

Black Diamond Drilling Services

Consultation and Communication Standard

BDD-WHS-STD-001

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1 Introduction

1.1 Purpose

The purpose of this Standard is to identify the requirements for the planning and management of consultation and communication processes to be applied at Black Diamond Drilling Services. It must be recognised that different Australian States and Territories, and different industry sectors may have their own specific requirements, obligations, and terminologies.

1.2 Scope

This Standard applies to all workers, contractors, and visitors.

2 Procedural Requirements

2.1 Consultation

Black Diamond Drilling Services will provide an effective process for successful communication and consultation across all the activities at Black Diamond Drilling Services.

The aim of consultation is to ensure:

- There is sufficient information to make well informed decisions;
- That the workers who may be affected by decisions which relate to safety and health are given an opportunity to express their views and understand the reasons for the decisions;
- That all persons and organisations with responsibility for Work Health and Safety (WHS)/Occupational Health and Safety (OHS) have sufficient information to make well informed decisions, and that activities are coordinated, planned and organised so that

each party can meet their responsibilities effectively without leaving gaps in WHS/OHS management, nor interfering with one another; and

- Where possible, an agreement is reached for decisions affecting WHS/OHS.

Various forums will be used to promote work health and safety (WHS) through communication, awareness, planning and continuous improvement activities. These will include:

- Health and Safety Committees
- Daily pre-start meetings
- Weekly toolbox meetings
- Pre-start meetings
- Safety Reports
- Safety Bulletins and Alerts
- Notice boards
- Signs, labels and tags

The structure of the Health and Safety Committees and representation between employers and workers shall meet the requirements of the industry and sector WHS/OHS legislation.

3 Health and Safety Committee

The Health and Safety Committee (HSC) will be chaired by the Black Diamond Drilling Services WHS Manager with the remainder of the committee being made up of representation from supervisors and worker representatives.

The committee's primary function is to provide strategic direction with the focus on:

- Incident prevention and strategies to achieve zero accident performance
- Communication and dissemination of WHS/OHS related incidents, trends, initiatives, changes, activities, reports, external and internal communications and information

- Act as a forum for raising appropriate WHS/OHS concerns, ideas and information
- WHS/OHS effectiveness and continual improvement initiative
- Identification and control of risks associated with forthcoming activities
- Review of WHS/OHS performance against Key Performance Indicators (KPIs)

4 Health and Safety Committee Meetings

The HCS shall formally meet every month or more frequently, in accordance with operational requirements and rosters. Additional meetings may be held by mutual consent of the Black Diamond Drilling Services WHS Manager and the workers if there are deemed to be sufficient cause or concern that cannot otherwise be resolved.

All meetings shall maintain formal minutes that identify the attendees, date, time of opening and closing the meeting and required distribution list. Actions arising from the meeting shall be minuted with details of the agreed action party and the date for closure or completion. In general, the distribution of meeting minutes shall be:

- All committee members
- BDD Manager
- Supervisors for dissemination to employees
- Contractor Representatives (for each relevant area)
- Notice Boards

5 Health and Safety Committee Meeting Agenda

The HSC will establish a meeting agenda with consideration to including all or some of the following:

- Review of previous minutes

- Safety performance statistic
- Issues Register
- Training requirement
- Feedback from Toolbox and other workplace meetings
- Results and findings of Inspections and Audits
- Accident and incident reports
- Comparable industry WHS/OHS performance
- General business

6 Authority

The HSC is not authorised to implement decisions that will have a direct or indirect effect on operations or that are inconsistent with Black Diamond Drilling Services Australia policies or objectives without the subsequent approval of the Black Diamond Drilling Services Australia WHS Manager.

The function of the HSC is to review WHS/OHS related issues that have been raised or recognised, consider changes to working procedures, consider initiatives and make recommendations to management for review and implementation.

