**Internal Review Calendar and Checklist**

The purpose of this checklist is to assist with the process of continual improvement of the safety management system.

Each topic may be reviewed at different times, but the entire checklist will be covered every year.

The person responsible for ensuring the reviews are completed is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Topic to be reviewed** | **Date to be reviewed by** | **Review completed:**  (date and sign) | **Changes recommended** | **Changes implemented:** (date and sign) |
| **Safety Objectives** | | | | |
| Are the goals and objectives being achieved? |  |  |  |  |
| **Currency of Documents** | | | | |
| **Good practice**  Is the overall safety system up-to-date with industry good practice, e.g. the latest information on the *SupportAdventure.co.nz* website?  Are the activity specific procedures aligned with the current *Activity Safety Guidelines* (ASG) or other accepted industry good practice documents? |  |  |  |  |
| **Legislation requirements**  Does the safety system consider and comply with all relevant legislative requirements? |  |  |  |  |
| **Risks and Hazards** | | | | |
| **Changes in risks / hazards**Has the safety system been updated to manage any changes in risks / hazards? |  |  |  |  |
| **Hazard identification and assessment**  Is the process effective and does it involve all relevant staff? |  |  |  |  |
| **Reviews**  Have we reviewed our hazard register and hazard management procedures, including tools such as trip management plans?  Do we consider incident reports and trends when reviewing our procedures? |  |  |  |  |
| **New sites or activities**  (if relevant)  Does our hazard management process work for new sites or activities? |  |  |  |  |
| **Communication**  Do new hazards or changes to hazards get effectively communicated amongst staff?  Is relevant safety information communicated with other organisations? |  |  |  |  |
| **Industry good practice**  Does our system cover the points in the Hazard section on the *SupportAdventure.co.nz* website? |  |  |  |  |
| **Staff** | | | | |
| **Competence**  Do all our job roles have documented safety responsibilities and competencies?  Are all staff suitably checked as competent for their roles?  Do all staff have current qualifications (where relevant)?  Are there enough competent staff to effectively conduct the activities? |  |  |  |  |
| **Induction and training**  Are our systems effective?  Does our training include emergency procedures? |  |  |  |  |
| **Drugs and alcohol policy**  Is our risk assessment still accurate?  Is our policy effective? |  |  |  |  |
| **Industry good practice**  Does our system cover the points in the Staff section on the *SupportAdventure.co.nz* website? |  |  |  |  |
| **Equipment** (including staff safety equipment) | | | | |
| **Selection / Quantity**  Is the equipment suitable for what we do?  Is there enough equipment for the activities offered? |  |  |  |  |
| **Condition**  Are our maintenance and retirement systems effective? |  |  |  |  |
| **Industry good practice**  Does our system cover the points in the Equipment section on the *SupportAdventure.co.nz* website? |  |  |  |  |
| **Clients** | | | | |
| **Client information**  Is the risk disclosure information appropriate?  Are safety briefings effective?  Are clients passing on the information required from them? |  |  |  |  |
| **Client screening / assessment**  Is the process effective? |  |  |  |  |
| **Client supervision**  Is the overall supervision system effective?  Are the supervision ratios effective? |  |  |  |  |
| **Client feedback**  Is there an effective feedback model for clients?  Do we consider client feedback when reviewing our systems? |  |  |  |  |
| **Industry good practice**  Does our system cover the points in the Client section on the *SupportAdventure.co.nz* website? |  |  |  |  |
| **Incidents** | | | | |
| **Incident reporting**  Are incidents reported?  Is incident reporting encouraged and supported by management? |  |  |  |  |
| **Incident reviews**  Were all serious incidents reviewed effectively?  Were the relevant parts of the safety system reviewed after serious incidents?  Have all changes that were recommended after incidents been implemented?  Have we looked for incident trends – within our operation and nationally |  |  |  |  |
| **Industry good practice**  Does our system cover the points in the Incident section on the *SupportAdventure.co.nz* website? |  |  |  |  |
| **Emergency and Crisis Management Procedures** | | | | |
| **Effectiveness**  Do our procedures cover all identified scenarios and are they effective? |  |  |  |  |
| **Staff**  Are relevant staff involved in developing the procedures?  Do all staff understand the plan?  Have we practised our procedures sufficiently? |  |  |  |  |
| **Industry good practice**  Does our system cover the points in the Emergency section on the *SupportAdventure.co.nz* website? |  |  |  |  |