

# Consultation Policy

## Company commitment

Coates Civil Pty Ltd is committed to protecting the health and safety of all workers (employees and contractors). Our company will consult our workers in implementing safe work practices and systems that will ensure the health and safety of our workers.

## How workers will be consulted about health and safety issues:

When a health and safety issue is identified by Coates Civil Pty Ltd, a worker or client, the issue is to be reported to the relevant Supervisor, Manager and in that person's absence to the Managing Director. Once reported, the issue is evaluated using the established risk management processes in consultation with workers until the issue is resolved. It is the responsibility of the Supervisor, Manager or Managing Director to provide feedback to the person who raised the issue.

## Communicating health and safety information:

Health and safety information concerning changes to legislation, work practices or reporting back on health and safety issues is communicated to all workers via management meetings, toolbox meetings and emails.

## External communication

The Operations / HSEQ Manager or project manager may communicate with clients, suppliers and contractors with regard to, regulatory, quality, health, safety and the environment.

For all other interested parties such as the media, regulators, the public, all communications are to be referred to the Managing Director.

## Establishment of consultation arrangements

Coates Civil Pty Ltd established these consultation arrangements with its workers.

## Review of consultation arrangements

It has been agreed by Coates Civil Pty Ltd and their workers that these health and safety consultation arrangements will be monitored and reviewed on an on-going basis to ensure that consultation with all workers is effective and that all safety issues are being addressed.

Authorised by:



Nathan Coates  
Managing Director

1/11/16