



Terms of Reference - Health and Safety Committee

2 June 2020

Purpose - To maintain and continually improve Health, Safety, Security and Wellbeing. The Health and Safety Committee will:

- Ensure that workplace inspections are carried out regularly (Pike River mine site) to identify situations or hazards that may be dangerous to employees, contractors or visitors.
- Promote health and safety information, training, measures, and procedures for the benefit of the health and safety of everyone at the Pike River mine site.
- Make recommendations to the Agency and to workers for improvements in workplace health, safety, security and wellbeing.
- Review all incidents, near misses and accident investigation reports and make further recommendations to senior management, if required, to ensure hazard mitigation.
- Investigate workplace health, safety and security complaints.
- Participate in investigations for incidents that result in, or have high potential for, serious or fatal injuries.
- Consult with professionals who are technically qualified to advise the committee on specific health, safety and security issues.
- Monitor the Agency's compliance with relevant legislation and progress towards best practice in health and safety.
- Support and assist with worker rehabilitation.
- Consult with workers and the employer on issues related to occupational health and safety and the occupational environment.
- Undertake appropriate health and safety training, supported by the Agency.

Membership of the Committee will include*:

- Management Representative including Senior Project Manager
- Mine Manager / Health and Safety Manager
- Health, Safety, Risk and Assurance Advisor
- Mine representatives

*Non-members may attend as active listeners.

Meetings and administration:

1. Hold regular weekly meetings at the mine site.
2. Prepare and circulate an agenda at least 3 days prior to each meeting.
3. Circulate draft minutes to the H & S committee within 1 week of the meeting, and display the confirmed minutes on the notice board at both sites.
4. Senior Project Manager will chair the meeting.
5. Senior Project Manager will take the minutes.
6. The Chair will attend management meetings and Health, Safety and Wellbeing Steering committee meetings and provide an update from the committee.
7. No substitutes are permitted.
8. A quorum shall be 4 members (the Chair and 3 members).

A.D.Gawn, Chief Executive 20 July 2020