



**Environmental, Health & Safety  
Management System (EMS)**



**Management Review Procedure**

Document No.: 01279	Revision No.: 8	Revised: 03/06/2015	Reviewed: 01/26/2015	Prepared By: Liske, Kurt	Approved By: <i>Sally Morris</i>
------------------------	--------------------	------------------------	-------------------------	-----------------------------	-------------------------------------

**CONTENTS**

- 1 PURPOSE
- 2 SCOPE
- 3 RESPONSIBILITY
- 4 PROCEDURES
- 5 RELATED DOCUMENTS
- 6 CHANGE HISTORY

**1 PURPOSE**

To facilitate an integrated EMS, this procedure has been written in accordance with ISO 14001 4.6, OHSAS 18001 4.6, R2:2013 and Iowa EMS (Element: Assessment).

**2 SCOPE**

The purpose of this procedure is to document and develop a primary agenda of issues to be included in the Management Review meeting for evaluating the status of the Waste Commission of Scott County (Commission) EMS.

**3 RESPONSIBILITY**

3.1 The Environmental Management Representative (EMR) is responsible for providing to the Director, data on objective and targets, training and other EMS information to be included in the management meeting per request.

3.2 The Core Team is responsible for:

- Providing Director with EMS data and updates annually.
- Providing Director with an annual EMS report.
- Ensuring all necessary data and other information are collected prior to the meeting.
- Ensuring that Commission wide reviews are documented and that this documentation is retained and readily accessible for review and audit.

**4 PROCEDURE**

## Commission wide management review

- The EMS portion of the management meeting is intended as a forum for reviewing and/or improving the Commission EMS by providing Director an opportunity to make any changes to the EMS as necessary to achieve its goals.
- At a minimum, the EMS portion of the meeting shall include the following inputs:
  - Results of internal audits and evaluations of compliance with legal requirements and other requirements;
  - Suitability, adequacy, and effectiveness, of communications from external interested parties, including complaints;
  - Suitability, adequacy and effectiveness of the Commission's environmental performance;
  - Suitability, adequacy and effectiveness of the Commission's health and safety performance;
  - Suitability, adequacy and effectiveness of the Commission's data security performance;
  - Suitability, adequacy and effectiveness of objectives and targets and the status as found in the Commission Action Plan;
  - Suitability, adequacy and effectiveness of nonconformities, corrective and preventative action plans;
  - Suitability, adequacy, and effectiveness of training efforts;
  - Status of incident investigation;
  - Results of any action items from the previous meeting;
  - Results of any internal and external audits, downstream vendor audits and Environmental, Safety and Health Third Party Compliance reviews completed since the prior review;
  - Changes in circumstances of legal or other requirements as it relates to environmental aspects;
  - Providing direction for changes needed to the EMS.
  - EMS meeting summaries are recorded in Intelex by the EMR and shall include at a minimum, the list of attendees, a summary of key issues discussed, and any actions items arising from the meeting.
- At a minimum, the Management review outputs shall include a summary of the review and any decisions and/or actions related to EMS policies, procedures, objectives, health and safety performance, environmental performance and resources.

## **5 RELATED DOCUMENTATION**

Definitions: Doc. No. 01324

Audits Procedure: Doc. No. 00131

Non-Conformance and Corrective Action Procedure: Doc. No. 01009

## **6 CHANGE HISTORY**

03/06/2015 —To changes references from Senior Management to Director.

All previous revision details are documented within InteleX.