

1.0 Purpose

- a. To define the authority to create Auditing and Reviewing Performance Arrangements for the Health and Safety Management System.

2.0 Scope

- a. All Roads Service employees.

3.0 Definitions

- a. **Auditing and Reviewing Performance Arrangements** – the structured process of collecting independent information on the efficiency, effectiveness and reliability of the Health and Safety Management System and drawing up plans for corrective action.

4.0 Procedures

4.1 Control of Auditing and Reviewing Performance

- a. Head of Engineering Policy & Parking Services shall develop and maintain the Health and Safety Management System and its associated Auditing and Reviewing Performance Arrangements to ensure the achievement of the health and safety objectives.

4.2 Co-operation

- a. Employees (including Managers) shall fully co-operate across all Business Units to ensure the Auditing and Reviewing Performance Arrangements are developed.

4.3 Communication

- a. Staff shall be encouraged to make suggestions or request changes to the Health and Safety Management System which will be considered as part of developing Auditing and Reviewing Performance Arrangements.
- b. Roads Service's Health and Safety Management System Auditing and Reviewing Performance Arrangements shall be published in the Health and Safety Manual on the Roads Service intranet site.

4.4 Competence

- a. Line Managers shall ensure that relevant staff have the necessary knowledge, skills, advice, guidance and resources to develop Auditing and Reviewing Performance Arrangements.

5.0 Responsibility

- a. Relevant staff who develop Health and Safety Management System Auditing and Reviewing Performance Arrangements as set out in the Roads Service Health and Safety Organisational Chart OA01 part 4.1 (j)

6.0 Documentation

- a. All documents under the Auditing and Reviewing Performance Elements of the Health and Safety Management System.

7.0 References

- A. Successful Health and Safety Management - HSG65