

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

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## 1. APPROVAL

[illegible]

## 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 processes for communication and consultation with all personnel and/or their representatives in relation to health, safety environmental and quality matters which may affect the

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Communication</b>	Means the exchange of information, thoughts, messages, statements or commitments.
<b>Consultation</b>	Means the planning, coordination and development of partnerships between government, employers and workers to develop workplace health and safety.
<b>Feedback</b>	Is the opportunity to receive suggestions concerning existing policies and procedures from personnel. It could also mean responding to comments from personnel about whether the suggestions are accepted or not.
<b>Originator</b>	Is a person or work group who develops or makes changes to procedures and policies.
<b>Stakeholder</b>	A group of people that has an interest in or is impacted by <b>Insert Your Company</b> policies or activities. Stakeholders may participate in and contribute to the decision-making process. Stakeholder may be used interchangeably with 'interested party'.
<b>Work group</b>	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: