

Board Health and Safety Charter

Our Vision:

Health and Safety is everyone's responsibility.

The Board's Commitment:

The Board Members are committed to Health and Safety at Southern REAP through effective governance.

The Board Members will work effectively together and with the organisation at Southern REAP to ensure we have appropriate people, systems and equipment to achieve our vision.

We believe that:

- Everybody has a personal responsibility to work safely
- All injuries and accidents are preventable
- Health and Safety is of equal importance as all other activities in our organisation.

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1. INTRODUCTION

- 1.1 The primary objective of this Health and Safety Charter is to set out the Board Members' role in participating and ensuring a safe and healthy workplace at Southern REAP as well as the role of individual Board Members.
- 1.2 The Health and Safety Charter describes detailed structures and processes which will be used to plan, deliver and review the leadership of Health and Safety.
- 1.3 To ensure that the Health and Safety objectives and strategies are achieved, the Board Members will aim to understand, meet and appropriately balance the expectations of all stakeholders including its employees, volunteers and the wider community.

2. GOVERNANCE

- 2.1 The Board Members have statutory responsibility for the Health and Safety activity of the organisation.
- 2.2 Role Descriptions

Chairperson Role Description

- Oversee Board performance, lead strategic planning and manage the governing policy review.
- Liaise with the Manager outside meetings and provide a link between the Board and Manager.
- Oversee key Health and Safety processes and functions, and reporting to the Board on the same.
- Support and counsel the Manager and develop an honest and positive working relationship.
- Monitor the Manager's performance ensuring it is reviewed annually and reported to the Board.
- Chair and control meetings - including the Annual meeting, special meetings and regular meetings.
- Ensure meeting agendas are prepared and that Board members are informed before making decisions.
- Build an effective team and encourage Board members to contribute to debate and decision-making.
- Ensure decisions are made by fair and careful deliberation, seeking expert knowledge if necessary.
- Ensure motions are clearly worded and understood.
- Resolve Board member disagreements quickly and amicably.
- Ensure the Board Secretary's performance is reviewed annually.
- Provide an Annual Report to present to the Annual meeting.
- Act as the prime Board spokesperson.

Board Member Role Description

- Abide by the 'Code of Conduct'; Demonstrate integrity, professionalism and sound professional judgement.
- Maintain and understand the values and goals of Southern REAP.
- Attend meetings regularly and participate and share expertise.
- Monitor the functions and operation of the organisation via the Manager's bi-monthly reports.
- Support positive relationships between Board members, staff, stakeholders and communities.

- Develop and review governance policies and procedures.
- Review and maintain the Constitution and Strategic Plans.
- Review and approve planning documents and budgets.
- Monitor compliance with relevant legislation.
- Appoint the Manager.
- Support the Manager and her authority as the professional leader and manager of Southern REAP.

2.3 The Board structure and terms is outlined below.

Southern REAP Board Member Terms	
Mary Lindsay-Chairperson - <i>(Term ends 2016 AGM)</i> <i>Co-opted</i>	Glenys Dickson-Vice-Chairperson - <i>(Term ends 2017 AGM)</i>
Malcolm Jones-Board - <i>(Term ends 2016 AGM)</i>	Susan Dennison-Board - <i>(Term ends 2016 AGM)</i>
Noel Beggs-Board - <i>(Term ends 2017 AGM)</i>	Kelvin Templeton-Board - <i>(Term ends 2017 AGM)</i>
Jacalyn Reid – Board Secretary	

3. POLICY AND PLANNING

- 3.1 Develop, approve and publish a safety vision and beliefs statement that expresses our commitment to Health and Safety.
- 3.2 Establish targets for tracking the organisation’s effectiveness in implementing the Board’s Health and Safety strategy and goals (Schedule C)
- 3.3 The structure of the Board ensures Health and Safety has appropriate focus and expertise. All Board Members will be actively engaged in Health and Safety governance of Southern REAP.
- 3.4 Provide the Manager with clear expectations which includes Health and Safety responsibilities and accountabilities and apply a performance review to the key indicators.

4. DELIVER

- 4.1 Board Members will undertake training where required, ensuring a good understanding of the Health and Safety management system.
- 4.2 Board Members will ensure that management develops, implements and audits the system to the required standard.
- 4.3 The Board will review management reports on reviews and audits of systems and control plans, which includes conducting periodic external reviews of the system.
- 4.3 The Board will maintain a detailed knowledge of the organisation’s significant hazards and control systems which will be accrued through Board reporting, engagement with the Manager (and other staff as required) and site visits.

- 4.4 Ensure that the Southern REAP only engages contractors with Health and Safety standards which meet requirements.
- 4.5 Ensure the staff employed at Southern REAP are recruited and trained in order to undertake their roles safely. Appropriate recruitment, induction and training procedures shall be in place and driven by skilled managers who champion a positive health and safety culture to ensure the Health and Safety of their people and teams.
- 4.6 The Health and Safety system implemented will enable all employees at Southern REAP to participate in decision making, implementation, and monitoring of factors which relate to their workplace and Health and Safety.
- 4.7 The Health and Safety system implemented will encourage a culture where reporting of events is expected and followed up. These will be measured by analysing reporting trends and implementing survey techniques.
- 4.8 Ensure that equipment provided by management is fit for purpose, well maintained and supported by training and safe operating procedures, where appropriate. Operating Manuals shall be treated as established, documented standards for plant and equipment and will be used at procurement, ongoing use and maintenance.
- 4.9 Ensure management provides systems that will support the effective management of Health and Safety. Systems should enable the capture of data on Health and Safety incidents, analysis and reporting. The information within the system will be accessible for all employees.
- 4.10 The Board will ensure that policy around expenditure for Health and Safety management is not limited to the extent where it overrides the need for implementation and maintenance of the system.

