

WORK HEALTH & SAFETY CONSULTATION POLICY

CCGT is committed to consultation and co-operation between employees and Persons Conducting a Business or Undertaking (PCBU) to enable employees to contribute to the making of decisions affecting their health, safety and welfare at work (Occupational Health and Safety Act 2000 No. 40).

Work health and safety (WHS) is an agenda item at each weekly CCGT internal staff meeting to promote safety and health in the workplace for all internal staff, apprentices and trainees.

All employees, including CCGT internal staff, apprentices and trainees, are responsible for raising specific health and safety issues that arise during the course of their employment.

WHS issues should be raised directly with:-

- CCGT Senior Management (for CCGT internal staff);
- a Host Employer Representative and/or a CCGT Field Officer (for CCGT apprentices and trainees). If they are unable to resolve the issue in the first instance, then the matter must be raised with CCGT Senior Management.

All employees will assist with the development and monitoring of safe work practices and systems and discuss issues that affect the health, safety and welfare of all employees at CCGT. CCGT will respond to WHS recommendations within an agreed timeframe, set according to the particular issue and its complexity.

Consultation with CCGT apprentices and trainees is to be carried out at the WHS Workplace Inspections performed at each assessment visit quarterly. If an issue arises in between such visits and the issue is not resolved by the host employer, the CCGT apprentice or trainee should contact their CCGT Field Officer immediately. Additionally, CCGT Field Officers perform full host employer worksite WHS inspections annually to identify and minimise risks to our employees.

Consultation with CCGT internal staff is to be carried out weekly as an Agenda Item at the CCGT internal staff meetings. Minutes of these meetings can be accessed through the CCGT G:Drive.

It has been agreed by CCGT and its employees that these WHS consultation arrangements will be monitored and reviewed on an on-going basis, to ensure that consultation with all employees is effective and that all safety issues are being addressed.

Endorsed by the Board of Directors on

11/04/2017



CCGT Chairman



CCGT Senior Manager

