



**Plastica Ltd**

# **Participation and Consultation Process**

*(ISO 45001:2018, Clause 5.4)*

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**HS&E 45**

## **1.0 Introduction**

The purpose of this process is to ensure that the Plastica Ltd's employees and all other interested parties, including contractors and visitors are communicated with and receive all necessary information. Consultation is a two-way communication process of dialogue and exchanges and is based on the timely provision of information necessary for employees, and where they exist, their representatives, in order that Plastica Ltd receives informed feedback for consideration before taking a decision. Participation is a collaborative process contributing to decision-making processes based on OHSE (Occupational Health, Safety and Environmental) performance measures and proposed changes.

## **2.0 Scope**

All employee participation and consultation arrangements shall be documented and external interested parties informed, including contractors and visitors. Employees will be involved in the development, planning, implementation, performance evaluation and actions for the improvement of Plastica Ltd's Occupational Health, Safety and Environmental Management System (OHSEMS).

## **3.0 Process**

3.1 Mechanisms have been provided to ensure all employees of Plastica Ltd can take part in the consultation process; these include giving sufficient time, training and resources.

The mechanism includes employee meetings and provision of required training as well as continual communication between the senior management and all employees.

Plastica Ltd documents and promotes the arrangements by which it consults and communicates pertinent OHSE information and risks to and from its employees and other interested parties (e.g. Contractors, Clients).

This includes arrangements to involve employees in the following processes:

- consultation over the development and review of policies, the development and review of OHSE objectives and decisions on the implementation of processes and procedures to manage risks, including when to consider risk and carry out hazard identification (Project & Departmental Risks) and in reviewing risk assessments and risk controls relevant to their own activities.
- consultation over changes affecting workplace OH&S such as the introduction of new or modified equipment, materials, chemicals, technologies, environment & weather condition, processes, procedures or work patterns.

Employees are represented on OHSE matters and are informed as to who is their OHSE representative and the specified management appointee.

Employee consultation might be carried out as individual consultation due to the nature of the business and its operation (e.g. different working locations and hours).

3.2 Information regarding the OHSEMS is provided throughout Plastica Ltd in clear and understandable formats including signage and notices.

3.3 Plastica Ltd will endeavour to ensure that any barrier to employee participation is removed or at least minimised. Employees are encouraged to inform their line manager of any perceived obstacles (including failure to respond to worker's suggestions; language or

literacy issues; reprisals or threats; policies or practises that discourage or penalise participation) they may encounter.

3.4 All employees, not just managerial positions, will be consulted on the following:

- Determining the needs and expectations of interested parties;
- Establishing the occupation Health, Safety and Environmental (OHSE) policy;
- Assigning roles, responsibilities and authorities;
- Determining how to fulfil legal and other requirements;
- Establishing OHSE objectives and planning to achieve them;
- Determining applicable controls for outsourcing and procurement;
- Determining what needs to be monitored, measured and evaluated;
- Planning and implementing an audit programme;
- Ensuring continual improvement to the OHSEMS.

3.5 All employees, not just managerial positions, will be encouraged to participate in the following activities:

- Determining the mechanisms for their consultation and participation;
- Identifying hazards and assessing risks and opportunities;
- Determining actions to eliminate hazards and reduce risk;
- Determining competence requirements;
- Determining training needs, training and evaluating training;
- Determining what needs to be communicated and how this will be done;
- Determining control measures and their effective implementation and use;
- Investigating incidents and non-conformities;
- Determining corrective actions.

3.6 Plastica Ltd holds consultation and participation events (Staff Meetings) when required. Consultation is provided to all engineers and other operatives as and when required. Operatives will be consulted and involved in hazard identification, risk assessment and risk control where required. Adequate awareness will be provided in Toolbox Talks documentation is available on the Intranet. Individual or group awareness will be provided as required and due to the nature of the business.

The following methods are in place when and where possible:

- Initiatives to encourage employee OHSE consultations, review and improvement activities in the workplace and feedback to the Senior Management on OHSE issues;
- OHSE representatives with defined roles and communication mechanisms to consult all OHSE issues including involvement in an accident and incident investigations, site OHSE inspections etc;
- OHSE briefings for employees and other interested parties, e.g. contractors or clients;
- Notice boards containing OHSE performance data and other pertinent OHSE information;

## 4.0 Related Documentation

HSEF 117 – Communications Register