

Health and Safety Group Terms of Reference



1. Introduction

- The NZWEA is an industry association that promotes the development of wind as a reliable, sustainable, clean and commercially viable energy source.
- NZWEA members are involved in the wind energy sector and include electricity generators, wind farm developers, lines companies, turbine manufacturers, consulting organisations and other providers of services to the wind sector.
- The New Zealand wind industry has a number of health and safety risks that arise from being part of the electricity industry as well as risks that specifically relate to wind generation.
- NZWEA members acknowledge these risks and the need for their careful management to avoid serious harm injuries.
- In October 2011 NZWEA established a group dedicated to Health & Safety in the Wind Industry in New Zealand.

2. Goal

- To work collaboratively to ensure our people get to go home healthy and safe.

3. Functions

- The functions of the Health and Safety Group are to:
 - Act as an information sharing forum for NZWEA members.
 - Communicate safety best practice and to highlight safety issues to the NZWEA membership.
 - Facilitate the development of health and safety best practice.
 - Safeguard those working in the industry through the use of safety alerts, lessons learnt documents and information.
 - Engage with regulators, statutory bodies and other organisations to share understanding and best practice.

4. Scope

- Matters pertaining to health, safety and wellness of people working at the New Zealand wind farms of NZWEA members.

5. Principles

- The Health and Safety Group recognises the following principles:
 - The open sharing of information benefits members and improves health and safety practices in the wind industry.
 - Individual members have responsibility for health and safety within their own organisations.
 - By working collectively we are striving to enhance the NZ wind industry's reputation as a healthy and safe workplace.
 - The confidentiality of the information provided by members is to be respected.

6. Authority

- The Group has no formal delegated authority.
- Decisions made by the Group are not binding on members.

7. Membership

- Appointed representatives of NZWEA members.

8. Meeting Arrangements

- The Group shall at a minimum meet 6 monthly.
- Members, at their discretion, can elect to hold meeting more frequently.
- The meeting shall be chaired by the Chief Executive of the NZWEA or a nominated member of the Group if supported by all Group members.
- Attendance at meeting is encouraged but not mandatory.
- An apology to the Chair should provide if a member cannot attend.

9. Reporting

- Formal minutes shall be prepared after Group meeting by the CE NZWEA.

10. Resources and Budget

- NZWEA provides the budget to support speakers.
- Subject to NZWEA board approval NZWEA may cover the costs of H & S Group projects and initiatives.
- Members are to cover their own costs.

11. Review Period

- The Group's terms of reference shall be reviewed on an annual basis.