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OSH CONSULTATION

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

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# Purpose

### To define requirements for ensuring that non-managerial workers are consulted in the various aspects of the occupational safety and health management system.

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization.

### Project Manager / Department Head is responsible for implementing this procedure.

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## Corporate OSH Committee

### The organization shall conduct a corporate OSH committee meeting quarterly

### The corporate OSH committee meeting shall be chaired by the QHSE Manager

### A worker from each accommodation camp shall be assigned to represent the workforce from that accommodation camp.

### Minutes of the OSH committee meetings shall be kept.

### The following shall be discussed in the OSH committee meeting:

* determining the mechanism for the consultation and participation of workers (example: the OSH committee meeting, toolbox talks, suggestion boxes, hotline, etc.)
* determining the needs and expectations of interested parties
* appropriateness of the occupational safety and health policy and objectives
* assigning organizational roles, responsibilities, and authorities
* determining how to fulfil legal requirements and other requirements
* establishing objectives and planning to achieve them
* determining applicable controls for outsourcing, procurement, and contractors
* determining what needs to be monitored, measured and evaluated
* planning, establishing, implementing and maintaining an audit program
* ensuring continual improvement
* requirements for training, method of evaluating training and competence improvements
* determination of the information that needs to be communicated, method of communication and audience

## Occupational Safety and Health Hotline

### All employees are encouraged to communicate anonymously regarding issues relevant to Occupational Safety & Health using the HSE Line 123-4567. This line is anonymous, the name of the caller shall not be requested. All calls shall be notified to the QHSE Manager.

### The occupational safety and health hotline number shall be communicated to all workers in the project induction.

## Suggestion Boxes

### Worker suggestion boxes shall be made accessible to all workers by keeping them available in the accommodation camps.

### The Administration Department is responsible for collecting all suggestions by workers.

### Any suggestion that is related to occupational safety and health shall be forwarded to the HSE Department.

## Involvement in Risk Management Activities

### The construction team executing the work shall be consulted during preparation of task specific risk assessments including control measures

### Workers shall be consulted regarding work related risks during the pre-task briefing or toolbox talk.

## Involvement in Incident Investigations

### Workers shall be consulted when conducting incident investigations.

### The consultation shall include an enquiry as to what they believe the immediate causes that led to the incident.

### The workers shall be consulted on what proposals they have to eliminate the incident from recurring.

## Consultation with Contractors

### Contractors who are engaged to do work with the organization shall be consulted. This shall depend on the scope of the contractor and involvement in the project.

### Depending on the scope of the contractor and involvement in the project, the contractor may be requested to participate in the risk assessment process

## Consultation with External Stakeholders

### The organization shall participate in all opportunities offered by our stakeholders for consultation (example, meetings, forums, workshops, etc.)

### In cases of doubt, the organization shall take it upon itself to consult with external stakeholders to eliminate doubt.

# Annexure

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