



GEOCONSOL

HSE Committee Terms of Reference

Geoconsol is committed to fostering sustainable engineering practices through a robust Integrated Management System (IMS) based on **ISO 9001, ISO 14001, and ISO 45001** standards.

This is a template provided as a starting point. The content herein will require review and edits according to local legislation and committee structure.

1. OBJECTIVES

- Meet regularly
- Fulfil their rights and responsibilities under GEOCONSOL's requirements and legislation
- To promote positive HSEQ culture and performance in the workplace
- To represent attendees' workgroup colleagues on HSE matters
- To provide timely HSEQ information to workgroup members
- Review workplace's lost time/accident injury record
- Ensure high risk incidents are investigated
- Conduct workplace HSE inspections
- Inform/educate those working on site
- Promote requirements of local legislation
- To recommend solutions/improvements to our HSE management system
- To address a legislated need to have H&S consultative forums, and as such operate as per these terms of reference (TOR).
- Review situations or circumstances affecting the occupational health and safety of employees or which may impact the environment
- Develop and reviews HSSE procedures
- Review safe job practices
- Review machinery and equipment
- Review the Hazard/Environmental Registry
- Review chemicals used in the workplace
- Make recommendations to management on solutions/improvements to our HSE management system

2. MEMBERSHIP

- There should be balanced representation of local stakeholder groups from various operational groups, disciplines, and locations. At least 50% of member should be non-management representatives.
- The composition of the HSE Committee (HSEC) will change as Business Group/Units and organisational structures change with business condition.
- The Committee Co-Chairs may invite resource-persons or guests to all or part of the meetings. These persons will not have voting privileges.
- Management members will be appointed by management.
- Employees – those who do not exercise supervisory authority – will be selected to the Committee by workers from the units where they work. In the event two (2) or more volunteers from a group are present, selection will be made by a vote (or other fair means) by the workers of that group.
- Each member should serve for two (2) year term and may be appointed/elected for a further two (2) year term.

- There will be two (2) Co-Chairs; one from management and one from the employees. Each co-chair will serve a two-year term.
- Employee members will elect a co-chair from employee representatives on the Committee, while Management members will elect a co-chair from the management representatives on the Committee.
- The co-chairs will ensure that regular meetings are held at least quarterly and may call additional meetings.
- The co-chairs may alternate chairing meetings.
- The co-chairs will appoint a Committee Secretary responsible for taking, reviewing meeting minutes with the co-chairs and having the co-chairs sign off on the meeting minutes that they have reviewed the meeting minutes, copying and distributing those minutes to Committee members and posting them on designated bulletin boards or electronically.

3. MEETING ATTENDANCE

- Meetings will be held at least quarterly, and/or at the call of the co-chairs.
- Each meeting will have an Agenda drafted by the Co-Chairs; members may add items to the Agenda at the time of the meeting, as for example 'New Business.'
- Guests may be invited to contribute to an agenda topic.
- A quorum consists of:
 - A majority of the Committee members being present, and
 - At least as many employees as management members being present at the meeting.
 - At least one management and one worker representative should be present.
- Electronic means e.g. Teams or Zoom may be used to attend meetings.
- A delegate should be arranged for representatives who cannot attend, noting that representatives who regularly cannot attend should be replaced.
- Meetings will be conducted per parliamentary procedure. Usually, Committee decisions will be reached by consensus. However, formal motions may be tabled and votes taken with existence of a quorum.
- Quorum will be noted by the Committee Secretary at the start of each meeting, or during the meeting as quorum develops.
- Without quorum, votes on Agenda items must be postponed. Meetings to conduct voting may be called later at the discretion of the Co-Chairs.
- Committee members are responsible to attend Committee meetings regularly. Failure to attend two (2) meetings consecutively without a reasonable explanation (e.g. illness, staffing requirement) will be cause for removal from the Committee.

4. NEW MEMBERS, ORIENTATION & TRAINING

- New members will be provided a copy of local legislation.
- Each new member will receive a copy of these terms of reference and an orientation to the Committee, including an orientation to the workplace inspection procedure, from the Co-Chairs
- Each new member will attend one meeting with the previous member from their unit/area to ensure familiarity with meeting procedures and continuity.
- Each new member who requires it will receive training as a 'supervisor' as soon as possible after joining the Committee.
- Committee co-chairs will be trained as "certified workers" as described by local legislation.
- Employee and management members will select a back-up. These two (2) back-ups will also be trained.
- The co-chairs first, and in their absence, the back-ups will exercise the responsibilities of "Certified Workers" under the Act, becoming involved in incidents of critical accident/injury and/or work refusal as described by the Act.

5. GENERAL

- Committee members will ask for and consider all relevant facts to develop recommended resolutions to a HSSE matters or concerns.

- Recommendations made by the Committee will be forwarded to the relevant management representative, copied to the HSE Advisor (and People Team representative, if appropriate).
- The Committee will receive a written response in a timely manner (within 21 days) of the manager receiving the Committee's recommendation.
- Any business and/or personal information, including operations, will be kept confidential by Committee members.

6. AGENDA

The following agenda items should be considered (info sources in brackets):

- HSE Moment or story share (personal, local news)
- Performance data (HSE Report)
- Notifiable incidents, observations & audit outcomes
- Notices/updates to HSE requirements
- Solution/improvement recommendations
- Actions to promote local HSE awareness/culture
- Any Other Business
- Review previous/new actions and agree on items to communicate back to teams.

7. REVIEW

This document will be reviewed annually by the HSEC and revised, if deemed appropriate by the majority of the HSEC.

8. SAFETY & ENVIRONMENTAL INFORMATION

Include reference to local legislation

