

## Board Health and Safety Charter

### PURPOSE

The overarching intent of the Board's management of health and safety is to prevent harm to employees, contractors, customers and/or patients. The Board recognises that effective management of health and safety is essential for the operation of a successful business.

The purpose of the Abano Healthcare Group Board Health and Safety Charter is to define the activities, processes, and supporting structures the Board will adopt to meet its responsibilities in relation to health and safety matters arising out of the activities of the Abano Healthcare Group (the Company).

### COMMITMENT

The Board commits to:

- Strive for continuous improvement in health and safety, to promote the desired behaviours and to provide the leadership and resources to make this happen
- Provide an environment that enables all employees to participate and work together in developing, promoting and improving health and safety at work.
- Understand and keep up to date with health and safety matters and key principles
- Understand the critical risks within the business
- Ensure adequate resources are provided to manage health and safety
- Receive information on health and safety systems adequacy and performance and respond to it
- Seek assurance that health and safety is being managed appropriately
- Ensure that no business objective will take priority over health and safety
- Providing a work environment where all people will not be harmed

The Board takes its commitment seriously and in developing this Charter has drawn on best practice experience, domestic and international, including the IoD/MBIE "Good Governance Practice Guideline for Managing Health and Safety Risks".

## POLICY, LEADERSHIP, STRATEGY AND PLANNING

It is the Board's role to provide leadership that sets the direction for health and safety management. The Board creates expectations and exercises due diligence in requiring and supporting management, and the organisation, to achieve the objectives of this Charter.

The Board will do the following:

1. In conjunction with the Chief Executive Officer, develop, approve and publish a health and safety policy that outlines the Company's commitment to health and safety. It will be signed by both the Board Chair and Chief Executive Officer, and will be reviewed annually.
2. Ensure that a health and safety element, including targets, is included in the Company's strategic plan and that it is regularly monitored and reviewed as with other parts of that plan.
3. Ensure that an annual health and safety improvement plan, including targets, is developed for the Company and that it is regularly monitored and reviewed.
4. Ensure that the appropriate resources (human, technical and financial) are provided to ensure the effective management of health and safety and that other Company strategies or objectives do not negatively conflict with health and safety strategies and objectives.
5. Hold the Chief Executive Officer accountable for the deployment of the health and safety policy and strategy, via a health and safety management system, and carry out regular reviews of their performance.
6. Demonstrate leadership and keep up to date with the critical risks and control processes by periodically visiting business areas.

## DELIVERY

### **Board Structure to Manage Health and Safety**

Health and Safety shall be governed at a "Whole of Board" level. The Board may invite members of the management team, or other persons, to attend meetings to make presentations, participate in discussions, or provide information and assistance as required.

### **Board Meetings**

Health and Safety will be a formal agenda item at all Board meetings. Every twelve months the Board will review the policy and strategy, as well as conduct a rigorous assessment of health and safety performance.

### **Corrective Actions**

The Board will identify any corrective actions required to be implemented as a result of its deliberations, and ensure they are recorded and tracked.

**Records**

Health and safety information will be prepared for each meeting and distributed in advance via Board information packs. Discussion on health and safety will be recorded as with any other part of the Board meeting.

**Company Health and Safety Management System**

The Board shall ensure a fit for purpose health and safety management system, that reflects the key requirements of AS/NZS4801, is in place and being implemented, audited and reviewed effectively by management.

**MONITORING**

The Board will receive the following information on a monthly basis:

1. Update on implementation of the annual health and safety improvement plan.
2. Summary of critical health and safety related activities both completed and overdue for the period.
3. Summary of new hazards and their control plans identified during the period.
4. Summary of incidents during the period.
5. Completed incident investigation findings.
6. Reports on reviews and audits of the whole or elements of the health and safety management system, including hazard and risk control plans.
7. In addition to reviewing audits and reviews initiated by management, the Board will initiate its own independent review of the status of health and safety management within Abano every two years. This will include commentary on the management of critical risks within the organisation.

Additionally the Board will receive information on any of the above as it comes to hand (between Board meetings), where the potential implications of not doing so are significant enough.

**Review and Approval**

Reviewed and approved	By the Board	April 2015
Next review date		April 2018