**Gastech Australia Pty Ltd**

**Health Safety and Environmental Procedure**

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| **Rev Number** | **Summary of Revision** | **Signed (Director)** | **Date** |
| **Rev 0** | **New Procedure** |  |  |
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**Communication and Consultation**

**Procedure 4.4.3**

***‘’ Committed to HSE”***

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# 1. PURPOSE

The purpose of this Procedure is to outline the mandatory requirements at Gastech relating to health safety and environmental (HSE) communication and consultation strategies. These strategies are a key approach to management of risk at Gastech and client premises and assist in improving HSE culture and workforce involvement, ultimately leading to an improved level of safety performance.

# 2. SCOPE

This Procedure applies to all Gastech operations and activities and all Gastech employees.

The scope of this Procedure addresses the following core elements of HSE communication and consultation:

* Structured communication mechanisms for all Gastech employees, and key stakeholders
* Requirements for personnel HSE consultation and involvement in key processes
* The HSE issue resolution process
* Responsibilities for ensuring HSE communication and consultation requirements are met

**When carrying out work at client premises, this Procedure must be followed in conjunction with client procedures.**

# 3. PROCESSES

## 3.1 Overview

Involvement of all personnel in the management of HSE activities is essential for achieving Gastech HSE performance objectives. Effective HSE communication and consultation helps to achieve the required HSE culture and in the provision and sustainability of safe, healthy and environmentally sound work environments. Effective communication and consultation is also central to the effective implementation of the HSE Management System at Gastech.

A number of strategies are used at Gastech to achieve effective HSE communication and consultation. These strategies include use of scheduled meetings and distribution/display of material to employees and contractors. Strategies have also been developed to enable employees and contractors to provide input into HSE management and related issues.

## 3.2 On Site Toolbox Meetings

Toolbox Meetings must be held on site on a regular basis with all Gastech employees and as per the [schedule](#_4._SCHEDULE) provided in Section 4.

Toolbox Meetings must be interactive and must act as an open forum to address key HSE information which must include, where relevant, discussion related to:

* close out of HSE action items arising from previous meetings
* upcoming work activities, hazards and controls
* changes in HSE legislation/Codes of Practice etc
* any relevant HSE Alerts
* HSE issues on site
* changes to workflow
* review of Job Hazard Analysis and Permits to Work

One in two Toolbox Meetings must focus on a key hazard relevant to the project/task and required controls.

All attendees must sign off on the meeting minutes.

Minutes of meetings must be maintained to enable tracking of action items and for audit purposes. Minutes must also be displayed on notice boards or be available by other means. Action items must be entered into the HSE Date Base.

Refer [Appendix 1](#_Appendix_1) for the HSE Toolbox Meetings Minute Sheet.

## 3.3 On Site Pre-start Meetings

##  Pre-start Meetings must be held by the Supervisor prior to work crews beginning their shift and before any high risk tasks. Pre-start Meetings must address areas including, but not limited to:

* Upcoming work activities, hazards and controls (on the job and the surrounding work environment)
* Any high risk work expected to be undertaken and relevant key controls
* Review of Job Hazard Analysis and Permits to Work

Refer [Appendix 2](#_Appendix_2) for the HSE Pre-start Meeting Record Sheet.

## 3.4 HSE Alerts

HSE Alerts provide a consistent and clear approach for communicating relevant HSE information arising from internal and external incidents, where there is an unacceptable potential for incidents to recur if risk mitigation measures are not implemented. The issue of HSE Alerts and receiving of external HSE Alerts is a proactive ‘lessons learned’ strategy toward minimising the risk of potential incidents at Gastech.

HSE Alerts received from external parties must be assessed to determine potential risk implications for Gastech**.**

HSE Alerts which are required for the risk categories of High or Extreme must be developed and distributed by the Gastech Director, including alerts and bulletins received from:

* Vendors
* Government agencies
* Local Regulatory Authorities

A template for a HSE Alert is provided in Appendix 3.

HSE Alerts must be issued and controlled in accordance with Table 1 below:

### Table 1: HSE Alert Development, Issue and Control Process

| **No** | **Step** | **Description and References** |
| --- | --- | --- |
| 1 | Upon receipt of an internal or external incident/near miss notification or Alert, assess the actual and potential incident severity and determine if a HSE Alert is required | * HSE Alerts must be developed for all incidents with a potential or actual classification of High or Extreme.
* Any Supervisor can request a HSE Alert for incidents with a potential or actual classification of Moderate and Low if appropriate or the Director can issue a HSE Alert for any classification
* For HSE incident classification refer to the Procedure for Incident Notification and Investigation
 |
| 2 | Develop the HSE Alert | * Refer to [Appendix 3](#_Appendix_3:_Te06/HSE/04) for the HSE Alert Template.
* Note: Responsibility for development of the HSE Alert lies with the Director
 |
| 3 | The Director:* Allocates a sequential document control number
* Enters the Alert into the HSE Alert Register
 | * HSE Alerts must be numbered using a sequential numbering system that includes sequential number and year (eg HSES Alert 01-05)
 |
| 4 | The Director (or delegated person) then issues the Alert to all appropriate personnel via email |  |
| 5 | Supervisors must ensure that HSE Alerts are communicated via tool box meetings, pre-start meetings and notice boards |  |
| 7 | Ensure that any corrective actions arising from external HSE Alerts are managed and recorded in the HSE Action Register |  |

## 3.5 Project Meetings

Project Meetings are the ‘highest level’ of meetings at Gastech, at which the first item discussed must be HSE.

