

CONSULTATION STATEMENT

Our Commitment

Unistor is committed to protecting the health and safety of all our workers both internal and external. Injury and illness is needless, costly and preventable. As a responsible employer, we accept our obligation to provide you a safe working environment. You are obligated to take responsible care for the health and safety of yourself and all other workers.

Our company will consult with our workers in implementing safety practices and systems that will ensure the health, safety and welfare of our workers. Worker involvement at all levels is critical for ensuring a safe work workplace.

At a meeting of staff representatives on the 08/11/2022, it was agreed that consultation would be undertaken under 'other agreed procedures'.

Other Agreed Procedures

A WHS team has been established comprising:

- Director
- General Manager
- Department Managers
- Employee Representatives

Consultation

Regular meetings, both formal and informal will be undertaken to facilitate open and effective discussion on WHS issues, these include:

<u>Department</u>	<u>Meeting</u>	<u>Purpose</u>	<u>Frequency</u>
Monthly WHSE Meetings	Review Meeting	<ul style="list-style-type: none"> Review WHS system performance Review legislative changes Discuss opportunities for improvement 	Monthly
Management Reviews	Review Meeting	<ul style="list-style-type: none"> Review the standard/s and requirements 	Annually
Admin/Sales	Sales Meeting	<ul style="list-style-type: none"> WHS is an agenda item for meetings in this department 	Weekly
Contracts	Toolbox Meeting Pre-Start Meeting	<ul style="list-style-type: none"> Meeting with contacts manager and workers Pre-Start meeting on site with supervisor and workers Contractor induction and site induction 	As required per project
Workshop	Toolbox Meeting	<ul style="list-style-type: none"> Discuss WHSE issues WHSE training 	Weekly

Communication

All workers are required to promptly report risks, hazards and injuries to their department manager and to the organisation where the incident arose or the risk/hazard was identified. The initial notification is to be made verbally and then recorded on a Hazard/Incident/Injury report form by the person reporting the event (or the supervisor).

Each hazard /Incident/Injury report is investigated promptly by the department manager and the relevant employee representative. Corrective action suitable to control or eliminate risks is discussed with the worker/s, the organisation and affected staff. The best determined corrective action is recorded on the Hazard/Incident/Injury report form. All reports are collected weekly, and reviewed at WHS team meetings. Statistics are kept on the number of incidents, near misses, injuries and workers compensation claims.

Feedback to Workers

Feedback to workers on the outcomes of investigations and meetings is provided:

- Verbally where appropriate to an individual worker by;

Emails, Staff memos, during meetings.

Establishment of consultation process

This consultation statement was circulated to all employees on the 08/11/2022 and is displayed on the WHS noticeboard.

WHS Dispute Resolution Procedure

If an issue is not able to be resolved by the immediate supervisor due to its complexity, application to other work areas etc. It will be raised with the WHS officer who will make recommendations to senior management on how to resolve the issue. Feedback on action(s) to be taken will be provided to the person(s) raising the issue via return of the hazard report form with action to be taken, e.g. agenda item at meeting etc.

Review of consultation Arrangements

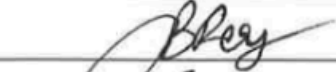
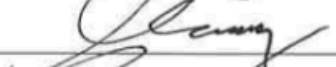

Company name will monitor and review these WHS consultation arrangements on an on-going basis, and at a minimum annually, to ensure that the consultation with all workers is effective and that all safety issues are addressed.

Director:

Date: 13/09/2022

Confirmation of Agreement

I hereby agree to the consultation arrangements outlined in this document:

NAME	SIGNATURE
Blake Roy	
CHRISTOPHER GALVEZ	
Ben McCosker	
Ant...	