Health and Safety Consultation
Document Number – OHS-PROC-21

This document applies to the following sites:

<table>
<thead>
<tr>
<th>Site</th>
<th>All Sites</th>
<th>Rockhampton Office</th>
<th>Brisbane Office</th>
<th>Stanwell PS</th>
<th>Kareeya PS</th>
<th>Swanbank PS</th>
<th>Stanwell PS</th>
<th>Koombooloomba PS</th>
<th>Mica Creek PS</th>
<th>Barron Gorge PS</th>
<th>Mackay Gas Turbine</th>
<th>Tarong North PS</th>
<th>Tarong PS</th>
<th>Meandu Mine</th>
</tr>
</thead>
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1.0 Purpose
To clarify and outline the actions that are to occur to facilitate consultation and co-operation between management and the workforce on health and safety matters.

Stanwell Corporation recognises the importance of consultation regarding health and safety matters by ensuring that all workers and management are aware, engaged and actively contributing to the goal of ‘zero harm today’.


2.0 Scope
The consultation mechanisms outlined within this procedure apply to the following health and safety matters:

- identification of hazards and the assessment of risk arising from work performed or planned for future completion
- decisions associated with the selection of control measures to eliminate or minimise the above-mentioned risks
- decisions associated with the adequacy of facilities for the welfare of workers
- decisions regarding changes that may affect the health or safety of workers
- decisions about procedures for consulting with workers; resolving health or safety issues; health monitoring; monitoring the conditions at the workplace and the provision of health and safety information and training

The consultation mechanisms outlined apply to consultation with all workers (including employees, contractors and volunteers) who are likely to be directly affected by the relevant action.

3.0 Actions

3.1 Consultation Requirements
Consultation is a two-way process between workers and management. The following represent the components of effective consultation:

- constructive, two-way discussions are undertaken to achieve optimal health and safety outcomes
- concerns of all parties are listened to and clarified
- views and information is sought from and shared with all parties
- consideration is given to all views prior to final decisions being made
- feedback on consultation outcomes is provided in a timely manner.

It is recognised that consultation may not result in agreement between all parties on all occasions.

The amount of consultation regarding a health and safety matter is to be: commensurate with the significance of the change or new process being proposed; the level of risk associated with the change; and, the number of people directly affected by the change or new process.
Stanwell Corporation management will ensure consultation is undertaken to a level considered reasonably practicable, and will do so in a proactive way. This approach will actively consider the following:

- rectification of risks considered to be significant and immediate, may be acted upon with limited or no consultation
- it is not always possible to consult with workers who are on leave / away from site
- health and safety consultation will often be targeted to specifically ensure that members / sections of the workforce, who are directly impacted by the health and safety matter, may be directly involved in the consultation
- some health and safety information is sensitive and / or confidential - privacy requirements will be adhered to at all times
- various arrangements exist where workers are nominated as ‘representatives’ for sites and / or specific topics. Therefore, health and safety consultation regarding specific topics may be limited to consultation with nominated representatives.
- consulting, where required / relevant, with other health and safety duty holders (external to Stanwell), where the execution of the duty of another body / organisation may impact the health and safety of Stanwell workers

The following is required as part of consultation regarding health and safety matters.

**3.1.1 Sharing of Information**

The objective of consultation is to foster shared understanding. To ensure informed and constructive discussion, the following information sharing requirements apply:

- information is to be provided as early as practicable
- adequate time is to be allowed for parties to consider information (within available timeframes)
- all available relevant information is to be provided
- information is to be presented in easy to understand language / format.

**3.1.2 Opportunity for Contribution**

It is important that the consultation provides an opportunity for the workforce to contribute views and information to the decision making process. This will be achieved by:

- opportunity for consultation / discussions to occur
- opportunities for all workers to participate in a health and safety meeting
- multiple feedback paths, such as face to face, paper-based and electronic
- providing adequate time for parties to respond to information (within available timeframes)

**3.1.3 Two Way Communication**

It is important that consultation includes two-way communication. This will be achieved by:

- provision of a clear outline of the matter put forward and a clear description of the boundaries and extent of consultation required for each matter
- consultation on health and safety matters is invited prior to final decisions / approvals being made (except where health and / or safety risks are considered to be immediate)
3.1.4 Consideration of Views
Although consultation may not result in consensus or agreement between all parties at all times, the expressed views of the workforce will be taken into account in the decision making process.

3.1.5 Advising Outcomes of Consultation
Following consultation, management is to inform the members of the workforce consulted of the final decision / outcome and the reasons contributing to the final decision / outcome. This feedback must be delivered in a timely manner.

