

# ***SAFETY PROCEDURE***

## **HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR COMMUNICATION AND CONSULTATION**

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# 1. APPROVAL

## Document Control

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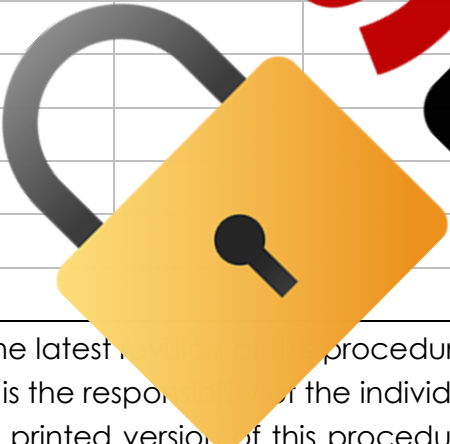
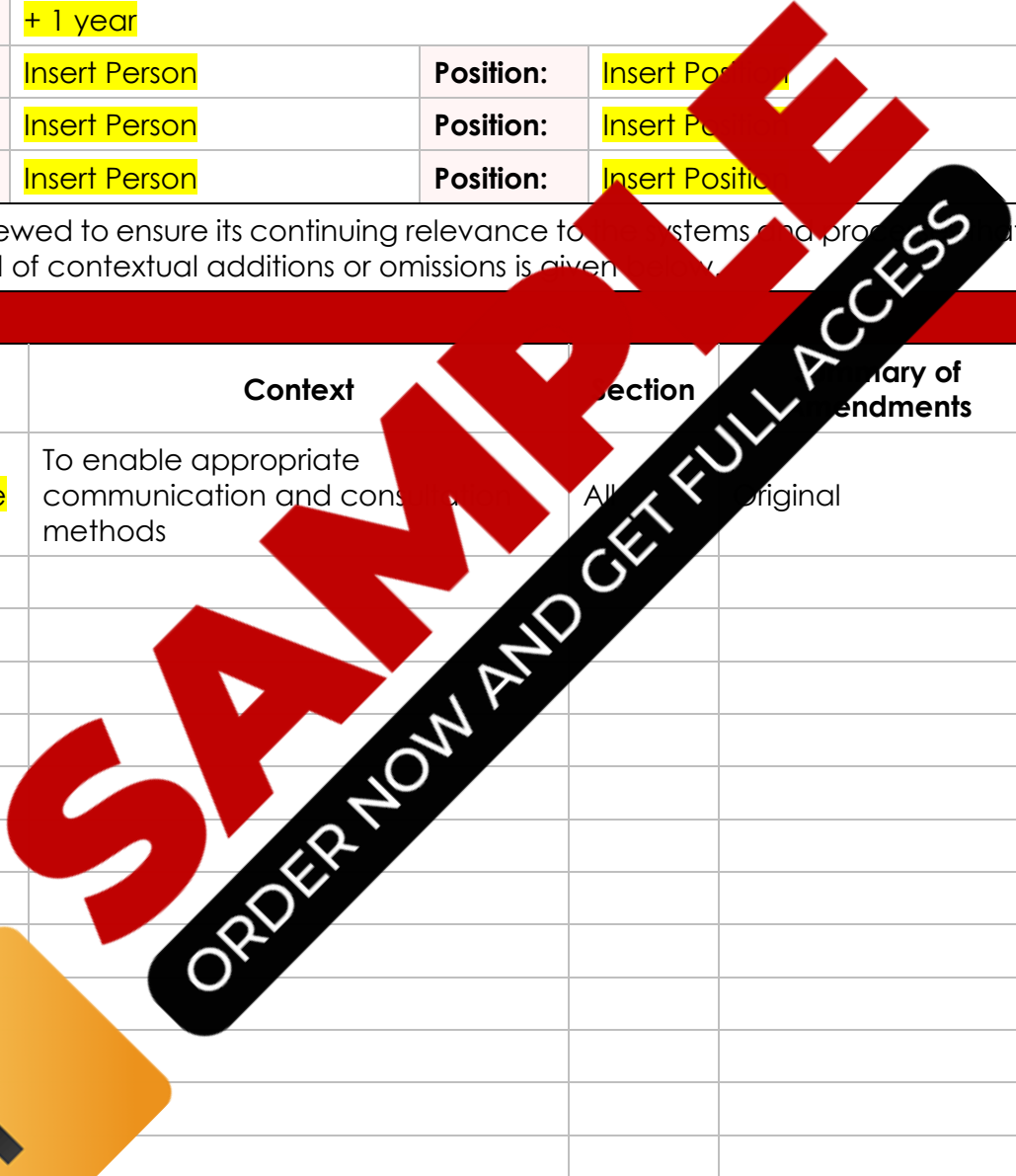
This procedure is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

## Amendment Record

Version	Date	Context	Section	Summary of Amendments
1.0	Insert Date	To enable appropriate communication and consultation methods	All	original

The latest version 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 regarding 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
<b>Communication</b>	Means the exchange of information, thoughts, messages, statements or documents.
<b>Consultation</b>	Means the seeking, cooperation and development of partnerships between government, employers and workers to improve workplace health and safety.
<b>Feedback</b>	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 were accepted or not.
<b>Originator</b>	Is a person or a group who develops or makes changes to procedures and policies.
<b>Stakeholder</b>	A group of people that has an interest in or is impacted by <b>Insert Your Company</b> policies or activities. Stakeholders may participate in and contribute to the decision-making process. Stakeholder may be used interchangeably with 'interested party'.
<b>Workgroup</b>	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: