

## CONSULTATION POLICY

### Our Comittment to Occupational Health and Safety

Ryan Wilks Pty Ltd believes that its employees are entitled to work in a healthy and safe environment and is committed to controlling any workplace risks. All personnel will share in a duty of care to this group of people.

Ryan Wilks Pty Ltd will take all reasonable measures to provide safe working conditions. All efforts will be made to prevent injury resulting from workplace accidents, and any disruption to health resulting from the work environment.

OHS consultation provides an opportunity for employees to contribute to the decision making process for ensuring their own workplace health, safety and welfare. Our consultative arrangements will allow our personnel to help shape decisions about workplace health, safety and welfare.

### How employees will be consulted about health and safety issues

When a health and safety issue is identified by Ryan Wilks, an employee or client, the issue is to be reported to the relevant project manager and in that person's absence to the Construction Manager or Office Manager. Once reported, the issue is evaluated using the established risk management processes in consultation with employees until the issue is resolved. It is the responsibility of the project manager to provide feedback to the person who raised the issue and report all OHS matters to the OHS Representative.

The OHS Representative is required to participate in committee meetings, be available to other members in regard to OHS matters and assist in incident investigations, OHS Training needs, ensure effective communication between employer and employees, recording hazards and incidents to assist with development. Investigate any matter that may be a risk to health and safety at the workplace. The OHS Representative will also consult with employees on OHS matters during regular scheduled site visits.

### Communicating health and safety information

Health and safety information concerning changes to legislation, work practices or reporting back on health and safety issues is communicated to all employees via the OHS Representative, OHS Committee Meetings, management review meetings, toolbox meetings and e-mails.

### Establishment of consultation arrangements

Ryan Wilks established these consultation arrangements following discussions with its employees.

### Review of consultation arrangements

It has been agreed by Ryan Wilks and their employees that these health and safety consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all employees is effective and that all safety issues are being addressed.

This policy will be formally reviewed again May 2027



Ron Ryan

General Manager

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