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# CHARTER

WORKPLACE HEALTH & SAFETY (WHS)

COMMITTEE CHARTER

- DECEMBER 2018 -

## **Purpose**

This Charter governs the operations of the National Workplace Health & Safety (WHS) Committee (the Committee) taking into consideration the company's obligations pursuant to the WHS Act.

## **Membership**

The Committee will consist of a minimum of 7 members. Where possible, the objective is to have members representing different parts and locations within the business. The membership will comprise employee representatives and two management representatives.

## **Chairman**

The Chairman of the Committee will be agreed by the Committee and must be an employee representative.

## **Meetings**

The Committee shall meet quarterly. Committee meetings may be held by means of conference call, videoconference or similar communication means, as consented by all committee members.

## **Quorum**

A quorum consists of one management representative and at least three employee representatives.

## **Attendance**

In addition to the members of the Committee, management and/or parties external to the company may be invited to attend meetings as the Chairman of the Committee thinks fit.

## **Minutes**

Minutes of the Committee meetings shall be prepared by the Committee Secretary, approved by the Chairman of the Committee and circulated to all members of the Committee to review and to the Risk & Compliance Committee to note. Minutes of the meetings will be confirmed and signed at the next subsequent meeting of the Committee or earlier if possible.

## **Objectives**

The WHS Committee assists the board in fulfilling its oversight responsibilities with respect to the identification, monitoring and management of WHS matters and legislative obligations.

## **Duties & Obligations**

The duties of the WHS Committee are:

- To facilitate the instigating of, development of and undertaking actions to ensure workers' health and safety at work.
- To assist in developing policies and procedures relating to health and safety.

- Any other function/s prescribed by the regulations or requested by the Board and/or its appointed subcommittee.

The responsibilities of the WHS Committee are:

- Keep up-to-date knowledge of WHS matters.
- Maintain an understanding of the nature of the operations of the business and the hazards and risks associated with the operations.
- Undertaking quarterly workplace risk assessments.
- Ensuring that appropriate processes of receiving and considering information regarding incidents, hazards and risks and responding in a timely manner.
- Ensuring that processes comply with the WHS Act including:
  - ◆ Reporting notifiable incidents;
  - ◆ Consulting with workers;
  - ◆ Ensuring the providing of training and educating workers on WHS requirements; and
  - ◆ Ensuring WHSA representatives are appropriately trained.

### Recommendations & Reporting

The WHS Committee may recommend action/s to the Joint CEOs (via the management representatives) where it believes the action is necessary to protect the interests of employees or customers. Any recommendation must be provided in writing.

A report on WHS incidents or accidents must be provided in the monthly human resources management report provided to the Joint CEOs.

### Revision & Publication

The Committee will formally review the Charter annually and recommend to the Board its appropriateness. A copy of the Charter will be available on the Company’s intranet.

VERSION NO.	REVISION DATE	DATE APPROVED BY BOARD
Version 0.01	November 2017	5 December 2017