

PM-Partners group

Workplace Health & Safety Consultation Policy

1. Purpose

PM-Partners group (the “Company”) is committed to providing a safe and healthy work environment in which all workplace participants are treated fairly, with dignity and respect.

This policy outlines the Company’s commitment to a safe workplace and is aimed at ensuring, so far as it reasonably can, that workplace participants are not subjected to any form of injury or illness as a result of being in the workplace. It also details the legal responsibilities of the Company and workplace participants in relation to preventing injury/illness in the workplace.

2. Scope

The Workplace Health and Safety (WHS) Consultation Policy is applicable to all PM-Partners group workplace participants.

3. Definitions

- » Company – includes all subsidiaries that are owned or controlled, directly or indirectly, by PM-Partners group.
- » Workplace Participants – PM-Partners group employees including members of the Board of Directors, independent contractors, casual staff and agency staff.
- » Human Resources (HR) – for local application the HR Manager will take responsibility. For regional workplace participants the Head Of or Service Delivery Manager will take responsibility.

4. Responsibility and Authority

Role	Responsible	Accountable	Consult	Inform
Workplace Participants	✓	✓		
HR Manager	✓	✓	✓	✓
Regional Head Of	✓	✓	✓	✓
Manager/Supervisor	✓	✓	✓	✓

5. Policy

This policy covers all employees of the Company (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Company (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively “workplace participants”).

PM-Partners group is committed to protecting the health and safety of all workplace participants performing tasks at this workplace or a client workplace, so far as reasonably practical.

PM-Partners group aims to achieve the highest standards and performance in WHS. In doing so, PM-Partners group has implemented safe practices and systems that will ensure the health, safety and welfare, so far as is reasonably practicable, of all persons (including direct employees and other parties such as contractors, visitors and clients) who are affected by the work practices in each workplace.

Where PM-Partners group engages contractors, subcontractors and/or on hire workers they will be consulted on health and safety issues that may impact on them which arise from the conduct of the work activities. In the situation where there are shared responsibilities for health and safety, PM-Partners group will co-operate and co-ordinate activities to implement measures to minimise risks to the health and safety of workers, so far as is reasonably practicable.

Others in the workplace such as visitors, clients and customers will be consulted with as required, so far as is reasonably practicable, to ensure their health and safety while at PM-Partners group premises.

5.1. Legal responsibilities

Everyone at the workplace has a legal responsibility to prevent injury/illness from occurring.

Under the Work Health and Safety Acts in all states the Company has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace injuries/illness. This policy will assist the Company in complying with its legal responsibilities.

Workplace participants are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Company's workplace. They must also comply with any reasonable instruction given by the Company. Compliance with this policy will assist workers in meeting their legal responsibilities.

If workplace participants fail to adhere to the legislation this may result in Criminal proceedings. The Work Health and Safety Acts in all states indicate that if a workplace participant is found guilty of committing discriminatory conduct, a penalty may be issued.

5.2. Definitions

Consultation is a collaborative process between PM-Partners group and our workplace participants. It involves sharing information about WHS issues and ensuring that views of workplace participants are taken into account when making decisions. It does not require agreement to be reached.

5.3. Responsibilities

Managers are responsible for:

- » Ensuring that employees and/or Health and Safety Representatives (HSR) are consulted when required.
- » Allow time for workplace participants and/or HSR to be consulted.
- » Engage the views of contractors and/or their agency in the consultation process when/if required.
- » Documenting any consultation efforts and their outcomes.

Workplace participants are responsible for:

- » Participating in WHS consultation when/if required.

Health and Safety Representatives are responsible for

- » Participating in WHS consultation when/if required.
- » Represent the designated work group in the consultation process and seek feedback on issues from workplace participants.

5.4. WHS Consultative Mechanism

PM-Partners in consultation with its workplace participants has agreed that the consultative needs of its workplace participants can be achieved through a WHS Committee and a Health & Safety Representative (HSR).

The HSR and WHS Committee will meet every two months. PM-Partners group senior management will address WHS issues via the Committee and each business unit will raise their WHS issues to senior management via the WHS Committee.

PM-Partners group will nominate a person from the Leadership team to meet with the HSR on matters concerning WHS. This person shall have reasonable executive powers so as to ensure timely assignment of resources once a resolution is achieved and will be involved in the WHS Committee on request. The HSR will take WHS matters to the monthly Heads Of meetings to resolve relevant WHS issues at a non-executive level when practical to achieve prompt resolution of simple WHS issues.

If requested by the HSR, they will complete the appropriate Regulator approved HSR training, to enable the HSR to have the skills to assist in WHS matters that may arise in the workplace.

5.5. Consultation

The National WHS Committee will be involved in:

- » The sharing of information about WHS and welfare issues prior to final decisions being made.
- » Recommending that adequate training is provided to staff on risk management.
- » Ensuring that outcomes are agreed that result in improvement to work systems.
- » Participating in incident investigation where required.
- » Conduct the monthly workplace inspections.
- » Seeking the input from the work group they represent.

Relevant working parties will be established as the need arises to enhance the consultation process.

Consultation will occur by but is not limited to:

- » Face to face communication with HSR and WHS Committee.
- » Staff meetings.
- » Notice boards.
- » Induction and training sessions.

- » Appropriate electronic interface, such as email or intranet.
- » Working parties.

