

Ryman Healthcare Health & Safety Committee – Terms of Reference

Constitution

The health & safety committee shall be a committee of the board established by the board.

Objectives

The primary aim of the health & safety committee is to assist the board in discharging its responsibilities by oversight and review of health and safety matters arising out of activities of the company and the impact of these activities on employees, contractors, and suppliers.

In doing so, the committee aims to support and enhance the quality of the company's approach to the safety and wellbeing of employees.

Membership

Members of the committee shall comprise members of the board appointed by the board.

The number of members of the committee shall be not less than three all of whom shall, wherever possible, be independent non-executive directors.

The board shall appoint a chairman from the independent non-executive members of the committee. The chairman of the board shall not be chairman of the committee.

Secretarial and meetings

The secretary of the committee shall be appointed by the board.

A quorum of members of the committee shall be two.

The committee may have in attendance such members of management including the chief executive, group health and safety manager, group construction manager, group operations manager and such other persons as it considers necessary to provide appropriate information and explanations.

Reasonable notice of meetings and the business to be conducted shall be given to the members of the committee, all other members of the board, the chief executive and other relevant employees.

Meetings shall be held having regard to the company's reporting cycle. Any member of the committee, the chief executive, or the group health and safety manager may request a meeting at any time if they consider it necessary.

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Minutes shall be kept.

Responsibilities

The responsibilities of the committee are as follows:

- to monitor the company's compliance and legal obligations in relation to health and safety;
- to provide strategic leadership and direction in the company's efforts to achieve and sustain a safe and healthy workplace;
- to consider, and recommend to the Board for approval, the health and safety strategy and key performance objectives, and associated policy statements;
- to review performance against established measures and objectives;
- to monitor the adequacy, integrity and effectiveness of the critical systems, internal controls and processes and procedures used to manage health and safety risks including the identification, assessment, elimination, avoidance and control of these risks;
- to review the health & safety aspects of the Group's risk register and report any findings/recommendations to the Board; and
- to review investigations into significant health and safety incidents.

In addition, the committee shall examine any other matters referred to it by the board.

Authority

The committee is authorised by the board to investigate any activity within its terms of reference. It may be authorised by the board to seek any information it requires from any appropriate employee of the company and it is anticipated that such employees will co-operate with any request made by the committee.

The committee is authorised by the board to obtain, at the expense of the company, outside legal or other independent professional advice and to arrange for the attendance at meetings, at the expense of the company, of outside parties with relevant experience and expertise if it considers this necessary. Such an action would usually take place following consultation with the board or the chair of the board.

Reporting procedures

The committee shall maintain direct lines of communication with the chief executive.

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Annual calendar

Meetings to occur in March, July and November. H&S Objectives for the next year to be discussed at the November meeting, along with performance objectives.

Ownership and review

Approver: Ryman Healthcare Board
Reviewer: Ryman Healthcare Board
Ownership: Group Health and Safety Manager
Review: Annual or as necessary