Scott Technology Ltd

Health & Safety Committee

Terms of Reference

Approver:	Scott Board
Reviewer:	Scott Board
Owner/s:	Chief Executive Officer
Review Cycle:	Annually, or as necessary
Next Update:	June 2026

1. Purpose

The Health & Safety Committee ("the Committee") is a committee of the Board of Scott Technology Limited ("the Company") established to support the Board in fulfilling its responsibilities for the ownership, oversight, governance, and leadership of all health and safety matters across the organisation.

2. Objectives

The Committee's primary objectives are to:

- Provide oversight of the health and safety strategy, systems, and performance of the Company.
- Ensure appropriate policies and frameworks are in place to manage health and safety risks effectively.
- Promote a strong health and safety culture throughout the organisation.
- Assist the Board in meeting its legal and ethical obligations under relevant health and safety legislation.

3. Membership

- A Committee shall comprise all members of the Board.
- A quorum shall be two members.
- The Board shall appoint a Chair of the Committee from among the non-executive directors.

4. Meetings and Administration

- The Board shall appoint a secretary to the Committee.
- The Committee may invite the CEO, senior executives, or other personnel (including external advisers) to attend meetings as needed.
- Reasonable notice of meetings and the business to be conducted shall be given provided to Committee members, other Board members, and the Chief Executive Officer (CEO).
- The Committee shall meet at least four times per year, with additional meetings scheduled as required.
- Minutes of all meetings shall be kept, and the Committee Chair shall report findings, issues, and recommendations to the Board following each meeting.

5. Responsibilities

The Committee is responsible for advising and making recommendations to the Board on:

- The health and safety policy framework, strategy, and risk management approach of the Company.
- The development and monitoring of objectives, performance indicators, and targets for health and safety.
- Performance against those targets, including reviewing key metrics, audit outcomes, incidents, investigations, and remedial actions.
- Compliance with applicable laws, regulations, and industry standards.
- The effectiveness of health and safety systems, including their design, implementation, review, and continuous improvement.
- Ensuring the organisation is adequately resourced and structured to manage health and safety risks, including having competent people, systems of communication, and documentation.
- Reviewing significant health and safety incidents and lessons learned to prevent recurrence.

- Receiving and considering internal and external audit results and other independent assessments of the health and safety systems of the Company.
- Any other duties or matters delegated to it by the Board.

6. Authority

The Committee is authorised by the Board to:

- Access any information or personnel within the Company as required to discharge its duties.
- Obtain independent professional or legal advice at the expense of the Company where appropriate.
- Engage external consultants or advisors, following consultation with the Board Chair or CEO, where necessary to support its responsibilities.
- Investigate any matter falling within its scope of responsibility.

7. Review and Evaluation

The Committee shall:

- Ensure the health and safety management framework is reviewed, audited, and updated periodically in line with accepted standards.
- Formally assess the health and safety performance of the Company annually, including:
    - Internal and external audits
    - Review of major incidents and near misses
    - Evaluation of corrective actions
    - Organisational changes with health and safety implications
    - Benchmarking against peers and industry data
- Receive sufficient information from the CEO and management to carry out these responsibilities.

8. Review of Terms of Reference

The Committee may initiate a review of these Terms of Reference at any time and shall recommend changes to the Board for approval as needed.

9. Ownership and Review

The Committee may at any time initiate a review of the Committee and make appropriate recommendations for its alteration to the Board.

10. Related Documents

N/A

11. Document History

Version	Change	Who	Date
V3	Reviewed and amended	SCT Board	June 2025
V2	Reviewed	SCT Board	February 2018
V1	Adopted	SCT Board	December 2016