**TAIRUA GOLF AND COUNTRY CLUB**

**HEALTH AND SAFETY SUB – COMMITTEE**

**As set out in the Tairua Golf and Country Club Constitution 11.**

Every sub-committee may include a member of the Board and shall elect a Chairperson from its membership.

(ii) Each sub-committee is required to submit a report of its activities as requested by the Board.

(iii) Every sub-committee shall operate within the rules, and delegated powers in accord with the Constitution and By-Laws.

**Health and Safety Committee Members**

Health and Safety Co-Ordinator, Kitchen, House and Course Co-ordinators/Chairs, Other Sporting Codes, Managers

**Overview Responsibilities**

The Health and Safety Sub-Committee is responsible for overseeing the implementation of the Health and Safety Policy.

**Responsible to**:

The Health and Safety Committee is directly responsible to the Board in terms of the review, monitoring and making recommendations to the Board on the Club’s health and safety risk management framework and policies to ensure that the organisation has clearly set out its commitments to manage health and safety matters effectively.

**Responsibilities and duties:**

* **Develop** the Club’s Health and Safety Policy.
* **Implement** the Health and Safety Policy by
* Managing hazards and instructing the removal/minimisation/isolation of hazards using a Hazard Identification Checklist.
* Ensuring all club members/management and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
* Bringing to the attention of the Board any major health and safety issues on a regular basis.
* Maintaining all health and safety records.
* Reporting all major accidents to OSH (if required by law).
* Working with the Finance Committee to develop a budget for implementing the Health and Safety Policy
* Ensure that the Board is properly and regularly informed and updated on matters relating to health and safety risks including review of audits (internal and external), system reviews, performance results, significant incidents and investigations, and the impact of organisational changes.
* Review and make recommendations for Board approval on strategies for achieving health and safety objectives.
* Review and recommend for Board approval targets for health and safety performance and assess performance against those targets.
* Monitor the organisation’s compliance with health and safety policies and relevant applicable law.
* Ensure that the health and safety performance of the organisation and the systems used to identify and manage health and safety risks are fit-for-purpose, being effectively implemented and regularly reviewed and continuously improved.
* Review health and safety related incidents and consider appropriate actions to minimise the risk of recurrence.
* Fulfil any other duties and responsibilities which have been assigned to it from time to time by the Board.

**By-Law Passed by the TGCC Board on 25 May 2022**