

# HSE CONSULTATION STATEMENT

*Pindan is committed to ensuring the health, safety and welfare of all employees, subcontractors and visitors at its projects and workplaces. Pindan will consult with its employees and subcontractors on their work tasks and the procedures and practices to be implemented to manage the health, safety and welfare of people engaged in those tasks. We believe that the involvement of workplace personnel in discussion at all levels is essential in achieving good health safety environment outcomes for our workforce.*

The roles and responsibilities or functions of the above consultative arrangements shall include:

## **HSE Committee or Consultation Group**

Where established an HSE Committee consists of a minimum of four employee/subcontractor members and at least one Pindan management representative. The HSE Committee assists with the development and monitoring of safe work practices and systems, and identifies for discussion those issues that have the potential to affect the health, safety and welfare of personnel or the environment at Pindan projects or workplaces. Pindan will respond to requests and recommendations by the HSE Committee in a timely manner. The current minutes of HSE Committee meeting are displayed in a prominent location(s). In the absence of a fully qualified HSE Committee, agreed consultation arrangements may include a HSE Consultation Group, which can function in a similar fashion to a Committee as outlined above.

## **HSE Representative**

Where an HSE representative(s) is elected at the workplace, that person is democratically elected in accordance with West Australian legislation for a maximum period of 2 years. Employees or subcontractors are encouraged to raise specific HSE issues directly with their supervisor or the elected HSE Representative. Where the immediate supervisor or HSE representative cannot resolve an HSE issue it shall be referred to the HSE Committee/Consultation Group.

## **Workplace Meetings**

Some projects and workplaces may consist of a small number of personnel and an HSE Representative or Committee is not requested or not required by legislation. For these projects or workplaces Pindan will consult with its workforce and agree on a Consultation Group. Pre-Shift Briefings are required to be undertaken on a daily basis with Tool Box Talks undertaken at intervals not exceeding fortnightly intervals. Health Safety Environment issues are a formal agenda item at all such meetings and the minutes/recordings and attendees of the meetings are maintained in the site office.

## **At this workplace, agreed consultative arrangements for Health Safety Environment involve:**

- ✓ Representative(s)
- ✓ Committee
- ✓ Consultation Group
- ✓ Tool Box Talks
- ✓ Pre-Shift Briefings
- ✓ Safety Walk

## **Review of Consultation Arrangements**

Pindan, in agreement with its workforce, commits to the ongoing review and monitoring of these arrangements with employees to ensure consultation is effective and HSE issues are resolved.

Tony Gerber  
Managing Director  
June 2020



**PINDAN**