

HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE

1. Constitution

The Health and Safety Committee shall be a committee of the Board of Netball New Zealand

2. Purpose

The purpose of the Health and Safety Committee is to:

- a. Enable NNZ to put in place health and safety policies and procedures that reflect best practice.
- b. Ensure that management delivers effective health and safety systems.
- c. Monitor the implementation and effectiveness of NNZ's health and safety systems.
- d. Review performance of the systems and policies and recommend to the Board any necessary changes.
- e. Assist the Board to give sufficient focus and attention to health and safety.

3. Duties and Responsibilities

The Health and Safety Committee does not take actions or make decisions on behalf of the Board or the Chief Executive unless specifically mandated.

The Board has delegated certain functions to the Health and Safety Committee including:

- a. Establishing a health and safety policy for recommendation to the Board.
- b. Reviewing the systems put in place by management to deliver on NNZ's health and safety policy.
- c. Establishing targets for tracking the effectiveness of the systems.
- d. Recommending to the Board any changes to the structure or resources to ensure NNZ can deliver on its health and safety policy.
- e. Reviewing the Chief Executive's recommendations for health and safety to the Board.
- f. Recommending to the Board the policy and practice for reviewing the Health and Safety Policy and systems.
- g. Reviewing the Health and Safety practices on an at least annual basis.
- h. Recommending the commissioning of any study, survey and/or independent advice as it sees fit to assist in its implementation of Health and Safety procedures.
- i. Reviewing any serious incidents (including near misses) to enable reporting and recommendations to be made to the Board
- j. Attending to any other matter put to it by the Board.

4. Membership

- a. Members of the Health and Safety Committee shall comprise members of the Board appointed by the Board.
- b. The number of members of the committee shall be not less than three.
- c. The Board shall appoint the Chair of the committee.
- d. The appointment and removal of members of the Health and Safety Committee shall be the responsibility of the Board.
- E. The H&S Committee may co-opt additional member(s) should a specific need arise or specific skill set is required

5. Meetings of the Committee

- a. A quorum of members of the committee shall be at least two.
- b. The Committee may have in attendance the Chief Executive and senior management, and where appropriate external advisors, as it considers necessary to discharge the duties and responsibilities of the Committee.
- c. Meetings shall be held as deemed necessary in order to meet the obligations of this Charter.
- d. Minutes of all meetings shall be kept.
- e. Membership of this committee will be reviewed annually

6. Authorities

- a. 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.
- b. The Committee is authorised by the Board, at the expense of NNZ to obtain such outside information and independent advice including market surveys and reports, legal opinion and to consult with outside advisors with relevant experience and expertise as necessary to properly discharge its duties and responsibilities.

Date	April 2023	Review Date	April 2026
Signature:			