7 Communication

Two-way communication of WHS/OHS information between all levels of the workforce and Management is very important for achieving the desired safety culture and outcomes are achieved first time around.

Systems to support effective two-way communication may include, but not be limited to:

- Effective “Toolbox” talks and pre-shift meetings
- Involvement of the workforce in the Health and Safety Committee

- WHS/OHS posters, hazard alerts from external parties and similar material to be displayed on notice boards in multiple locations
- Newsletters
- Intranet access to WHS/OHS information
- Work planning
- Innovation and identification of improvement initiatives
- Stakeholders' information needs shall be identified and documented. WHS/OHS information and learnings should be shared through the HSC, Incident Reports, WHS/OHS Information Briefs, Alerts and Black Diamond Drilling Services Australia WHS Manager directives
- Systems shall be in place to ensure that the workforce has access to and is familiar with the WHS/OHS Management System and State/Territory and sector WHS related legislation
- Concerns, complaints, and relevant external communications related to the WHS/OHS aspects of a project shall be recorded, acknowledged, investigated as incidents and outcomes reported back to relevant stakeholders
- Mechanisms shall be in place to resolve conflicts where they arise, through consultation and participation directly with stakeholders or their intermediaries.

8 Daily Pre-Start Meeting

All construction site work areas will hold a formal daily pre-start meeting prior to the start of work or start of a shift. This meeting will focus on safety issues that may have arisen or have the potential to arise as well as other operational activities that will impact on the safety of personnel.

The intent of the daily pre-start meeting is to update the workforce on changes to the work environment, personnel or task for the day and provide a forum for immediate feedback.

The daily pre-start meeting shall also cover the following:

- The meeting will address planned activities for the coming shift and include a review of any issues resulting from the previous day activities or carried over from the previous meeting (incidents and positive outcomes)
- Any work activities and associated major risks, including environmental risks, prior to work starting
- Any planned Critical Task Observations/Safe Act Observations or Field Leadership activities
- Discussions involving any interactions identified at the previous day's daily meeting
- Any issues which are raised during the meeting will be actioned accordingly and the status reported at the subsequent meeting

The Black Diamond Drilling Services Australia WHS Manager may request a particular focus or issue to be addressed and will provide information as appropriate. The work group supervisor shall ensure that a record of the pre-start meeting is completed with the meeting agenda, comments and name and signature of those attending.

Meeting records are to be maintained as an archive record and made available to the Black Diamond Drilling Services Australia WHS Manager, or Supervisor as required.

Daily pre-start meetings will be attended by all employees in the applicable work group, supervisors, relevant area supervisor.

9 Monthly Toolbox Meetings

A formal, site-wide, Toolbox meeting shall be every month and shall be attended by all employees and supervisors. The intent of the monthly Toolbox meeting is to provide the

workforce information sessions on site specific WHS/OHS concerns or rising trends identified during operations and provide a forum for immediate feedback and discussion, whilst encouraging safe work practices.

Additional Toolbox meetings may be held at the direction of Black Diamond Drilling Services Australia WHS Manager or State WHS Managers if it is deemed necessary to resolve WHS/OHS related issues or if particular instructions or information needs to be verbally communicated to work groups;

- The work group supervisor shall ensure that a record of the meeting is completed and that those present at the meeting complete the register, sign and date accordingly
- Meeting records are to be maintained as an archive record and made available to subsequent WHS/OHS Committee Meetings

10 Other Consultation Methods

10.1 Induction processes

The induction of workers will be used as an opportunity to consult on WHS/OHS matters.

Induction includes site and job specific elements of work such as:

- Emergency procedures
- Site-specific hazards and their controls
- Job-specific hazards and their controls

The outcomes of the consultation should be taken into account and action taken where considered appropriate.

Records of Inductions will be stored on the BDD Induction Register, managed by the HR and WHS Department.

10.2 Project planning processes

During the planning phase of a project, program or exhibition, the managers, and employees responsible will ensure that any other involved parties (such as contractors and volunteers) are consulted on matters affecting the health and safety of employees.

