



## **WORK HEALTH & SAFETY CONSULTATION POLICY**

### **Company Commitment**

Impact Executive Solutions is committed to protecting the health and safety of all our employees. To this end, the organisation will communicate relevant Work Health & Safety (WHS) information to all employees, and consult employees when implementing safety practices and systems that will ensure their health, safety and welfare. Employee involvement at all levels is critical for ensuring a safe workplace.

### **Formal Consultation Structure**

The formal Consultation mechanism to be employed will be other agreed arrangements and meetings will be held at least bi-monthly, and will be minuted.

Relevant WHS information will be communicated to employees in a variety of ways, which may include:

- Through direct communication with their manager
- Through safety meetings in work teams
- Through safety newsletters or similar publications
- Through electronic communication such as email
- Through use of posters / noticeboards in the workplace
- Other specialised media as required from time to time

### **How Employees will be consulted about WHS**

Employees may be consulted about WHS in a variety of ways:

- Through direct discussion with their manager about any health and safety concerns that they have about the workplace. A "Hazard Report" shall be used to document the issue and the outcome
- Through conduct of formal Risk Assessments, Accident Investigations, Workplace Inspections and other Risk Management processes
- Through a local safety meetings chaired by the manager or designated person

### **Establishment of Consultation Arrangements**

Impact Executive Solutions discussed establishing consultation arrangements with its employees during January 2005. Following group discussions with all employees, it was agreed to establish consultation arrangements utilising other agreed arrangements.

## **Review of Consultation Arrangements**

It has been agreed by Impact Executive Solutions management and employees that these WHS Consultation arrangements will be monitored and reviewed annually. This will ensure that consultation with all employees is effective and that all safety issues are being addressed adequately.

### **RELEVANT LEGISLATION**

Work Health and Safety Act 2011  
Work Health and Safety Regulation 2011  
Workers Compensation Act 1987

**EFFECTIVE DATE** June 2010

**NEXT REVIEW DATE** July 2016

### **AUTHORISATION**



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Director

### **FURTHER INFORMATION**

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