

## Health and Safety Committee Terms of Reference

### **Purpose:**

Craggy Range is committed to ensure that employees have the opportunity to be involved in the development of safe work practices and meet requirements of Part 3 "Worker engagement, participation and representation" of the Health and Safety at Work Act 2015.

### **1. Membership**

The Committee will comprise at least:

- One member of the Vineyard team.
- One member of the Winery team
- One member of the Restaurant / Kitchen / Cellar Door team
- One member of the Admin/Marketing/Finance team
- One member of the Giants Grounds team

In addition the committee will also consist of additional ex-officio Members:

- HR Manager

### **2. Selecting Committee Members:**

- Each area is responsible for nominating a Representative.
- All nominees must be willing to have their names submitted.
- In the event of more than one individual being nominated then a ballot will be held.
- A Committee member does not have to be a H&S Representative.

### **3. Quorum**

A quorum is a minimum of four members of the Committee (at least one of which must be a Health and Safety Representative). In the event that a quorum is not reached a meeting will proceed with all motions referred for consideration to the appropriate department or person(s), and then brought to the next Committee meeting for resolution.

Quorums may also be conducted by email.

### **4. Meeting Procedures**

- The Health and Safety Committee will meet at least quarterly but more frequently should the need arise.
- The Health and Safety Committee Terms of Reference will be reviewed annually.
- Membership of the Health and Safety Committee will be reviewed annually in line with the review of the Terms of Reference.

### **5. Minutes**

- Minutes of all meetings will be circulated to all members prior to the next meeting.
- The role of minute taker will be rotated around Committee members on staff.
- Minutes of each meeting will be made available to all workers and copies will be displayed on H&S noticeboards.
- Any personal or confidential matters discussed during Committee meetings will not appear in the minutes, nor will such information be made public.

### **6. Scope**

The Health and Safety Committee will meet regularly as a group to discuss relevant health and safety issues that have an impact on workers and visitors.

### **7. Accountability**

The Health and Safety Committee will provide feedback and advice to the Chief Executive Officer and Board regarding health and safety issues.

## 8. Purpose of the Health and Safety Committee

The purpose of the Committee is to provide a forum to consider health and safety issues relevant to Craggy Range and to advise on appropriate action necessary to rectify matters. In addition, the Committee will work to ensure that the Craggy Range health and safety policies are in order to ensure best health and safety practices are known to and implemented by workers and visitors.

## 9. Objectives of the Health and Safety Committee

The Health and Safety Committee aims to maintain a safe and healthy working environment by:

- Providing a forum to consider and discuss matters of health and safety, as well as a safe space for workers to express their concerns regarding workplace hazards and risks impacting on health, safety and well-being.
- Ensuring health and safety issues specific to Craggy Range work areas are identified and reported
  - provide clear, user-friendly and accessible processes for identifying and reporting health and safety matters related to stress and fatigue
  - ensure physical working conditions are satisfactory (including such considerations as lighting, heat, and ergonomics)
  - routine checking and updating of Craggy Range policies and procedures
  - assisting where appropriate with rectification of health and safety matters, including the rehabilitation of colleagues whose work has been affected by accident, stress or fatigue
- Promoting and encouraging active participation of workers in Health and Safety matters within Craggy Range
  - assist in informing, educating, advising and supporting workers and visitors to Craggy Range on health and safety matters
  - ensure that Craggy Range has one in every 20 employees trained as a Health and Safety Representative
  - encourage staff training in First Aid
  - encourage compliance with relevant legislation
- Participating in the hazard and risk management process
  - rapid identification of actual and potential hazards and risks which may cause harm to workers and/or visitors to Craggy Range
  - ensure clear, user-friendly and accessible processes for identifying and reporting hazards, risks and accidents/incidents within Craggy Range.
- Fostering an environment which supports networking and the exchange of information and best working practices.
- Promoting high standards of personal and occupational safety.