Consultation includes job safety analysis and safe work method statements, which allow for location and job-specific consultation.

Further information on these processes are set out in the Risk Management Policies and Procedures.

10.3 Safety observation

Employees are encouraged to make safety observations to provide a brief but formal notification of non-critical issues where health and safety could be improved.

Safety observations, in addition to the reporting of incidents or near misses, are intended to promote consultation and ensure safety remains a high-profile issue across the organisation.

Safety observations are not a replacement for consultation between employees and supervisors.

Record of Consultation forms are to be used when conducting informal consultation and these forms shall be provided to the Safety Department to securely store.

10.4 WHS/OHS inspections

The WHS/OHS inspection process provides a valuable opportunity to interact and consult with employees who have more experience and knowledge of issues at specific sites.

Consultation is both informal (during the site inspection walk-around, talking with other employees) and formal (by ensuring a senior property-based worker is involved in conducting the inspection).

Workplace Inspection checklists are to be submitted to the relevant State WHS/OHS Manager to review and raise any issues at the Health and Safety Committee.

11 WHS/OHS Bulletins, Alerts and Site Manager Directives

WHS/OHS Bulletins and Alerts shall be regularly distributed to employees and contractors to provide advice of significant injuries, trends or high potential near misses occurring on site and those at other sites relevant to project activities.

Bulletins shall be used to cover:

- Actions and lessons learned from incident investigations
- Product recalls and advice notices from supplies and authorities
- New procedures or procedure revisions
- Notice of project hazards and controls
- Significant WHS/OHS events or milestones
- Other WHS/OHS related information requiring wide distribution and visibility
- Bulletins and alerts shall accompany daily WHS/OHS reports for discussion at pre-start meetings

12 WHS/OHS Noticeboards

A dedicated WHS/OHS notice board shall be installed on all Black Diamond Drilling Services Australia Project sites. This board should be erected in a prominent location. Notices including daily WHS/OHS reports, HSE bulletins and alerts and workplace inspection reports will be posted on the various site notice boards as necessary to

communicate issues affecting personnel. One section will be partitioned off for the Black Diamond Drilling Services Australia WHS Manager directives.

Notice boards for WHS/OHS will not be used for general information. General information boards will be installed for this purpose. All notice boards are to be kept neat, tidy, relevant and up to date in order to be considered effective.

13 WHS/OHS issue resolution

Works should not proceed on a job if a dispute exists regarding the safety controls to be implemented.

Every attempt should be made to resolve a WHS/OHS issue at a local level in the first instance.

An employee should report any WHS/OHS issue to their manager and complete a report using the Incident Report Form.

It is the team manager's responsibility to review and resolve the WHS/OHS issue.

Should a WHS/OHS issue not be dealt with or adequately resolved by the team manager, then the employee can contact their HSR.

If an issue is not resolved through consultations, staff members should refer to Attachment 1: Resolving a WHS Issue to progress the issue through the resolution pathway.

14 Reporting

The Black Diamond Drilling Services Australia WHS Manager shall be responsible for all reporting and communications with WHS Regulators/Inspectors.

