

Te Ohu Toiora

CPP501a Health, Safety and Wellbeing Leadership Group

Terms of Reference

1 Purpose

- To proactively lead and ensure a culture based on the development of collective behaviours where our people are actively engaged in Health, Safety and Wellbeing, is fully embedded. Ultimately ensuring we are living safe and well.
- This culture will be built by the Leadership Group valuing and proactively advocating for the Health, Safety, and Wellbeing of all colleagues, learners, visitors and contractors of Ara.
- The Group will also ensure the vision, mission, and principles of the Ara Health and Safety Charter are embedded into the Ara Health, Safety and Wellbeing culture.
- The Group will also provide assurance to Te Kāhui Manukura so they can meet their due diligence obligations under the Health and Safety at Work Act (2015).

2 Membership

- General Manager (Chair)
- *Executive Director, Academic, Innovation and Research
- *Executive Director, Ākonga Success
- *Executive Director, Operations, Corporate Services
- *Executive Director, People and Capability
- *Executive Director, Treaty Partnerships
- *Director, Ākonga Success
- *Director, Learning Environments
- *Director, Safety, Health and Wellbeing Manager
- *Safety, Health and Wellbeing Business Partner
- *Chair of the Health and Safety Working Group
- *Chair of the South Canterbury Health, Safety and Wellbeing Group
- *Chair of the Wellbeing Action Group
- *Two Department Leaders, Academic, Innovation and Research Division
- * Titles of these roles are subject to change
- The Health, Safety and Wellbeing Leadership Group may, as required, co-opt members from across the institution for specific projects, advice and collaborations.
- Membership will be reviewed Annually, initiated by the Chair.

3 Meeting Frequency

Meetings should be held at least bi-monthly (avoiding January and December), or at any other reasonable time to be determined by the Leadership Group (via a simple majority)¹. An annual schedule of meetings to be notified in January each year by the Administrator.

4 Quorum

Five official members including at least two Executive Directors and one Department Leader.

5 Minutes and Recommendations

- An administrator/minute-taker is to be provided by People and Capability. An accurate set of minutes containing action points is to be produced after each meeting and forwarded to the Leadership Group members (as preliminary) within five working days.
- The final, ratified minutes will be distributed to Te Kāhui Manukura and the Health and Safety Working Group and subgroup membership.

6 Functional Responsibilities

- The functional responsibilities for this Leadership Group is detailed at Ara's Safety and Wellbeing [Resources, Roles and Responsibilities](#).

7 Definitions

- **Health**
Health is a state of complete physical, mental, and social wellbeing and not merely the absence of disease or infirmity. [who_constitution_en.pdf](#)
- **Safety**
Safety is the state of being "safe", being protected from harm or other non-desirable outcomes, and refers to the control of recognised hazards in order to achieve an acceptable level of risk.
- **Wellbeing**
Wellbeing has been defined as feeling good and functioning well.
<https://neweconomics.org/2008/10/five-ways-to-wellbeing-the-evidence/>

8 Associated Documents

- Ara Health and Safety Policy [CPP501](#)
- Health and Safety Resources Roles and Responsibilities [CPP501c](#)
- [TOR – Health and Safety Working Group](#)
- [TOR - Wellbeing Action Group](#)

¹ As per regulation 29 in the Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016