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| **CAL-HS-PD-0701** |
| **Consultation With Employees** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
| Rev: | Date: | Reason for Review: | Nature of Changes: | Prepared by: | Checked by: |
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# PURPOSE

1. Ensure appropriate consultation between employer and employee.

# INDIVIDUAL

1. Any employee of the Company may consult his immediate supervisor on matters of health and safety at any time.
2. Where an employee does not feel that the supervisor has addressed any genuine fear for his health and safety, then he may consult directly with the H&S Co-ordinator.
3. As an alternative, the employee shall have the right to consult the Health and Safety Adviser directly and in confidence should he so wish.
4. Where an employee entertains genuine concern for his own health and safety, which he feels have not been resolved, then he may withdraw from undertaking that task. He shall immediately inform his supervisor of the fears and shall remain on the Company premises and available for work until the matter has been resolved.

# CHANGE OF TASK OR PROCEDURE

1. Where an employee’s task or the manner in which it is undertaken are to be altered, or a new machine, process or substance are to be introduced, then any employee affected by the change shall be informed and their opinion sought before the change is implemented.
2. The form of this consultation shall normally be by direct discussion between the employee and his immediate supervisor.
3. Where several employees are affected by a common change, then the H&S Co-ordinator or the line manager shall convene a meeting to discuss the changes and seek the employee’s opinions and suggestions.

# EMPLOYEE’S SUGGESTIONS

1. Where an employee wishes to make any suggestion or change which he feels would improve the health and safety of his or another’s task, then this should be made to his immediate supervisor.
2. Where an employee makes suggestions, the supervisor is bound to consider this and draw it to the attention of his manager or the H&S Co-ordinator.
3. Where a suggestion has been made, the management’s decisions to its implementation and the reasons for the decision should be communicated to the employee within a reasonable time.

# SAFETY CIRCLE

1. Where it is felt that that such a group would be beneficial to the furtherance of health and safety within the Company, the H&S Co-ordinator may implement a “Safety Circle” or similar group.
2. Such a group would normally comprise one member representing each department within the Company.
3. The group would meet informally at intervals to suit the members and the matters to be considered.
4. The group would consider the Company’s health and safety record, national trends, new legislation, suggestions for improvement and new and changed working practices.
5. The suggestions and ideas agreed by the group would be communicated to the employees by the representatives and by information displayed on the noticeboards.

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