

PURPOSE

The purpose of this procedure is to ensure that on-hire workers are consulted with regarding WHS matters and are provided with the relevant communication and issue resolution mechanisms.

SCOPE

This procedure applies to:

- Consultation
- Communication
- Issue resolution

FORMS

N/A

CONSULTATION & COMMUNICATION

Recruitflex has a commitment to carry out our duty of care to our on-hire workers and therefore we will ensure that on-hire workers are consulted with regarding health and safety matters.

In carrying out our duties we will ensure that on-hire workers will be consulted when:

- identifying or assessing hazards or risks
- making decisions on how to control risks
- making decisions about the adequacy of facilities for worker welfare
- making decisions about procedures to:
 - resolve health and safety issues
 - consult with workers on health and safety
 - monitor workers' health and workplace conditions
 - provide information and training
- proposing changes that may affect workers' health and safety, such as changes to:
 - the workplace plant, substances or other things used in the workplace
 - the work performed at the workplace

We will consult with on-hire workers when undertaking the following activities:

- Regular host site visits and inspections
- One-to-one discussions will be held where required on particular issues
- Affected workers will be provided with all relevant information, such as an explanation of what the matter involves, what action is being proposed and why, in relevant languages
- Workers will be given adequate time to consider the information, provide their views and give feedback to their consultant
- All comments and suggestions received from affected workers will be taken into account, and feedback will be provided to affected workers by the consultant
- Affected workers will be informed of final decisions and the reasons for them as soon as possible. This information will also be disseminated to the affected workers through the most appropriate means of communication for that matter. This could be posted on notice boards and sent via email, newsletter or SMS where appropriate
- Minutes will be taken to record matters that on-hire workers are consulted on, who was in attendance, agreed timeframes and actions, etc
- This procedure will be communicated to on-hire workers in the induction program

RECRUITFLEX ISSUE RESOLUTION