5.0 MONITOR

- 5.1 The Board will request Health and Safety reporting and data from management in order to monitor compliance and progress with the Health and Safety management plan. This includes but not limited to the Management Checklist for Board attached to this charter (Schedule A).
- 5.2 Ensure external input/review to provide independence and avoid conflict of interest where a serious incident has occurred.
- 5.3 Board Members need to be informed so they can be satisfied with management responses to serious incidents including serious non-compliance.
- 5.4 The Board will demonstrate commitment and leadership by tracking improvement goals which have been set by management.
- 5.5 Specify clear requirements for regular reporting of Health and Safety performance results, and review at Board meetings for indications of trends, system breakdowns and improvement needs. (Schedule B).

6.0 Review

- 6.1 When reviewing the Charter, audits, system reviews, performance results, significant incidents, organisational changes and benchmark data will be considered.
- 6.2 Following on from the formal review, an action plan will be developed and progression monitored.

7.0 Meetings

- 7.1 The topic of Health and Safety will be an agenda item at each Board Meeting. An update will be provided by the Manager for Health and Safety and regular reporting will be discussed and reviewed.
- 7.2 Actions required as a result of the discussions and reviews will be recorded in Board meeting minutes and provided to the Manager for implementation.

MANAGEMENT CHECKLIST FOR GOVERNANCE

(Schedule A)

CHECKLIST	Y/N	ATTACH
Monthly meeting carried out?		Meeting Minutes
Monthly checklist completed		Monthly Checklist
Any incidents/near miss?		Incident Register Investigation Form
Any Accidents?		Accident Form Investigation Form Serious Harm Form (if applicable)
Any reports of discomfort or occupation illness?		Accident Form Investigation Form
Anybody off sick or Injured?		Absentee Data
Any new hazards identified?		Updated Hazard Register
Any hazard controls changed?		Updated Hazard Register
Any new employees?		Acknowledgement Form Capabilities Analysis Specific Assessment Forms
Any training undertaken?		Training Records
Any contractors engaged?		Contractor Agreement Contractor Induction Form Monitoring Documentation
Assess Objectives/Targets and KPI's		Assessment Documentation
Any qualified assessors been onsite?		Assessment Reports
Any audits carried out?		Audit Documentation
Any other relevant matter?		Relevant documentation
MANAGERS SIGNATURE:		DATE

Health and Safety Performance Indicators (Schedule B)

Category	What is measured?	Performance indicators	How to measure
Risk Management	The extent to which workplace hazards are identified and associated risks are eliminated or controlled	<p>% planned risk assessments completed</p> <p>% of reported incidents investigated</p> <p>% of planned workplace inspections completed</p>	<p>Inspections/Audits</p> <p>Review of Management Checklists for the Board</p> <p>Examine hazard reports/logs</p> <p>Examine maintenance log</p> <p>Examination of accident/incident reports</p>
Management of Work Processes	The extent to which established safe systems of work are actually implemented.	<p>% of incident investigation recommendations completed</p> <p>% of routine inspections completed</p>	<p>Examination of records</p> <p>Examination of incident reports</p> <p>Employee questionnaire</p>
Participation and Communication	<p>The extent to which the working environment provides people with opportunities to effectively contribute to Health and Safety management</p> <p>The extent to which employees are actively involved in problem solving and decision making and receive education and training</p>	<p>Employee perception of management commitment</p> <p>Rating of the effectiveness of Health and Safety communication at work meetings</p> <p>Rating of effectiveness of employee participation</p> <p>% of employees with adequate H&S training</p> <p>% of managers with H&S training</p>	<p>Employee questionnaire</p> <p>Examination of records</p> <p>Visual Compliance</p>
Planning, Design and Procurement	The extent to which Health and Safety is addressed in the design, planning and procurement phases. Only contractors who share a commitment for safe and healthy systems of work will be engaged and selected.	<p>% of IEAs with Health and Safety clauses</p> <p>Number of instances where procurement decisions or design changes are made to address identified H&S issues.</p>	<p>Examination of records</p> <p>Employee questionnaire</p> <p>Procurement decisions</p>
Monitoring and review	The extent to which Health and Safety is self-assessed and/or independently audited for effectiveness of systems and practices.	% of scheduled workplace inspections undertake. Monthly and annually	Workplace audits/monthly checklists

Specific Performance Goals (Schedule C)

The Board will demonstrate commitment and leadership by tracking improvement goals which have been set by management in consultation with the Board.

Southern REAP has identified the following goals it wishes to achieve in respect to Health and Safety performance.

Goal	How achieved	Target Date
To achieve a 10% reduction in ACC levies	Health and Safety Plan in Place Winton, Gore and Queenstown	<ul style="list-style-type: none">December 2015
All existing staff trained in Health and Safety	Engage Progressive Consulting to provide training to all existing staff	<ul style="list-style-type: none">August 2015