

Warrenpoint Harbour Authority

Health, Safety, Environment & Marine Committee

Terms of Reference (October 2021)

1. Introduction

- 1.1. Warrenpoint Harbour Authority (WHA) places utmost importance on keeping people safe and protecting the environment. We strongly believe that all those affected by our business should return home safely and that WHA should meet its environmental sustainability ambitions and commitments.
- 1.2. These values are enshrined in the [Warrenpoint Harbour Authority Masterplan \(2018-43\)](#)

“Safety First: We adhere to appropriate health and safety standards to deliver safe environment for customers and colleagues.”

And

“Warrenpoint Port will operate in a manner where health, safety and environmental awareness are of the highest standards”

- 1.3. Whilst the Board, Executive Team and Responsible Persons (RP’s) are accountable for Health, Safety Environment & Marine (HSEM), every colleague and visitor to the Port is equally responsible for their own HSEM impacts and those of their colleagues and visitors.

2. Purpose

- 2.1. The purpose of the HSEM Committee is to provide independent assurance to the Board on HSEM matters and to support WHA’s Executive & management team in achieving and maintaining high standards in HSEM performance.

3. Role & Responsibilities

- 3.1. The HSEM Committee is an advisory committee that can make recommendations to the Board that require approval by the Board. Its main role & responsibilities are;
 - a. To review with, and support, the Executive team and RP’s in their effective management of HSEM risks and assurance;
 - b. To review and recommend approval of the WHA’s HSEM policies, procedures and working practices and obtain assurance that they meet or exceed legal obligations and that policies, procedures and working practices are of a high standard;

- c. To provide assurance that the HSEM plans adequately address the principal HSEM risks facing the organisation, are sufficient for the size and complexity of the business and are appropriately resourced;
- d. To oversee the establishment of a baseline measurement of WHA's Carbon Footprint;
- e. To support the Executive team and RP's to plot the path and develop an action plan to net zero;
- f. To seek assurance that each business unit (operations, engineering, marine & administration) is appropriately organised and resourced for HSEM and to monitor performance of each business unit against the HSEM plan;
- g. To review and monitor performance on, and compliance with, HSEM objectives, policies and plans and support management to identify and implement appropriate corrective action to raise performance where required;
- h. To receive reports on any extraordinary HSEM issues or incidents, RIDDOR events, near-misses, potentially serious/fatal injuries, review findings from investigations;
- i. To seek assurance on the measurement and effectiveness of mitigation actions taken to address HSEM risks and ensure that such actions are taken consistently across business units;
- j. To make recommendations to the Board on steps to be taken where the Committee considers action or improvements are necessary;
- k. To report to the Board on the work of the Committee and ensure that Business Unit Leadership are kept informed of their HSEM responsibilities; and
- l. To receive and review reports from the RP's on legislative or regulatory changes and the impact of these on WHA.

4. Authority and Accountability

- 4.1. The Committee is accountable to the Board, for encouraging, supporting and guiding the Executive and Management Team, to ensure HSEM performance is of a high standard.
- 4.2. The Committee will report to the Board during the full Board meetings and through regular updates provided by the RP's. Details and statistics on all incidents will be reported to the Board.
- 4.3. The Chair of the HSEM Committee will report to the Board on the business of HSEM Committee meetings and Committee meeting minutes will be made available to Board for approval at the first available opportunity.

- 4.4. The Committee is authorised by the Board to commission work relevant to its role and responsibilities, using WHA resources as agreed by the CEO and Chair of the Board.

5. Composition

- 5.1. The Committee shall comprise of the following;
- An independent non-executive board member who shall be Chair of the Committee
 - Three non-executive Board members
- 5.2. The CEO (or a designated deputy) and a minute taker will also be in attendance.
- 5.3. The Committee will invite the Responsible Persons (RP's) to attend elements of the meetings and provide business area input and comment. They are;
- Health, Safety & Environment Manager
 - Engineering Manager
 - Harbour Master
 - Operations Manager
 - Projects Manager
- 5.4. A quorum shall be three non-executive members.

6. Meetings

- 6.1. The Committee will meet as required, which will not be fewer than three times per annum. Meetings may be convened following any major incidents that require review, or at the request of committee members.

7. Communication

- 7.1. Routine HSEM issues will be reported to the full Board within the Board report at each meeting.
- 7.2. Major incidents will be reported to the members of the HSEM committee at the earliest practicable opportunity by the CEO.
- 7.3. All members of staff may at any time, in confidence, raise concerns about possible improprieties or breaches in HSEM matters with the HSEM Committee Chair.

8. Document control

- 8.1. The Company Secretary is the owner of these Terms of Reference and is responsible for ensuring that these are reviewed in line with the relevant review requirements.

8.2. A current version of this Statement is available on WHA's website.

8.3. This Policy was approved as stated below and is issued on a version-controlled basis.

Version	Date	Approved by
1	November 2021	WHA Board