

DOB ENTERPRISES PTY LTD

DOB Consultation and  
Communication Policy  
IMS-513-00-POL

## Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.18	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB has an obligation to adhere to legislation, regulations, licensing and industry codes regarding WHS, Quality Control, the Environment, and privacy and confidentiality. By following set procedures, DOB aims to provide a safe workplace for all of its workers, with minimum to no impact on the environment and a focus on ethics, continual improvement and growth.

In accordance with WHS legislation, DOB is committed to consulting with workers regarding decisions made which may impact on their health, safety or welfare in the workplace. DOB will implement formal consultation & communication procedures with workers and contractors in order to achieve this objective.

**DOB’s commitment to maintaining open consultation & communication with workers regarding WHS policies:**

- DOB acknowledges the advantages of worker contributions to decisions made regarding WHS procedures which may impact their health, safety or welfare in the workplace;
- The consultation & communication process will not affect the implementation of policies or procedures which address an immediate risk to the health, safety or welfare of DOB workers;
- DOB accepts ultimate responsibility for any amendments to WHS procedures.


**DOB has adopted the following communication process to convey WHS obligations and issues to workers, clients, visitors & contractors:**

- Company inductions for new workers with WHS as an integral topic;
- Providing new workers with DOB's WHS policies;
- Providing existing workers with relevant updates & amendments to WHS policies;
- Conducting initial WHS assessments as part of the induction process to ensure understanding;
- Delivering regular WHS training sessions to workers;
- Providing relevant information on workplace hazards;
- Implementing set procedures for dealing with emergency situations in the workplace;
- Carrying out Risk Assessments & ensuring that WHS Checklists are completed for host properties- results communicated to staff;
- Making our WHS procedures & policies available to our workers, clients and contractors- with opportunity for feedback;
- Maintaining accurate WHS incident reporting procedures;
- All reporting processes and records comply with legislative obligations;
- Making every possible effort to ensure that WHS information can be understood by people speaking languages other than English and those with learning disabilities. In other words, a language everyone understands.

**Workers, visitors, clients & contractors:**

- Have a legal obligation to report any health & safety issues & provide feedback on any risks or issues in the workplace as they arise;
- Agree to provide effective & timely feedback on the consultation & communication policy.

In the instance that WHS issues cannot be resolved using established procedures, DOB may seek external assistance.

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