

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR
COMMUNICATION AND
CONSULTATION**

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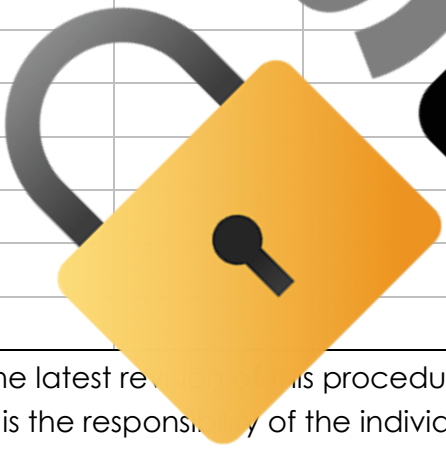
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1. APPROVAL

| Document Control | | | |
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| Document: | HSEQ-MP-8 – Communication and Consultation | | |
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| This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is maintained. | | | |
| Amendment Record | | | |
| Version | Date | Context | Summary of Amendments |
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| The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'. | | | |
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2. PURPOSE

The purpose of this procedure is to ensure that appropriate communication and consultation with **Insert Your Company** personnel about health, safety environmental and quality matters is undertaken and maintained, including meetings, notice boards and communication to those who may be absent from the workplace.

3. SCOPE

This procedure applies to the development and implementation of processes for communication and consultation with all personnel and/or their representatives in relation to health, safety environmental and quality matters which may affect the

4. TERMS AND DEFINITIONS

| Term | Definition |
|----------------------|---|
| Communication | Means the exchange of information, thoughts, messages, statements or comments. |
| Consultation | Means the fostering, cooperation and development of partnerships between government, employers and workers to ensure the highest standards of health and safety. |
| Feedback | Is the opportunity to receive suggestions concerning existing policies and procedures from personnel. It could also mean responding to suggestions from personnel about whether the suggestions have been accepted or not. |
| Coordinator | Is a person or work group who develops or makes changes to procedures and policies. |
| Stakeholder | A person or group of people that has an interest in or is impacted by Insert Your Company policies or activities. Stakeholders may participate in and contribute to the decision-making process. Stakeholders may be used interchangeably with 'interested party'. |
| Workgroup | Is a group of workers who share similar work conditions (e.g. all personnel on night shift; all personnel who work in the operational area. A work group will be determined by negotiation with the workers who will form the work group and management. |

5. ROLES AND RESPONSIBILITIES

Managers are responsible for: