



Health, Safety and Environment Committee Charter

14 May 2019

1. Purpose

The role of the Health, Safety and Environment (HSE) Committee is to:

- support the Board and work with Management to set the Company's vision and commitment to HSE;
- agree how HSE objectives will be met;
- determine the framework for monitoring performance; and
- oversee the means for ensuring legal obligations are met.

2. Responsibilities

The HSE Committee is to support the Board with its responsibilities in relation to health, safety and the environment, having regard to the law and the highest standards of governance by:

Policy and Plan

- Periodically reviewing and amending, if necessary, the Company's health and safety and environment policies so that they clearly set out the commitments of the Company to manage HSE-related matters effectively;
- Reviewing and recommending to the Board targets for HSE performance, and assessing performance against those targets;
- Reviewing and recommending for Board approval strategies for achieving HSE objectives; and
- Holding senior management to account for implementing HSE strategies and ensuring HSE is a priority.

Deliver

- Regularly reviewing the Company's HSE management system and being satisfied that it is fit for purpose, and reflective of legislative requirements and other industry trends;
- Providing sufficient and capable employees, and with sufficient budget to maintain the HSE management system and operate the business safely;
- Reviewing the Company's practices for enabling workers and their representatives to participate in decision-making, implementation and monitoring of workplace health and safety;
- Reviewing the Company's practices to support the recovery and rehabilitation of employees in the event of work-related injury or illness;
- Holding senior management to account for ensuring that contractors used by organisation have satisfactory health and safety standards; and

- Monitoring the effectiveness of management systems to identify and manage HSE hazards and risks.

Monitor

- Monitoring performance reports on the effectiveness of the HSE management system to identify whether policy is complied with and where improvements may be required;
- Specifying clear requirements for regular reporting and review of health and safety performance results, and assessing performance against agreed targets; and
- Reviewing serious incidents/near misses and audit results, evaluating responses and being satisfied with the adequacy of management actions.

Review

- Conducting periodic formal review of HSE to determine the effectiveness of the HSE management system and identify changes required, ensuring that actions identified in the review are communicated and effectively implemented; and
- Attending to any other matter put to the HSE Committee from time to time.

3. Composition

The HSE Committee shall have at least three members. The chair is to be appointed by the members of the Board.

4. Meetings

The HSE Committee shall meet at least three times a year or as required, generally being times coinciding with the Company's regular Board meetings.

A quorum for the HSE Committee shall be a majority of members of the HSE Committee.

The HSE Committee may invite an advisor (or advisors), including any member of the management team or other person, to attend meetings of the HSE Committee to make presentations, participate in discussions, or provide information and assistance to the HSE Committee as required. The HSE Committee will have access to senior management and Contact's auditors as necessary.

An agenda will be prepared for each meeting and distributed in advance of the meeting. The HSE Committee shall ensure that minutes are kept of all meetings of the HSE Committee, and are circulated to all Directors after each meeting.

In the first instance, the corporate lead for HSE will provide assistance to the HSE Committee in the preparation of each agenda, and the minute taker for the Board meeting will provide secretarial support to the HSE Committee, including the taking of minutes.

5. Approval and Review

The HSE Committee charter shall be approved by the full Board. The HSE Committee shall regularly review the charter to ensure its relevance and the effectiveness of the HSE Committee and make recommendations for any amendments to the Board.

The performance of the HSE Committee against this charter will be reviewed every two years.