WHS Consultation Mechanism

Structured consultation, participation and communication for safer work

CONSULT. LISTEN. ACT.

PURPOSE

The WHS Consultation Mechanism provides a structured system for open and effective communication between management, employees and contractors. It supports early hazard identification, practical risk control, employee participation in decision-making and continuous improvement in workplace health and safety.

CONSULTATION FRAMEWORK

01 WHS Committee

Formal forum for reviewing hazards, incidents, controls, policies and training.

02 HSRs

Employee representatives who connect workgroups with management and the WHS Committee.

03 Toolbox Talks

Short on-site discussions focused on current tasks, hazards and safe work practices.

04 Feedback Channels

Surveys, suggestion boxes, digital forms and private one-on-one discussions.

05 Formal Consultation

Structured consultation when significant changes may affect health and safety.

06 Training

Induction, ongoing WHS training and leadership development for supervisors and managers.

CORE PRINCIPLE

Health and safety consultation is a shared responsibility. Workers are given multiple avenues to raise concerns, contribute ideas and participate in decisions that affect their safety and well-being.

Introduction and Objectives

The mechanism is designed to promote active participation and collaborative WHS decision-making.

INTRODUCTION

DM Composites Pty Ltd is committed to ensuring a safe and healthy workplace for all employees, contractors, and stakeholders involved in our operations. As part of this commitment, we have developed a comprehensive Work Health and Safety (WHS) Consultation Mechanism. This system promotes open and effective communication between management and workers, enabling us to identify and address potential health and safety risks proactively. By fostering a culture of collaboration, we ensure that all employees have a voice in the decision-making processes that impact their safety and well-being at work.

Our WHS Consultation Mechanism is structured to meet the specific needs of our workplace, which includes employees involved in the design, supply, and installation of FRP products and solutions. The system promotes active participation by all levels of staff in WHS matters, with an emphasis on risk identification, hazard control, and continuous improvement.

OBJECTIVES

- Ensure effective communication and consultation on WHS matters between management, employees, and contractors.
- Facilitate employee participation in decision-making processes related to WHS issues.
- Enable early identification and resolution of WHS hazards and risks in the workplace.
- Promote a safe work environment by encouraging employees to share their insights, concerns, and feedback.
- Ensure compliance with applicable WHS legal obligations.
- Continually improve the health and safety culture within the organization through ongoing engagement and collaboration.

METHODS OF WHS CONSULTATION

DM Composites uses a combination of formal and informal consultation methods so employees are regularly informed, can raise concerns, contribute to discussions and suggest improvements.

2.1 WHS Committee

A central forum for structured consultation, review, decision-making and WHS improvement.

COMMITTEE STRUCTURE

The WHS Committee comprises management representatives, Health and Safety Representatives (HSRs), and employees from different departments. It provides a central forum for consultation on health and safety issues.

KEY FUNCTIONS

- Reviewing workplace hazards and risk assessments.
- Discussing and recommending control measures for identified risks.
- Monitoring the implementation of WHS policies and procedures.
- Evaluating incident reports and suggesting improvements to prevent recurrence.
- Reviewing and developing WHS training programs for employees.

MEETING AND COMMUNICATION ARRANGEMENTS

The WHS Committee meets monthly, with additional meetings scheduled if urgent WHS matters arise. Minutes from these meetings are circulated to employees to support transparency and inform them of decisions and actions taken.

2.2 HSRs and 2.3 Toolbox Talks

Consultation is supported by employee representatives and regular task-focused discussion on site.

HEALTH AND SAFETY REPRESENTATIVES (HSRS)

DM Composites appoints trained Health and Safety Representatives (HSRs) to represent different workgroups within the company. HSRs act as a direct link between employees and management, ensuring that WHS concerns raised by employees are promptly addressed.

- Consult with employees on WHS issues and relay their concerns to the WHS Committee or management.
- Participate in workplace inspections and audits.
- Assist in the investigation of workplace incidents or accidents.
- Attend WHS Committee meetings and provide feedback to the employees they represent.
- Review safety procedures and support compliance with WHS standards.
- HSRs are elected by their peers and receive comprehensive WHS training to effectively perform their roles.

TOOLBOX TALKS

Toolbox talks are held regularly on-site to provide a platform for open dialogue between supervisors, workers, and contractors about specific WHS issues that may arise during project activities. These short meetings typically occur at the start of a shift or before a new task begins.

- Job-specific hazards and control measures.
- Review of recent incidents or near misses.
- Safe work procedures and compliance requirements.
- Use of personal protective equipment (PPE) and safety equipment.
- Environmental risks and emergency response protocols.
- Employees are encouraged to ask questions, share concerns, and offer suggestions to improve safety on-site.

2.4 Feedback Mechanisms and 2.5 Formal Consultation

Employees can contribute through anonymous feedback channels, private discussions and structured consultation sessions.

WHS SURVEYS AND FEEDBACK MECHANISMS

DM Composites regularly conducts WHS surveys to gather employee feedback on health and safety matters, workplace conditions, and the effectiveness of WHS policies and procedures. Surveys provide an anonymous platform for employees to share experiences and suggest improvements. Results are analysed and presented to the WHS Committee, where actions are developed to address areas of concern.

