

# OHSE 010a CONSULTATION ISSUE RESOLUTION & OHSE COMMITTEE



Wild Company Pty Ltd promotes the active participation of all employees in OHSE decisions.

Employees are consulted and given opportunity, encouragement and training to be proactively involved in OHSE matters affecting the organisation and their work activities.

Consultation occurs during toolbox talks on site, company toolbox meetings and during working hours.

Consultation is in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes;
- control measures for the management of hazards and risks;
- consultation of SWMS
- changes to the organisation's policies and procedures or work routines which may affect OHSE;
- general house keeping items;
- PPE equipment;
- Gives employees opportunity to bring up topics they feel relevant and would like to discuss;
- make up of and representation on OHSE Committee; and
- election of OHSE and employee representatives.

Wild Company Pty Ltd OHSE Management Plan	Issue date	Last amendment date	Revision No
	17 June 2008	27 <sup>th</sup> February, 2017	8

# Wild Company Pty Ltd – Issue Resolution Procedure

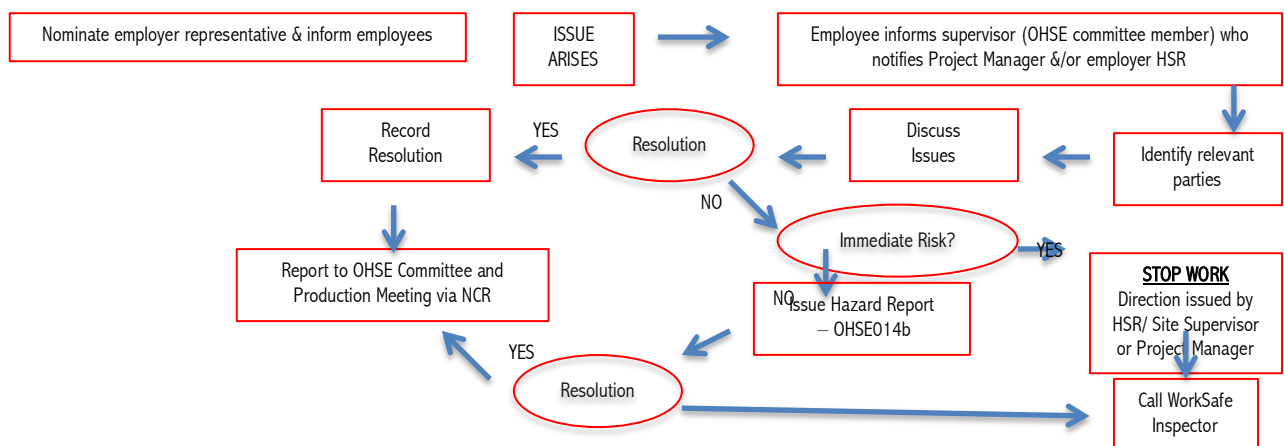
## PURPOSE

Management and employee representatives at Wild Company Pty Ltd have agreed upon the following issue resolution procedure. The agreed procedure aims to achieve the most speedy and effective resolution of all health and safety issues, as and when they arise. It is the responsibility of all management levels to resolve issues in their workplace. This procedure is applicable to all employees in the organisation.

## PROCEDURE

The agreed procedure is as follows:

1. Where an employee identifies a health and safety issue they should raise it with their immediate Site Supervisor (OHSE Committee Member). The Employee or Site Supervisor should inform both their Project Manager and/or Employer HSR.
2. The issue should be dealt with as soon as possible after being reported. If it cannot be rectified immediately then a solution should be implemented as soon as practicable. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue could be satisfactorily resolved. NOTE: A specialist may need to be engaged for advice (e.g. hygienist for air monitoring).
3. An employee health and safety representative has the power to issue a Hazard Report (OHSE014b) where an issue fails to be resolved. Where the issue concerns work, which involves an immediate threat to the health and safety of any person, the employee health and safety representative or employer representative may direct that work will cease. Where an issue or an immediate threat remains unresolved, the employee health and safety representative or employer representative may request the assistance of a WorkCover Inspector. The Inspector may issue an Improvement Notice or a Prohibition Notice.
4. The issue and agreed outcomes should be communicated to the Health and Safety Committee who then provide information to other work sites. This communication should be formal using the Hazard Report form OHSE-014b as outlined in OHSE Management Plan OHSE-014a.
5. Solutions should be recorded as well as communication to relevant employees for their information in accordance with OHSE Management Plan.
6. All issues are discussed, reviewed and recorded at Management Production Meetings via an NCR.



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