

# Sample health and safety committee charter

## Health and safety committee

### Constitution

The health and safety committee shall be a committee of the board established by the board.

### Objectives

The objective of the committee is to assist the board to provide leadership and policy in discharging its health and safety responsibilities within the organisation.

### Membership

Members of the committee shall comprise members of the board appointed by the board. The number of members of the committee shall be no fewer than three, a majority of whom shall, wherever possible, be non-executive directors. The CEO shall be a member of the committee or, if not an executive director, shall attend all meetings of the committee except where conflicted for personal reasons.

The board shall appoint a chair from among the non-executive members of the committee.

### Meetings

- The secretary of the committee shall be appointed by the board.
- A quorum of members of the committee shall be two.
- The committee may have in attendance such members of management, including the CEO, and such other persons as it considers necessary to provide appropriate information and explanations.
- All directors shall be entitled to attend meetings of the committee.
- Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee, all other members of the board and the CEO.
- Meetings shall be held no less than three times during the year. Further meetings will be arranged on an as-needed basis.
- Minutes of all meetings shall be kept.
- The agenda and minutes of all committee meetings shall be circulated to members of the board, the CEO, and to such other persons as the board directs.

### Responsibilities

The responsibilities of the committee are as follows:

- review, monitor and make recommendations to the board on the organisation's health and safety risk management framework and policies to ensure that the organisation has clearly set out its commitments to manage health and safety matters effectively
- review and make recommendations for board approval on strategies for achieving health and safety objectives
- review and recommend for board approval targets for health and safety performance and assess performance against those targets
- monitor the organisation's compliance with health and safety policies and relevant applicable law
- ensure that the health and safety performance of the organisation and the systems used to identify and manage health and safety risks are:
  - fit-for-purpose
  - being effectively implemented
  - regularly reviewed and continuously improved.
- ensure that the board is properly and regularly informed and updated on matters relating to health and safety risks including:
  - review of audits (internal and external)
  - system reviews
  - performance results
  - significant incidents and investigations
  - the impact of organisational changes, and
  - benchmark data
- seek assurance that the organisation is effectively structured to manage health and safety risks, including having competent workers, adequate communication procedures and proper documentation
- review health and safety related incidents and consider appropriate actions to minimise the risk of recurrence
- make recommendations to the board regarding the appropriateness of resources available for operating the health and safety management systems and programmes
- any other duties and responsibilities which have been assigned to it from time to time by the board.

## **Authorities**

The committee will make recommendations to the board on all matters requiring a decision. The committee does not have the power or authority to make a decision in the board's name or on its behalf.

The committee has complete access to the organisation's senior executive team through the chair or CEO at any time. The chair of the committee has the authority of the board to obtain independent legal or other professional advice and research and generally to engage such advisors and involve such consultants (at the expense of the organisation) as the committee considers necessary to carry out its responsibilities.

## **Review of the committee and the charter**

The committee shall undertake an annual self-review of its objectives and responsibilities, and of its charter. Such objectives, responsibilities and charter shall also be reviewed by the board and any other person the board considers appropriate.

## **Reporting procedures**

After each meeting the chair will report the committee's recommendations and findings to the board. The minutes of all committee meetings will be circulated to members of the board and to such other persons as the board directs.

The chair will present an annual report to the board summarising the committee's activities during the year and any related significant results and findings.

Charter adopted by the committee on XX/XX/20XX.