- Suggestion boxes placed at strategic locations within the workplace.
- Digital feedback forms available through the internal communication system.
- One-on-one meetings with supervisors or HSRs for more private and personalised discussions.
- All feedback is treated with confidentiality, and employees are informed of outcomes through company-wide communication channels.

FORMAL CONSULTATION SESSIONS

For significant changes to the workplace, operations, or WHS policies, formal consultation sessions are held. Management and employees discuss proposed changes and their potential impact on health and safety. Employee input is considered in the final decision-making process so changes do not compromise health and safety standards.

- Introduction of new equipment, technology, or processes.
- Changes to workplace layout or structure.
- Updates to WHS policies, such as PPE requirements or safe work procedures.
- Major modifications to the work environment, such as new projects or expansions.

Staff Education and Training Programs

Training ensures employees understand their WHS rights, responsibilities and the consultation mechanisms available to them.

TRAINING COMMITMENT

DM Composites places significant emphasis on educating employees at all levels so they are equipped with the knowledge and skills to contribute effectively to a safe workplace.

3.1 WHS INDUCTION PROGRAMS

All new employees and contractors undergo a comprehensive WHS induction program upon joining the company. The induction program ensures that employees understand their responsibilities in maintaining a safe work environment and are aware of the mechanisms available to raise WHS concerns.

- An overview of WHS legislation and employee rights under the law.
- Company-specific WHS policies, including hazard identification and risk control procedures.
- The role of HSRs and the WHS Committee in maintaining workplace safety.
- Safe work procedures relevant to the employee's job role.
- Emergency response procedures and first aid protocols.
- Reporting requirements for incidents, hazards, and near misses.

INDUCTION OUTCOME

Every new worker should understand how to work safely, how to report hazards and incidents, and how to participate in WHS consultation from the start of employment.

3.2 Ongoing WHS Training and 3.3 Leadership Training

Training is maintained over time and tailored to workgroups, tasks and leadership responsibilities.

ONGOING WHS TRAINING

In addition to induction, DM Composites provides ongoing WHS training to keep employees updated on new hazards, safety procedures, and legal requirements. Training sessions are delivered regularly and tailored to specific workgroups and tasks. Employees attend refresher courses periodically, training records are maintained, and performance is monitored to identify additional training needs.

- Safe manual handling techniques.
- Hazardous materials management.
- Emergency evacuation and fire safety.
- Environmental risk management.
- Use of personal protective equipment (PPE).

LEADERSHIP TRAINING FOR SUPERVISORS

Supervisors and managers receive additional WHS leadership training to enhance their ability to identify hazards, conduct risk assessments, and engage employees in the consultation process. Training emphasises the importance of creating an open and supportive environment where workers feel comfortable raising WHS concerns.

01 Identify

Recognise hazards and emerging WHS issues.

02 Assess

Conduct risk assessments and understand potential consequences.

03 Consult

Engage workers and HSRs before decisions are finalised.

04 Lead

Create a supportive environment where WHS concerns can be raised openly.

Performance Standards and Indicators

Clear indicators help measure whether consultation is active, responsive and effective.

PERFORMANCE STANDARDS

DM Composites has established performance standards and mechanisms for continuous improvement to monitor the effectiveness of its WHS Consultation Mechanism.

4.1 PERFORMANCE INDICATORS

01 Participation

Employee participation rates in WHS consultations, including WHS Committee meetings and toolbox talks.

02 Hazard Reporting

Number of hazards reported and addressed through the consultation process.

03 Response Time

Response times for resolving WHS issues raised by employees.

04 Incident Trends

Frequency of safety incidents, accidents, and near misses as an indicator of hazard identification and control effectiveness.

05 Management Review

Results are reviewed by senior management and the WHS Committee to support ongoing improvement.

MEASUREMENT PRINCIPLE

The aim is not only to count consultation activities, but to verify that concerns are heard, actions are completed and the consultation process contributes to safer work.

4.2 Continuous Improvement

Consultation processes are reviewed and refined using employee input, HSR feedback, audits and inspections.

CONTINUOUS IMPROVEMENT

Feedback from employees, HSRs, and the results of audits and inspections are used to continually refine and improve the WHS Consultation Mechanism. Regular reviews of consultation processes are conducted to ensure they remain relevant and effective in meeting the evolving needs of the workforce.

CONSULTATION IMPROVEMENT CYCLE

01 Listen

Collect concerns, ideas and feedback through consultation channels.

02 Review

Assess hazards, issues, consultation outcomes and performance indicators.

03 Act

Implement controls, communication, training or process improvements.

04 Verify

Confirm actions are effective and report outcomes back to employees.

WHS CONSULTATION COMMITMENT

DM Composites believes active participation and consultation are key to maintaining a safe and healthy workplace. The WHS Consultation Mechanism provides employees with multiple avenues to voice concerns, share insights, and contribute to the continuous improvement of health and safety practices. By fostering a collaborative and open environment, health and safety becomes a shared responsibility across all levels of the organization.

AUTHORISATION

Name	Mansour Ahamed	**Role**	Director - DM Composites Pty Ltd