3.2 Consultation Mechanisms
Consultation on hazards associated with work being performed will be an integral part of normal day to day activities. Examples of these consultation activities include:

- Preparation of JSEAs / WMSs
- Toolbox discussions
- Risk workshops
- Team and work party meetings

Consultation on health and safety matters impacting on a site or office primarily occurs at the Safety Committee level. Safety Committees have been established and meet on a regular basis at every site and office location across Stanwell. These committees provide the opportunity for all employees to raise a health and safety item for resolution at their location. Items to be discussed at these forums include:

- Resolution of site based health and safety issues
- Outcomes from event investigations from across the organisation
- Proposals relating to new or modified health and safety processes, procedures and associated documentation
- Health and safety improvements arising from the site / office for communication across other parts of the organisation

The formal mechanism for consulting and communicating across multiple sites and levels in the organisation is the cascading health and safety committee structure (Appendix One). The committee structure provides an avenue for information flows both up and down the organisation. Should items not find resolution at the location level then they may be escalated to other committee meetings within Stanwell Corporation as required.

In addition to the location based forums, a number of specialised committees have been established to work through specific challenges affecting the broader organisation. These also provide an avenue for subject matter experts and others from across the organisation to have a direct input into improvements of Stanwell’s safety systems and processes. These include, but are not limited to the Safe Work Systems and Electrical Safety committees, both of which report to the Operations Safety Committee. Project teams and working parties will also be established to address specific changes as required.

Consultation regarding health and safety matters may also occur via informal, undocumented discussions / meetings during the course of day-to-day working activities at all sites. This is encouraged as it provides for a continual focus on health and safety matters and adds value to the consultation process by broadening awareness and supporting the exploration of potential solutions.
Formal consultation regarding health and safety matters will be achieved by using established employee communication tools, such as electronic mediums and site health and safety committees.

4.0 Responsibilities

*Health and Safety Manager (Corporate)*

- To maintain the accuracy and currency of this document
- To ensure all persons who could be reasonably expected to be directly impacted by health and safety matters of Stanwell Corporation are aware of this document
- To ensure that there are adequate arrangements in place to ensure that the Consultation Requirements (Section 3.1) are continually met

*Site / Functional Leaders*

- To be engaged and participative in all health and safety consultation opportunities
- To ensure that there are adequate arrangements in place to ensure that the Consultation Requirements (Section 3.1) are continually met at a site and / or within relevant teams
- To actively encourage and promote consultation and associated feedback regarding health and safety items / topics etc

*Employees / Contractors*

- To be engaged and participative in all health and safety consultation opportunities

*Nominated Site / Group Representatives*

Where a person is nominated as a representative of a site / group as a member of a specific committee:

- Collect relevant information for the site / group and present as required at relevant specific committee meetings
- Present feedback and information from relevant specific committee meetings to site / group as required
- Ensure that the site / group maintains adequate representation at specific committee meetings (arranging substitute if not available etc)

5.0 Review and Consultation (Prior to Approval)

This document is required to be reviewed, as a minimum, every five years or following relevant legislative change. Consultation regarding the development and review of this document is to occur via presentation / feedback at all Site Health and Safety Committee Meetings.

6.0 Communication Plan (After Approval)

This document will be communicated to the workforce via the Site Health and Safety Committee Meetings.
7.0 References (Including Information Services)

Work Health and Safety Act 2011
Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011
T-1997 – Health and Safety Consultation – Feedback Template

8.0 Revision History

<table>
<thead>
<tr>
<th>Rev. No.</th>
<th>Rev. Date</th>
<th>Revision Description</th>
<th>Author</th>
<th>Approved. By</th>
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<td>0</td>
<td>11.01.2013</td>
<td>Procedure created after consultation and replaces previous controlled documents CORP-HSE-11 and HB 997191</td>
<td>Jason Paull</td>
<td>Trevor Hooper</td>
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9.0 Appendices
Appendix One – Health and Safety Committee Structure / Flowchart
Appendix One

Health and Safety Committee Structure / Flowchart

- Executive Safety Committee
- Operations Safety Committee
- Corporate Office Health and Safety Consultative Committee
- Various Generation / Mining Site Health and Safety Committees
- Corporate Safe Work Systems Committee
- Corporate Electrical Safety Committee
- Various Corporate Office Health and Safety Committees
- Various Site Safe Work System Groups / Committees
- Various Site Electrical Safety Groups / Committees