



## Health, Safety and Wellbeing Steering Committee: Terms of Reference

### PURPOSE

The Health, Safety and Wellbeing Steering Committee provides strategic support and advice to the Chief Executive on health and safety matters, to help the Chief Executive meet his obligations as an Officer under the Health and Safety at Work Act 2015 consistent with:

- good practice expectations for a public sector organisation; and
- the level of health and safety risk in relation to the Agency's activities, in particular the Pike River Mine.

### RESPONSIBILITIES

The Committee is to:

1. Advise and make recommendations to the Chief Executive on his monitoring of the Agency's health, safety and wellbeing risk management framework and policies, the purpose of which is to ensure the Agency has clearly set out its commitments to manage health and safety matters effectively.
2. Advise and make recommendations to the Chief Executive on strategies for the Agency to achieve health, safety and wellbeing objectives, and how the Chief Executive can best achieve the outcomes of those strategies in an operational sense, including in the implementation of the Pike River Mine Single Re-Entry Plan (Re-Entry Plan).
3. Advise the Chief Executive on his role as an Officer to ensure that the Agency's systems for identifying and managing health, safety and wellbeing risks are fit-for-purpose, being effectively implemented, regularly reviewed and continuously improved, and that appropriate resources are available to support them.
4. Assist the Chief Executive in his monitoring of the work of the one site Health and Safety subcommittee by receiving and reviewing reports on matters arising and enabling the Chief Executive to provide direction and leadership to those subcommittees and to Agency staff on areas for ongoing focus and continuous improvement.
5. If asked by the Chief Executive, liaise with Worksafe New Zealand on his behalf concerning the overall relationship with Worksafe, including strategic matters and the overall approach to the Re-Entry Plan and its safe implementation, and advise the Chief Executive on means of enhancing that relationship.
6. Identify areas where the Chief Executive might seek advice or assurance that the Agency is effectively structured to manage health and safety risks, including having competent workers, adequate communication procedures, and proper documentation, and/or that the Agency is complying with its legal obligations in respect of health and safety.
7. Perform any other advisory functions and responsibilities assigned by the Chief Executive.



TE KĀHUI WHAKAMANA  
RUA TEKAU MĀ IWA  
PIKE RIVER  
RECOVERY AGENCY

## **MEMBERSHIP**

Membership of the Committee includes:

- The Chief Executive (ex officio) and Chair
- NZ Police ( ex officio)
- Two members of the Agency's senior management, one of whom must hold Statutory Position under Health and Safety at Work ( Mining Operations and Quarrying Operations) Regulations 2016
- Mine Manager of Pike River mine
- Chair of Health and Safety Committee – Mine site work group.
- Pike River mine site's Health, Safety, Risk and Assurance Advisor – active listener.

## **MEETINGS AND ADMINISTRATION**

- The Committee will meet at least monthly, or at times directed by the Chief Executive.
- No substitutes are permitted.
- A quorum shall be 4 members.
- Prepare and circulate agenda and meeting papers at least 2 calendar days prior to each meeting.
- Circulate draft minutes to the committee within 2 weeks of the meeting and display the confirmed minutes on the notice board at both sites.

## **Review period**

- Terms of reference will be reviewed within 3 months of the first meeting being held.

A.D.Gawn

22 June 2020