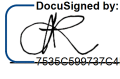
	<b>MRINZ Standard Operating Procedure – Health and Safety</b>		
<b>SOP Number:</b>	HS.004	<b>Version:</b>	04
<b>Title:</b>	MRINZ Occupational Safety and Health (OSH) Committee		
<b>Document Owner:</b>	Joanna Read, Senior Administrator		
<b>Effective Date:</b>	28Aug2023	<b>Next Revision By</b>	28Aug2025
<b>Supersedes:</b>	Version 03		
<b>Reviewed by</b>	Tony Mallon, Facilities Manager Dr Alex Semprini, Deputy Director		
<b>Approval</b>	 (sign) <small>DocuSigned by: 7535C690737C4EE...</small> Dr Alex Semprini, Deputy Director		11-Aug-2023   09:24 NZST Date Signed

## 1. Purpose

- 1.1. This SOP describes the responsibilities of the Occupational Safety and Health (OSH) Committee.
- 1.2. This SOP supports MRINZ quality systems by providing clarity regarding roles and responsibilities.

## 2. Scope

- 2.1. The Occupational Safety and Health (OSH) Committee deals with Health and Safety matters at MRINZ. This SOP describes their responsibilities.
- 2.2. The objectives of the MRINZ OSH Committee are to maintain a safe and healthy environment for:
  - all workers working for the Institute
  - visitors to the Institute workplaces
  - others who might be affected by the Institute's work.

## 3. Roles and Responsibilities

### 3.1. Committee Members

- 3.1.1. Consists of 1 x Deputy Director (Chair), 2 x other employees (currently a Senior Administrator and the Facilities Manager) and 1 x H&S worker representative (if desired by workers).
- 3.1.2. Coordinates the promotion of health and safety practices at the Institute.
- 3.1.3. Works to enable the Institute to meet its obligations under the Health and Safety at Work Act 2015 (see Appendix 1). In particular the primary duties of care in relation to the health and safety of workers and others affected by the work carried out by the Institute and the obligation to consult and communicate with workers.
- 3.1.4. Members will have undertaken appropriate H&S training, online or workshop based.

## 4. Definitions

N/A

## 5. Materials and Equipment

N/A



## 6. Procedure

### 6.1. Functions of the OSH Committee

6.1.1. As detailed in the Health and Safety at Work Act 2015 (see Appendix 1), the functions of the OSH Committee are:

- to facilitate co-operation between the Institute and workers in instigating, developing, and carrying out measures designed to ensure workers health and safety at work;
- to assist in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the workplace;
- to make recommendations relating to work health and safety; and
- to perform any other functions that are agreed between the Institute and the OSH Committee, or prescribed by regulations.

### 6.2. Institute Obligations

6.2.1. In relation to the OSH Committee, the Institute will:

- consult, so far as is reasonably practicable, about health and safety matters;
- allow members of the OSH Committee to spend as much time as is reasonably necessary to attend meetings of the OSH Committee or to carry out functions as a member of the OSH Committee; and
- provide the OSH Committee with any information that is necessary to enable the OSH committee to perform its functions, including information relating to hazards (including associated risks) at the workplace and the health and safety of the workers at the workplace.

### 6.3. General Business of the OSH committee

6.3.1. Gather information on health and safety matters, including hazard, incident and accident reports.

6.3.2. Review hazard, incident and accident reports.

6.3.3. Maintain up to date and accurate Health and Safety Policies.

6.3.4. Propose relevant health and safety training throughout the Institute.

6.3.5. Facilitate communication (engagement and participation) between Institute management and workers on all health and safety issues.

6.3.6. Ensure all workers and others are aware of any particular health and safety issues that apply to their working environment.

6.3.7. Provide regular reports to the Director and the Board.

6.3.8. Any time that a member of the OSH committee spends for the purposes of taking part in the OSH committee's functions will be on pay.

### 6.4. Meetings

6.4.1. The OSH Committee will meet quarterly. The Chair may call additional meetings as necessary.

6.4.2. A meeting quorum will consist of the Chair (or proxy) and a minimum of one other member.

6.4.3. Meeting minutes and secretarial support will be the responsibility of the Chair.

6.4.4. The OSH Committee may delegate responsibility for certain health and safety matters to a subcommittee.

### 6.5. Agenda and Papers

6.5.1. In addition to the General Business items, OSH Committee members may provide agenda items for discussion at least two working days in advance of any scheduled meeting.



- 6.5.2. The Chair will, as far as practicable, give all workers the opportunity to raise issues for discussion prior to any scheduled meeting.
- 6.5.3. The Chair will issue a formal agenda and any relevant papers to Committee members at least two days before any scheduled meeting.
- 6.5.4. Information relating to risks to health and safety in the workplace will be made available to the OSH Committee as required. Confidentiality and privacy obligations must be complied with.

#### 6.6. Meeting Minutes and Recording

- 6.6.1. The meeting minutes will record:
  - summary of major issues (health and safety matters, including hazard, incident and accident reports)
  - recommendations
  - items for action
  - other salient matters.
- 6.6.2. Draft Minutes will be provided to OSH committee members within one weeks of each meeting. Comments must be returned to the Chair within a week.
- 6.6.3. The Chair will provide summary reports to the Director, who in turn will provide this to the Board of Trustees.
- 6.6.4. A copy of the Minutes will be held by the Institute for no less than fifteen years.
- 6.6.5. A copy of the summary reports will be provided to the Institutes' Officers.

#### 6.7. Recommendations

- 6.7.1. If the OSH Committee makes a recommendation regarding work health and safety, the Institute will, within a reasonable time:
  - adopt the recommendation; or
  - provide a written statement to the OSH Committee setting out the reasons for not adopting the recommendation.

#### 7. Competency Assessment

N/A

#### 8. Supporting Documentation

- PL.001 MRINZ Occupational Safety and Health Policy

#### 9. Document History

Changes	Justification
New SOP template	Version 05 (effective 22Jun2022)
Change of document owner and approver	Due to staff leaving the MRINZ
Formatting changes	For clarity

Document versions	Effective dates
Version 01	UNK
Version 02	07Oct2019



Version 03	24Aug2021
Version 04	28Aug2023

## 10. Document Search and Distribution

Key words	Distributed to
HS.004, H&S, Health and Safety, OSH, Committee	All staff

## 11. Appendices

### Appendix 1 - Health and Safety at Work Act 2015

<http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>

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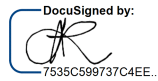
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