



**Plastica Ltd**

## **Communication**

*(ISO 14001:2015, Clause 7.4, ISO 45001:2018, Clause 5.4 and 7.4)*

**Creation Date: 24/05/23**

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**Version: 1**

**HS&E 39**

## **1.0 Introduction**

Plastica Ltd has established a process for internal and external communications relevant to our integrated management system (IMS).

## **2.0 Scope**

The process gives details on what it will communicate, when it will be communicated, who will do the communicating and how the communications will be made. Plastica Ltd has taken into account our compliance obligations and will ensure that the message is consistent with information generated by our environmental management system.

Plastica Ltd's integrated management system will be communicated through the various functions and levels within our company.

## **3.0 Process**

3.1 Communications will be made on the following topics:

- Business performance
- Environmental performance
- OH&S performance
- Emergency Preparedness and responses
- Accidents/incidents

3.2 Communications will be made both during the normal business cycle, following Management Review meetings for example and at other times which will be dictated by events and will be known as extraordinary communications.

3.3 Communications will be delivered by directors on the performance of Plastica's integrated management system. Extraordinary communications will be made by our integrated management system representatives.

3.4 Normal communications will be made via email and message board and through employee meetings. Extraordinary communications will be made via the appropriate medium.

3.5 Record of each communication will be retained – See HSEF 117 Communications Register

## **4.0 Internal Communications**

Plastica Ltd's integrated management system will be communicated through the various functions and levels within our company. Any changes to the integrated management system will also be communicated in the same way. Individual members of Plastica Ltd are encouraged to engage in the communication process and to contribute to the continual improvement of our integrated management system.

## **5.0 External Communications**

Plastica Ltd will communicate information regarding our integrated management system to external parties as determined by top management and it will be in line with our compliance obligations.

## **6.0 Related Documentation**

HS&E 45 – Participation and Consultation Process  
HSEF 117 – Communications Register