

Health, Safety & Environment Group Terms of Reference

November 2024



1. Introduction

- The NZWEA is an industry association that promotes the development of wind energy as a reliable, sustainable, clean and commercially viable electricity source.
- NZWEA members are involved in the wind energy sector and include electricity generators, wind farm developers, lines companies, turbine manufacturers, consulting organisations, manufacturers and other providers of services to the wind sector.
- The New Zealand wind industry has a number of health, safety and environmental 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, both physical and emotional.
- In October 2011 NZWEA established a group dedicated to Health, Safety and Environment wellbeing 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 and learn and improve as an industry.
 - 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. Collaboration

- Collaborate with other health and safety organisations such as StayLive along with other international and domestic organisations focus on the safety and wellbeing of people in the wind energy sector.

5. Scope

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

6. 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.

7. Authority

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

8. Membership & Chair Appointment

- Members and the Chair are appointed representatives of NZWEA members and endorsed by the NZWEA Board.
- Working Group membership shall be comprised of representatives of NZWEA member organisations and other organisations supportive of the Working Group's goal.
- The chairperson shall be appointed by simple majority of members of the Working Group and then every 24 months thereafter.

9. Meeting Arrangements

- The Group shall at a minimum meet 3 monthly.
- Members, at their discretion, can elect to hold meeting more frequently.
- The meeting shall be chaired by the nominated Chair or in or her absence, 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.

10. Reporting

- Formal minutes shall be prepared after Group meeting by the Communications Director of NZWEA.

11. Resources and Budget

- NZWEA provides the budget to support speakers.
- Subject to NZWEA Board approval NZWEA may cover the costs of HSE Group projects and initiatives.
- Members are to cover their own costs.

12. Review Period

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