

Communication and Consultation

Purpose

To ensure that appropriate / effective communication and consultation with workers, regarding HS&E matters is undertaken within the operations of the PCBU (person conducting a business or undertaking) as far as reasonably practicable.

Application

This procedure covers HS&E matters which workers and their representatives may be exposed to within the operations of the PCBU.

It is also an opportunity for workers to provide constructive feedback to management on HS&E matters.

Relevant factors as to the nature of consultation include:

- a) Who else has influence and control in the work activity;
- b) How do duty holders each affect work health and safety in relation to that activity;
- c) Where do work activities interact and what impact do they have;
- d) What information should be shared; *and*
- e) What action is needed to be taken to work together with other duty holders.

References

Related Legislation

Work Health and Safety Act (WHS) 2011
Work Health and Safety Regulations 2011

Related Documents

- Policy Statements
- Roles & Responsibilities
- Performance Measurement & Reporting
- HS&E Objectives & Targets
- HS&E Action Plans
- HS&E Training
- Record Management
- Committee & Representatives
- Issue Resolution
- Risk Assessment
- Safety Alerts
- Committee (HS&E) & Toolbox minutes

Related Forms

- Health, Safety and Environment (HS&E) Consultation Form/s
- Risk Assessment Form/s
- Committee (HS&E) & Toolbox Templates
- Training Attendance Form/s

K&S FREIGHTERS

2. Health, Safety & Environment (HS&E)

1. Health & Safety Management System ♦ 3.3~1 Communication and Consultation

Communication and Consultation Procedure

Responsibilities

PCBU	A PCBU must as far as reasonably practicable consult, co-operate and co-ordinate activities with all other persons who have a duty in relation to the same matter. A PCBU is required to work together with other duty holders in a proactive and reciprocal way so that all risks associated with the activity that they have some involvement in are eliminated or minimised as far as reasonably practicable.
Divisional General Managers; General Manager HSE/ Compliance	Responsible for ensuring that appropriate processes for effective & efficient communication and consultation are in place and working effectively.
Line Managers / Supervisors	To ensure effective communication and consultation processes exist which provide workers with the relevant information on HS&E issues and performance requirements. Implement & monitor communication and consultation processes, ensuring active participation in all aspects of this procedure within their area of responsibility.
Workers	To actively participate in the processes established for workplace communication and consultation, including feedback in areas which may affect the nominated worker/s.

Procedures and Guidelines

In general, consultation requires:

- Relevant work health, safety and environmental information to be shared with workers;
- A reasonable opportunity for workers to express their views;
- Workers are given a reasonable opportunity to contribute to the decision-making process relating to the health, safety and environmental matter;
- The workers' views are taken into account; and
- Workers are advised of the outcome of any consultation in a timely matter.

Consultation with workers who are represented by a health and safety representative (HSR), must involve that representative.

Principle form of consultation shall take place via HS&E Committee or Toolbox meetings or directly with worker's and/or their representatives.

Worker Consultation

Examples of consultation include, but are not limited to:

- Policy Statements.
- H&S Objectives & Targets/Goals.
- Change Management - changes and modifications to workplace, equipment and/or work processes/ procedures and any other matters which directly affect the health and safety of workers.
- Risk Assessments.

K&S FREIGHTERS

2. Health, Safety & Environment (HS&E)

1. Health & Safety Management System ♦ 3.3~1 Communication and Consultation

Communication and Consultation Procedure

- Implementation of control measures as part of the hazard management process.
- HS&E Committee meetings.
- Tool Box meetings.
- Mail out of HS&E information to worker premises.
- Safety Walks / Talks.

HS&E Information

Workplace or work-practice specific HS&E information shall be provided to workers and integrated into the task specific training requirements.

Where PCBU work-practice / procedures changes occur or new information is available, this will be provided as part of the change management process.

Workers shall be directly consulted on changes to the workplace or work-practices which directly affect them.

Notice boards specifically for HS&E shall be located in the PCBU. These noticeboards will display information such as: HS&E information, promotional materials, statistics, performance data and other HS&E specific information.

The PCBU will nominate / determine the information required on HS&E notice boards.

Policy Statements

All Policy Statements developed for HS&E within the PCBU will be communicated effectively to all workers and visitors. This shall be done in such a way as to ensure that the scopes, aims and practical implications of these Policy Statements are communicated to and understood by all.

Objectives & Targets

The HS&E objectives and targets shall be communicated effectively to all workers and visitors as applicable.

HS&E Committees / Tool Box Meetings

Regular HS&E Committee and Tool Box Meetings shall be held at each site. These meetings will be led by senior managers at the site and include worker representatives.

Such meetings shall be devoted to the communication and discussion of HS&E matters.

Long Distance/ Linehaul Drivers

Regular mail outs to workers as determined by the business units will occur for long distance / linehaul drivers who are unable to attend the HS&E Committee meetings.

Non PCBU Sites (e.g. customer sites)

In the instance where workers are working out of premises which are not operated directly by the PCBU, this procedure serves as a guide regarding communication and consultation processes.

Where additional requirements are to be met in relation to the systems & procedures of the owner/occupier (e.g. customer site), these shall be documented and implemented separately.

Record Maintenance

All records produced as a result of this procedure shall be maintained locally in accordance with *Record Maintenance Procedure*.

Operations

- ▶ 4.3 K&S Transport Emergency Management System

- ▶ Scott Corp. ~ Transport Emergency Response Plan (TERP)
- ▶ Attachments – Regional List & Map

**Transport Emergency Response
Region Map**

SCL Transport Emergency Response
Region Map

