

## **POL039 Terms of Reference for Safety, Quality & Environmental Consultation and Participation Meetings**

As Managing Director of Pyramid Builders Ltd, I recognize that Health and Wellbeing at Work is as important as health and safety at work therefore this policy has been developed to promote and encourage the contribution of all parties within the company towards achieving better and safer working environment. The Policy is endorsed and fully supported by my Board

As the Company conforms with the ISO 45001:2018 it is suggested that a meeting structure whose attendance includes all levels of the company in particular those who are not in a Managerial or Supervisory Role. It is suggested that they be held as a minimum every 3 months, normally on the first Monday of the month.

It was also agreed that an agenda and a form of structure for the meeting would be produced to ensure that they were constructive and give value to the Company.

Therefore, please find below the Pyramid Builders Ltd's Terms of Reference for the meeting including; Name, Primary Purpose, Attendees & Format of Future Meetings.

### **Name**

Safety, Quality & Environmental Consultation and Participation Meeting

### **Primary Purpose**

- To reinforce the principle that the management of Safety, Quality & the Environment is a joint responsibility.
- Improve the Assurance (SQE) Culture of the Company
- Review the present documented Management System and revise if necessary to make it more user friendly
- Review the training requirements and maintain that requirement
- To review safety trends, accident/incidents and highlight any area of concern.
- Attendees will be required to propose and manage initiatives to address any adverse trend or concern.
- Attendees to continually review the Company's Risk Register to ensure that it is a true reflection of the risks being managed by the company.
- To keep sight of future developments in Safety & Environmental Legislation and ensure measures are put in place to address any proposed Changes.

Inputs to the Meeting to include;

- Contract Best Practise to be easily shared across all contract areas.
- Pyramid Builders Ltd's Risk & Environmental Registers
- Safety & Environmental initiatives
- Site Safety and Audit Reports

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- Internal & External Audit Reports
- Management Review
- Business Continuous Improvement Plan, Assurance Objectives and Action Plan
- Training Requirements

Output from the meeting to include;

- Meeting Minutes
- Behavioural Safety Programme
- Training & Instruction
- Reviewed Risk Register
- Proposals and initiatives to address any adverse trend
- The Cascading of information to all employees
- Proposals and initiatives to prepare for changes in Legislation
- Consolidated Report

The minutes and report made available for review by the Pyramid Builders Ltd Board Meeting and displayed at Contract locations.

**Proposed Committee Members**

<b>Name</b>	<b>Role</b>
Liam Clear	Director Level involvement
Teodora Todorova	Chair the Meeting.
Maya Grosberg	Provide Office Input and Produce Minutes.
Conor McClelland	Provide Site & Operational Input
Nick Raggett	Provide Site & Operational Input.
TBA	Provide Site & Operational Input.
Teodora Todorova	Provide continuity and guidance.

The communication path between the Committee and the Employees should be bi-directional:

- In one direction the Project Managers and the Operative attendees will bring to the Meeting’s attention any issue or concern or associated matter they may have or those raised at Site Level or their Client’s Safety Meetings.
- In the other direction views of the Health, Safety & Environmental Committee Meeting communicated to their Sites and Staff.

Contractual issues should not be discussed at this forum unless they have a direct impact on safety.

If these or any other arrangements are put in place it is proposed that the arrangements are thereafter reviewed annually to ensure that they remain consistent with the requirements of the Pyramid Builders Ltd’s and satisfy the Terms of Reference of the Meeting.

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**Example Agenda Items & Format**

1. Minutes of the previous meeting
2. Actions and matters arising from the previous meeting
3. Key issues from the Committee Members
4. Key issues from Site (to include audit & safety reports)
5. Significant Accident/Incidents (not necessary just from Company Sites but other Contractor sites)
6. Behavioural Safety Programme and Status
7. Key Trends and Statistics
8. Legislation & Regulatory or Contract Requirements Up-date
9. Management Review
10. Initiatives and Best Practise
11. Training
12. Company Risk Register
13. Any Other Business to include; Next Meeting Date and Items for the agenda.

Liam Clear  
Managing Director  
Pyramid Builders Ltd

September 2021

