 References

- a. Successful Health and Safety Management – HSG65