



# CONSULTATION, REPRESENTATION AND PARTICIPATION POLICY

## **POLICY STATEMENT**

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers and visitors. This commitment also extends to ensuring that the views of workers and their elected representatives are taken into account in making WHS decisions that affect their health and safety.

## **AIMS AND OBJECTIVES**

We will develop and implement appropriate and compliant systems of workplace consultation, worker representation and participation in WHS matters in all company workplaces. We will ensure that suitable processes for communication of WHS matters are provided and implemented, and that consultation with workers (and, where applicable, other stakeholders), is carried out regarding matters that may affect their health and safety at work.

## **RESPONSIBILITIES**

We will, so far as is reasonably practicable, consult with workers who carry out work for the company and who are, or are likely to be, directly affected by a WHS matter. Consultation procedures will be agreed with workers, and be in accordance with legislated requirements for workplace consultation.

Workers may, if they choose, elect a health and safety representative (HSR) to represent workers in their workgroup in relation to health and safety matters in their workplace or workplaces. The company will provide any reasonably necessary resources, facilities and assistance to allow the election of a HSR, and training of HSRs as entitled under legislation. We will consult with an elected HSR in relation to any matter which may affect the health and safety of any worker in a workgroup represented by the HSR.

We will encourage the participation of workers in work health and safety matters, including the establishment of a workplace health and safety committee (HSC) following a request to do so by a HSR or five or more workers at the workplace. Where necessary, appropriate training will be provided for HSC members, and resources made available to allow members to carry out their functions on the committee. HSC meeting will be held at least once every 3 months.

All workers will be notified of any workplace consultation, representation and participation arrangements, and be kept informed of health and safety matters that may affect them by posting of HSC minutes on workplace notice boards or by other suitable means.

**AUTHORISED BY:** Name: Bobby Milicevic

Date: 12th September 2013

Position: Director

Signature:

A handwritten signature in black ink, appearing to be 'Bobby Milicevic', written over a horizontal line.