



# Laggner Constructions

## Consultation and Communication Policy

### Purpose

This procedure provides guidance for fair and effective workplace representation and for collaborative consultation, cooperation and issue resolution in relation to work health and safety.

Worker consultation and participation is an important part of Laggner Constructions commitment to eliminate and prevent workplace injury and illnesses.

### Responsibilities

Laggner Constructions must, so far as reasonably practicable, consult with workers and subcontractors who carry out work on their worksites and who are directly affected, or likely to be directly affected, by a health and safety matter.

In addition, Laggner Constructions must, so far as reasonably practicable, consult, cooperate and coordinate activities with all other persons conducting a business or undertaking (PCBU) and their workers on shared work health and safety matters.

### Site Manager

The site manager must ensure the following:

- Workers/Subcontractors have the opportunity to consult about WHS matters;
- Ensure mechanisms are in place to consult, cooperate and coordinate activities with Workers/Subcontractors who have the same duty in regards to any matter;
- Communicate WHS expectations to Workers/Subcontractors;
- Ensure Worker/Subcontractors participation in risk management activities and appropriate representation in decision making about WHS matters;
- Ensure Workers/Subcontractors are not discriminated against or unfairly treated as a consequence of their participation in WHS activities;
- Provide information to Workers so they are able to fulfil their WHS duty of care;
- Seek to resolve WHS issues as per the issue resolution process described in this procedure.
- Allow access to worksites by authorised persons to investigate WHS matters;
- Maintain records of WHS consultation;

### Workers and Subcontractors

- Taking reasonable care for their own health and safety;
- Not placing others at risk of ill health or injury;and
- Raising concerns associated with changes in the Workplace with the site manager.



## When to consult

Laggner Constructions is required under the Act to consult with its workers/subcontractors when:

- Identifying hazards, assessing risks and deciding on measures to control those risks;
- Making decisions about the adequacy of facilities for the welfare of Workers/Subcontractors;
- Planning to make changes that may affect Workers'/Subcontractors work health and safety:
- changing work systems such as shift work rosters, work procedures or the work environment;
- developing a new product or planning a new project;
- purchasing new or used equipment or using new substances; and
- making decisions about the procedures for:
  - Resolving work health and safety issues;
  - Consulting with Workers/Subcontractors on work health and safety;
  - Monitoring Workers'/Subcontractors health and Workplace conditions; and
  - Providing information and training.

Laggner Constructions may also consult with Workers/Subcontractors about WHS matters in other situations, for example when conducting investigations into incidents or “near miss”.

## How to consult

When consulting with workers on a work health and safety matter, Laggner Constructions is to:

- Allow workers/subcontractors a reasonable opportunity to raise work health and safety issues relating to the matter, express their views and contribute to the decision-making process in relation to the matter;
- Share relevant information about the health and safety matter with its Workers/Subcontractors;
- Take into account the views of its Workers/Subcontractors; and
- Advise the Workers/Subcontractors that were consulted of the outcome of the consultation in a timely way.

<b>Steve Laggner</b>		<b>4 March 2024</b>
<b>Director</b>	<b>Signature</b>	<b>Date</b>