



OH&S COMMITTEE CHARTER

1. Name of Committee

Boort Grain Co-operative Ltd OH&S Committee

2. Purpose

The Board is responsible for the oversight of Occupational Health & Safety (OHS) matters including key OHS risks and/or impacts arising out of the activities and operations of the Boort Grain Co-operative Ltd. The role of the OH&S Committee is to support and advise the Board in these respects.

The functions of the Committee are to:

- Review measures taken to ensure the health, safety and welfare of persons at the Boort Grain Co-op.
- Investigate any matter that may be a risk to the health, safety and welfare of any persons at the Boort Grain Co-op.
- Ensure that information pertaining to the function and role of the Committee is formulated, reviewed and disseminated to all employees at the Boort Grain Co-op.

3. Scope

The scope of the Committee involves:

- Monitor Boort Grain Co-operative's compliance with legal obligations in relation to OH&S.
- OHS training and education
- Monitoring and review of workplace inspections, workplace hazards, incidents, injuries and investigations.
- Developing and reviewing risk assessments and risk controls
- Reviewing safe work practices (SWP)
- Developing safety rules and information
- Reviewing emergency procedures and drills.
- Complying with functions prescribed by regulations.

4. Committee Structure

The Committee comprises:

- Employee representative (Site)
- Management representative (ASA)
- Board member
- Grower member (non-Board)

5. Office Holders of the Committee

The Committee will elect a Chairperson/Secretary

Chairperson/Secretary responsibilities:

- Scheduling, notifying and chairing of meetings
- Preparing and distributing meeting agenda
- Displaying the OHS Committee Agenda on the OHS Notice Board at least one week prior to the meeting
- Taking minutes of the meeting and distributing minutes to the Committee, Board and Members.
- Referring recommendations made by the Committee to the Board.
- Ensuring that actions arising are assigned to a responsible person within an agreed timeframe.
- Ensure that any actions are finalised and signed off in a timely fashion.

6. Quorum

A quorum of members must be present before the meeting can proceed. A minimum of two (2) Committee members must be present to make up the quorum for the meeting to proceed.

7. Meetings

The objective is to have a monthly site audit targeting one specific OHS item each month.

A minimum of 4 meetings are to be held annually.