



## **COMMUNICATION & CONSULTATION POLICY STATEMENT**

The Company recognises the right for all of its employees to work within a healthier and safer workplace. The company does not formally recognise trade unions, we will however make alternative provision for consultation between the Company and its employees and other functions as may be prescribed. On a regular basis the company shall communicate and consult with its employees on matters involving changes to processes, systems or equipment which may substantially affect their health and safety at work.

It is our policy to undertake regular meetings with members of the workforce to ensure matters that affect their safety in the workplace are regularly monitored. We also provide information to employees to enable consultation to be effective. This may be through a variety of methods including notice boards, staff memos, newsletters, safety bulletins, H&S handbooks and site specific safety information.

It is company policy to seek a spokesperson/ translator should the company employ the services of any person who has little or no understanding of English, to ensure they can actively participate in meetings and have a full understanding of instructions and safety rules.

Examples of how we involve employees directly include:

- Project team briefings
- Annual foreman's meetings (attended by management and Foreman, as representatives of their gang).
- Direct access to management (telephone or face to face) to be able to discuss any issues or concerns and are encouraged to do so.
- Our Quality Management System provides a formal mechanism for feedback to be recorded from employees. The concerns are raised at the monthly managers meetings and progress/ outcome recorded as part of the Continuous Improvement action plan.
- Health & Safety is a standing item on monthly managers and Board meetings.
- Staff actively partake in toolbox talks, site inductions etc
- Near miss campaign instigated through a company wide text messaging service