**PURPOSE**

The purpose of the Work Health and Safety (WHS) Committee is to share responsibility for implementing monitoring and evaluating improvements in health and safety performance. The composition of the committee enables for consultation between management, Health and Safety Representatives (HSR) and technical specialists on emerging health and safety issues.

**COMPOSITION**

The composition of the WHS Committee shall include as a minimum:

Management & Technical Representatives

* Head of IFP
* Operations and Logistics Manager, IFP
* Head of People and Culture
* SHE Specialist

Health and Safety Representatives

IFP

* HSR Office & Admin
* HSR Warehouse Zone A
* HSR Warehouse Zone B
* HSR Warehouse Zone C
* HSR Driver

TIR WJ

* HSR Office
* HSR Operations and Development Team

Brighton IGA

* HSR Brighton IGA

**OBJECTIVES**

The key objectives of the WHS Committee are:

* + Establish and approve policies, procedures and resources for managing safety effectively
  + Review status of the safety organisation and systems to achieve desired results
  + Communicate safety progress and concerns throughout the organisation, measurably and effectively
  + Monitor and respond to trends in lead and lag safety key performance indicators.​

**FUNCTIONS**

The main deliverable of the WHS Committee is:

* Gain alignment of leadership on understanding of Safety Ambition, Principles, Policy and Strategy
* Establish goals, objectives and linkage to other corporate policies, strategies and initiatives.

**ROLES AND RESPONSIBILITIES**

The WHS Committee will undertake the following activities:

* Develop, approve and communicate the Health and Safety Strategy for the organisation
* Identify the key focus areas for the financial year
* Review business safety performance, routinely against agreed objectives and measures.

**MEETING & REPORTING**

* Must meet as a group quarterly
* Should not cancel meetings
* If a committee member is unable to attend a meeting, a delegate who can make decisions for the member must be arranged
* The SHE Specialist in consultation with the HSRs will develop an agenda and circulate it in advance of the meeting
* Minutes of the meetings with action items, timing and responsibility must be recorded and circulated within seven days.

**APPROVAL & REVIEW**

Approved by WHS committee xx 2023.

Next Review: June 2024