5.6. When will PM-Partners Consultant

Consultation will occur:

- » When identifying hazards and assessing risks to health and safety.
- » When making decisions about ways to eliminate or minimise those risks.
- » When making decisions about the adequacy of facilities for the welfare for our workplace participants.
- » When proposing changes that may affect the health or safety of our employees and/or contractors.
- » When making decisions about the procedures for:
 - » Consultation.
 - » Resolving work health or safety issues at the workplace, or
 - » Monitoring the health of workplace participants, or
 - » Monitoring the implemented risk controls, or
 - » Providing information and training for workplace participants.

5.7. Inspections/Investigations

On completion of training, the HSR is authorised to carry inspections of workplace at least every month, using an inspection checklist or self-report. Apart from this regular inspection, the HSR may inspect any part of the workplace with appropriate notice to the relevant supervisor and/or Manager.

HSR may be involved time to time to assist in accident/incident investigations at the request of the Manager.

5.8. Resources

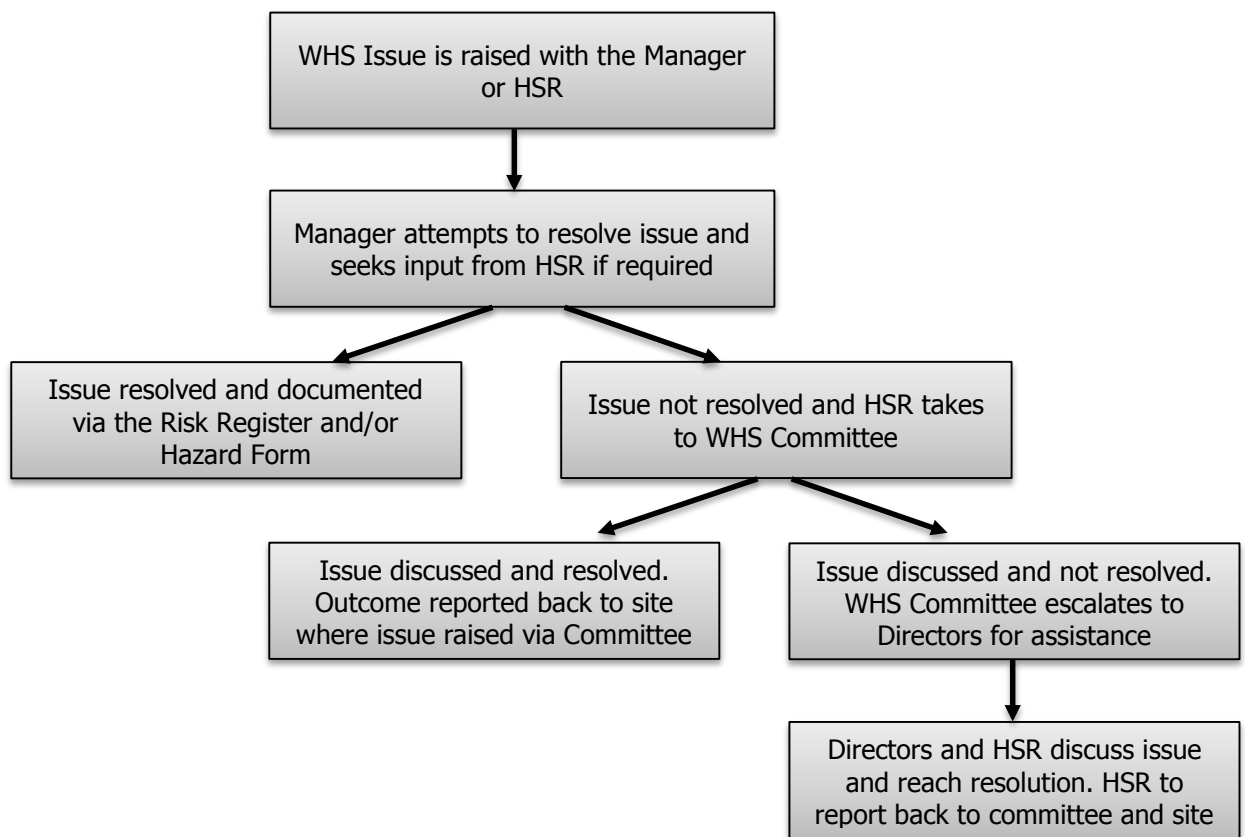
The HSR is to have access to adequate time, filing cabinet and resources such as access to a computer, photocopying, testing equipment, etc. to assist in representing all workers in the DWG and bringing WHS issues to the attention of the organisation.

5.9. Issue Resolution

The WHS Committee are expected to apply good judgment in negotiations relating to WHS issues.

In the event that a WHS issue cannot be resolved, the matter is to be resolved in accordance with the prescribed issue resolution flowchart. This procedure applies to all workplace participants and any other parties who may be impacted.

Should the issue resolution not be adequate employees are able to access the Code of Conduct Policy for the Grievance Procedure or the employee assistance program.



6. More Information

If a workplace participant is unsure about any matter covered by this policy, or requires more information about WHS Consultation they should seek the assistance of their manager, or of Human Resources Manager Australia. They may also wish to seek external advice from the relevant regulatory authority, such as WorkCover/WorkSafe/SafeWork.

7. Review

This procedure will be reviewed annually, through consultation with workplace participants and health and safety representatives, or when legislative requirements change, or in the event of a serious occurrence involving a manual handling task.

8. Variations

The Company reserves the right to vary, replace or terminate this policy.