HSEQ PROCEDURE

HEALTH, SAFETY, ENVIRONMENTAL AND QUALITY MANAGEMENT PROCEDURE FOR COMMUNICATION AND CONSULTATION

Insert Your Company Logo

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1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to it describes. A record of contextual additions or omission

Section And Children **Amendment Record** mmary of Version Date **Amendments** To enable appropriate 1.0 **Insert Date** communication Original methods

rhis procedure is on Insert Your Company intranet site. The latest rev.

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2. PURPOSE

The purpose of this procedure is to ensure that appropriate communication and consultation with Insert Your Company personnel in relation to health, safety environmental and quality matters is undertaken and maintained, including meetings, notice boards and communication to those who may be absent from the workplace.

3. SCOPE

This procedure applies to the development and implementation of the communication and consultation with all personnel and/or their repetition to health, safety environmental and quality mather which may be set to the communication and consultation with all personnel and/or their repetition.

4. TERMS AND DEFINITIONS

Term	Definition		
Communication	Means the exchange of formation of the statements of the exchange of the statements of the exchange of the exc		
Consultation	Means the ing, coor and development of part bips being gor, employers and workers to the safety.		
Is the ormy to aggestions concerning polici and proposition of polici and propositions from personnel. It could also store a specific polici and propositions from personnel about when store and the store and the store and the store are the			
Originator	per ork group who develops or makes change and policies.		
Stakeholde	A group of people that has an interest in or is implicated by Insert Your Company policies or activities. takeholders may participate in and contribute to the ision-making process. akeholder may be used interchangeably with 'interested party'.		
Work	Is a group of workers who share similar work conditions (e.g. all personnel on night shift; all personnel who work in the operational area. A work group will be determined by negotiation with the workers who will form the work group and management.		

5. ROLES AND RESPONSIBILITIES

Managers are responsible for:

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