Personnel involved in these meetings include Directors and Managers.

Terms of reference at Project/task Meetings may include, but are not limited to:

* Considering and making recommendations on HSE policy issues
* Considering and making recommendations on all issues which are unable to be resolved at HSE Toolbox Meetings
* Keeping itself informed on new HSE standards and legislation applicable to Gastech, taking action to comply with new, applicable regulations
* Regularly reviewing HSE performance reports and actions for improvements in HSE management and, where necessary, making decisions and approving funding to correct issues and ensuring continual improvement in HSE management

## 3.6 Notice Boards

Notice boards must be used at all Gastech workplaces as a key method of communicating all HSE minutes of meetings, internal and external safety alerts, changes in legislation and relevant codes of practice and any other relevant HSE issues relating to Gastech’s work and processes.

## 3.7 Issue resolution

All employees at Gastech have the right to a safe workplace. If employees feel there are issues adversely affecting their safety at the workplace there are a number of methods available to raise them. These methods include:

* Raising the issue with the immediate Supervisor
* Raising the issue with an HSE Representative (if elected)
* Raising the issue with the HSE Committee
* Submission of HAZID Report Cards
* Discussion of issues at Toolbox Meetings

**The first point of contact for dispute resolution must be the relevant Supervisor**. If issues cannot be resolved with the Supervisor, they must be discussed and resolved in conjunction with the Safety Representative (if elected) and, if still not resolved, upwards to the Gastech Director for urgent matters, or via the HSE Safety Committee where issues are not urgent.

## 3.8 HSE Representatives/Committee

Gastech encourages the election of a HSE Representative and/or formation of an HSE Committee for each site/project where size warrants this and where requested.

The functions of HSE Representatives include, but are not limited to:

* Inspecting the workplace
* Investigation of incidents/near misses
* Reporting any identified hazards
* Referring any HSE matters to the Supervisor, or Gastech Director (if one is formed) where deemed necessary
* Liaising with employees regarding matters concerning the safety or health of persons in the workplace

The roles of the HSE Committee include, but are not limited to:

* Facilitating consultation and cooperation between Gastech and its employees and identifying hazards and implementing risk control measures
* Keeping itself informed on new HSE standards and legislation applicable to Gastech and to take action to comply with new, applicable regulations
* Recommending to the Gastech Directors the establishment, maintenance and monitoring of processes and procedures relating to HSE at the workplace
* Considering any issues referred to them by any HSE Representatives (where elected)

Refer [Appendix 4](#_Appendix_4:_TE06/HSE/01) and [Appendix 5](#_Appendix_5:_TE06/HSE/02) for the HSE Committee Meeting Agenda and Minutes Sheets.

# 4. SCHEDULE

|  |  |  |
| --- | --- | --- |
| **Process** | **Frequency** | **Responsibility** |
| **Toolbox Meetings** | Weekly | Supervisor |
| **Pre-start Meetings** | Daily | Supervisor |
| **HSE Alerts** | As required |  Director |
| **Project Meetings** | Monthly |  Director |
| **HSE Committee Meetings** | Bi-Monthly |  Director |
| **Notice Boards** | Ongoing | Supervisor/HSE Committee/HSE Representative |

# 5. TRAINING

All Gastech employees must view the Toolbox Presentation which supports understanding of this Procedure.

# 6. RESPONSIBILITIES

## 6.1 Gastech Director

The Gastech Director must:

* promote use and ensure compliance with this Procedure
* monitor compliance with this Procedure
* formally audit compliance with this Procedure on a yearly basis
* supply and communicate relevant HSE Alerts to Managers and Supervisors
* discuss HSE as a priority at Project/task Meetings
* ensure the issue resolution process is followed and all issues resolved
* organise and attend Gastech HSE Committee Meetings

## 6.2 Gastech Managers and Supervisors

Gastech Managers and Supervisors must:

* promote use of this Procedure
* monitor compliance with this Procedure
* communicate and post HSE Alerts on noticeboards as required
* be the first point of contact for employees regarding any HSE issues
* assist the HSE Representative or HSE Committee in maintaining good HSE communication

## 6.3 All Employees

Employees must:

* comply with requirements detailed in this Procedure
* attend all Toolbox Meetings and Pre-start Meetings held by the Supervisor
* report any HSE issues to the Supervisor
* take note of HSE Alerts posted to notice boards