ORGANISATIONAL HEALTH & SAFETY STRATEGIC GOVERNANCE PROCEDURE

***SECTION 3*** *Framework for Health and Safety Management*

PURPOSE

***PROCEDURE***

To provide an outline for the establishment and functions of a strategic governance group that provides oversight of resource allocation and initiatives to address health and safety risks.

STRATEGIC MANAGEMENT GROUP

### ESTABLISHMENT OF GROUP

The organisation shall form a health and safety strategic management group that meets to review performance and industry information to ensure that current management program, initiatives and actions are addressing relevant and appropriate risks and requirements.

The group shall meet quarterly as a minimum. Where required additional meetings shall be held to discuss and address any emerging issues or urgent health and safety issues.

The group’s primary purpose is to provide a formal structure and mechanism to ensure senior management are able to provide evidence of due diligence and oversight of the effectiveness of risk controls and resource allocation.

### GROUP COMPOSITION

The group shall be comprised of senior management representatives including:

 CEO/MD (or equivalent)

 The General Manager (or equivalent) responsible for Health and Safety at senior management level

 Management representatives from field and operational functions

 Health and Safety Manager (or equivalent).

The group is a strategic decision making body and as such must have representatives who have delegation to approve initiatives and associated resources.

GROUP FUNCTIONS

### INSIGHTS AND EVIDENCE FOR DECISION MAKING

To ensure that health and safety resources are applied in the most effective way, the group will need to identify the insights and evidence required for strategic direction and initiative planning.

These insights will be developed using data from the following sources:

 Trends developed from review of incident data, site audits, inspections and observations

 Regulatory and industry developments and good practice models

 Results and trends from health and safety culture or similar worker engagement measurement programs.

The Health & Safety Manager will provide the group with an initial “insight report” to enable this evidence based decision making

to be undertaken and demonstrated. An example of a report is provided as attachment one (1) to this procedure.

### HEALTH AND SAFETY INITIATIVE EFFECTIVENESS

The Group will assess the insights provided and review current initiatives to ensure that they are addressing the right aspects and that they are effective. Where required the health and safety manager will provide recommendations to develop additional initiatives to address significant or consistent themes emerging from the insight report. The Group will review the recommendations and either endorse or not, the recommended

initiative. The initiative is then reviewed for on-going effectiveness, based on further analysis of relevant evidence through insight reports.

### COMMUNICATION AND CONSULTATION

There is a strong link between the strategic management group and the health and safety consultative committee.

Outcomes from strategic group meetings should be recorded and communicated to the organisation. A summary of actions and decisions arising will be provided to consultative/HS committees.

Any actions and initiatives that the strategic group deems necessary for implementation or change, will be subsequently developed and consolidated. Any worker input will be progressed through the HS committee into the HS Action Plan.

### INITIATIVE RECOMMENDATIONS

The health and safety manager, or the consultative committee shall provide any recommendations regarding strategic initiatives for approval or resource allocation by the strategic management group. A Model initiative recommendation template is provided in attachment two (2) of this procedure.

There may be instances where the strategic group has met and reviewed insights and determined that the organisation should develop additional, or modify existing programmes or initiatives, on the basis of information and evidence provided in the insight report. In such cases they will request the Health and Safety Manager to develop appropriate initiatives in conjunction with the consultative committee, in order to processes and provide recommendations for approval and resourcing via the strategic group. The strategic group may convene to approve such recommendations on an ad-hoc basis, in line with timescales provided. Timescales and urgency to develop initiatives will be based in the level of risk the situation requires.

RECORD KEEPING

Minutes and communication of meeting outcomes shall be retained for two years by the Health and Safety Manager.

ATTACHMENTS

 Attachment 1: Model Health and Safety Insight Report

 Attachment 2: Model Health and Safety Initiative Recommendation

 Attachment 3: Model Health and Safety Strategic Group Agenda

REFERENCES

### WATER NEW ZEALAND PROCEDURES & GUIDELINES:

***SECTION 3*** *Framework for Health and Safety Management*

#### Health and Safety Procedures:

 Annual Health and Safety Management Plans

***PROCEDURE***

 Hazard Identification, Risk Assessment and Control

 Health and Safety Consultation and Communication

#### Health and Safety Guidelines:

 None

### LEGISLATION, REGULATION AND STANDARDS

 Health and Safety at Work Act 2015

 Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016