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| **CAL-HS-PD-0742** |
| **H S E Q Committee** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
| Rev: | Date: | Reason for Review: | Nature of Changes: | Prepared by: | Checked by: |
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# PURPOSE

1. The HSEQ committee forms an integral part of the management of the Company. It will review HSEQ related matters and is empowered to make decisions e.g. on expenditure (within agreed limits) and operational and procedural changes. The committee will be the main forum for consultation with the workforce as part of our worker engagement philosophy.

# FREQUENCY

1. The committee will meet monthly, either directly before or immediately after the monthly Operational Management meeting. Postponement of the HSEQ committee meeting should only occur in genuinely exceptional circumstances.

# MEETING ORGANISATION

1. Meeting dates will be set at the previous meeting where practicable, or at least 10 days in advance. The meeting agenda will be circulated by the Secretary at least five working days in advance to allow committee members to add items as necessary.
2. The Secretary will ensure that a suitable room is booked for the meetings.
3. HSEQ committee meetings will be no longer than 90 minutes duration.

# ATTENDEES

1. The committee ideally will comprise:

* Managing Director (or delegate Director) - Chair
* Compliance Manager - Secretary
* Operations Manager (or delegate Contracts Manager) - member
* Engineering Manager - member
* Workforce Rep - member
* Workforce Rep - member

1. Note: the above is an ideal make up and depending on resources, positions within the company and availability, the make up of the group may change from meeting to meeting.

# MANDATORY AGENDA ITEMS

1. The following topics will form the basis of all HSEQ meetings. The HSEQ statistical report will be compiled based from Company information gathered, with inputs from management as necessary. Not all topics below will be discussed.

* Matters arising from previous meeting minutes
* HSEQ statistical report (rolling monthly & cumulative figures):
* Incidence and frequency rates (LTI)
* RIDDOR reports
* No. customer satisfaction/complaints
* No. of Non Conformances raised and closed out
* Energy savings
* No. training days & TBT undertaken
* No. site inspections undertaken
* Lessons learnt – incidents/NC/investigations
* Previous audits and findings
* Any enforcement authority interventions/action
* Any legal changes (or changes to ACoP & guidance etc)
* Any significant compliance issues

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| M2 Safety Consultants Ltd |
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