15 Attachments

- Appendix 1: Resolving a WHS/OHS Issue

16 References

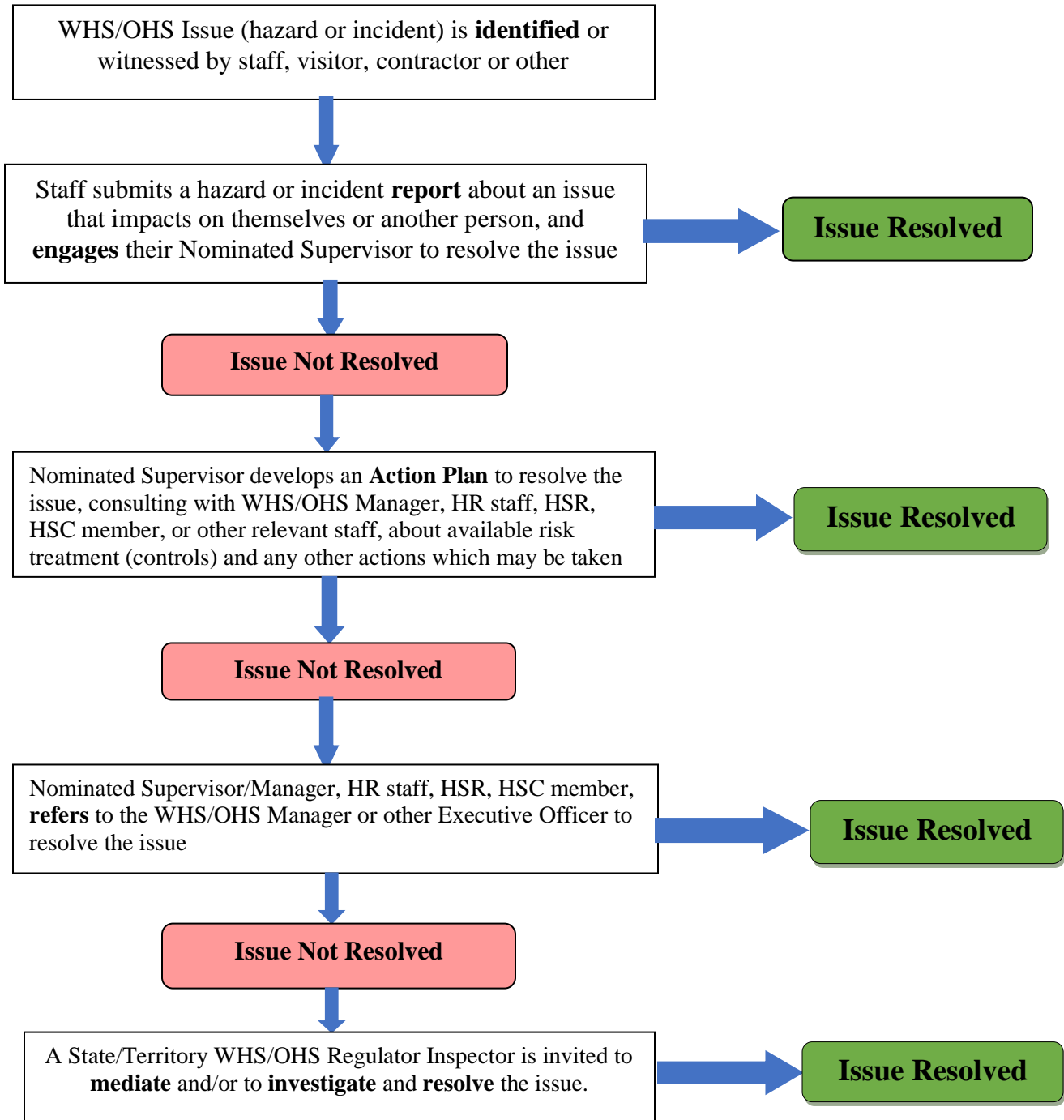
- State and Territory industry sector legislation
- Code of Practice – How to manage work health and safety risks (2011)
- Code of Practice – Work health and safety consultation, co-operation and co-ordination (2011)
- Western Australia Guidance Note Formal Consultative Processes at The Workplace
- Western Australia: Consultation and Work Code of Practice
- AS/NZS ISO 31000:2018 – Risk management –Guidelines

17 Attachment 1: Resolving a WHS/OHS Issue

Staff and others should reference this resolution pathway to progress issues which they report for resolution:

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Note: In the event of a life-threatening situation, call Triple Zero (000) or mobile 112 and also report the situation to your Area Manager, who will escalate to the WHS/OHS Manager).

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