



Work Health & Safety Consultation Policy

1. Company Commitment

Multi Services Solutions Group Pty Ltd (MSS Group) and its' subsidiary entities recognise that consultation is a legal requirement and it is the duty of the employer to consult with employees. As per the legal requirements, MSS is committed to consult with their employees to enable the employees to contribute to making decisions affecting their health, safety, and welfare at work.

Further to this, consultation will take place in the following ways:

- Formal Inductions
- Training
- Information on hazards and the existing WHS Management System
- Emergency Response
- WHS meeting minutes displayed
- Near Miss Reporting
- Incident investigation and corrective actions
- Results of WHS evaluations including audits, non-conformances
- Review of WHS objectives
- Safe Work Procedures, Safe Work Method Statements
- Risk Assessments, Risk controls and feedback regarding long-term controls
- Safety Data Sheets (SDS), product safety sheets, operating manuals etc.
- Reporting and keeping records in line with legislative requirements.
- Workplace health & safety newsletters
- Safety alert notifications

2. Implementation of the Policy

MSS will:

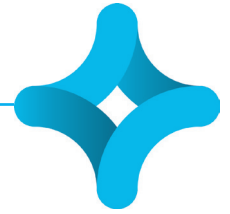
- Provide time, training and resources necessary for consultation and participation
- Determine and remove obstacles or barriers to participation and minimise those that cannot be removed.

2. Consultation Arrangements

Depending on the nature of business and the number of employees in various facilities of the MSS Group of companies, the direct face to face discussion between the employer and employees through TOOLBOX TALKS (part of Other Agreed Arrangement options) has been determined to be the most appropriate way of undertaking WHS Consultation. These meetings will be interactive. All members present shall be given the opportunity to express their views and opinions while taking any appropriate decision on any issue discussed in the meeting. Meetings can be called at any specific frequency (as agreed) or at any time as and when required. The Concerned Manager/Supervisor will conduct this meeting and records of discussion shall be kept in a systematic manner.

Examples of obstacles or barriers include:

- Failure to respond to worker suggestions
- Language or literacy barriers
- Reprisals or threat of reprisals
- Practices that discourage or penalise worker participation



Consult non-managerial workers when:

- Determining the needs and expectations of interested parties
- Assigning roles and responsibilities for the management system
- Determining how to fulfill legal and other requirements
- Establishing health and safety objectives

Seek participation of non-managerial workers when:

- Determining the competence requirements, training needs and evaluating training
- Determining what needs to be communicated and how this will be done
- Investigating incidents and nonconformities and determining corrective actions

4. Review of Consultation Arrangements

These WHS consultation arrangements will be monitored and reviewed on an on-going basis to ensure that the system is effective and that all issues are being addressed appropriately.

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Chief Executive Officer

Document Control

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MSSG-POL-001	Health & Safety Consultation Policy	02	15.12.2020	Rebranded