CONSULTATION AND COMMUNICATION

Section 1:Purpose

The purpose of this Document is to describe the procedures for consultation and communication between the company employees and other interested parties and to ensure that quality, health, safety and environmental communications are carried out effectively within the company.

Section 2:Scope

This procedure applies to all USSL operations, employees and associated service providers whilst working on behalf of the company either at their nominated work location or in some circumstances whilst working at other locations such as Remote works, Client locations, Home etc.

Section 3:Legal and Other Requirements

The following requirements (Legal and Other) are relevant to this procedure:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- The Health and Safety (Consultation with Employees) Regulations

- The Safety Representatives and Safety Committees Regulations
- USSL Operating and Company Procedures
- Clients Procedures where relevant

Section 4:Definitions

Manager – The person responsible for the day to day management of business, contract or department

Hazard – Anything with the potential to cause harm (e.g. Physical Hazards, Biological Hazards, Chemical Hazards, Workplace Hazards).

Risk – The likelihood for the hazard to cause Harm

Safe System of Work - An agreed laid out procedure identifying hazards and risk controls that must be implemented.

Reasonably Practicable – The balance between the overall risk and associated costs to control those risks.

Section 5:Expressing Safety Concerns (Work-safe)

Any employee has the right to consult their Safety Representative regarding health, safety or welfare concerns. All health, safety or welfare concerns must be recorded and passed on to the HSEQ Manager. Any concerns shall be reported to the Director responsible for Safety. Reference should be made to the company's "WORKSAFE" policy

Section 6:Consultation & Communication

This Section describes the procedures for consultation and communication between the company employees and other interested parties and to ensure that quality, health, safety and environmental communications are carried out effectively within the company.

At the end of every Tool Box Talk anyone shall have the opportunity of raising any business improvement, quality, health, safety and/or environmental concerns which shall be recorded in the comments section of the Tool Box Talk record sheet and passed on to the HSEQ Department.

The company shall co-operate with any Safety Representative in carrying out their duties and responsibilities as laid down by Current Legislation.

Where Any Regulatory Authority Inspector comes on site they shall be accompanied on inspections and a note taken of any verbal instructions given by the Inspector. Items raised shall be actioned as soon as practicable. A copy of the instructions given by the Regulatory Authority Inspector must be filed in the Quality, Health, Safety and Environmental Plan, along with any follow up action that may have been required.

Items actioned in HSE Improvement and/or Prohibition shall be implemented immediately. This may take the form of stopping work in specific areas until such time as the conditions of the notice are fulfilled.

The HSEQ Department must be informed of all regulatory authority inspections and/or third party visits. Where an improvement/prohibition notice is served, the HSEQ Department shall be informed immediately and a copy of the notice sent to Head Office

Section 7:Company Suggestion Scheme

The company Suggestion Scheme initiative forms an integral part of the company's safety culture; it is our goal to gain greater support and feedback from our employees and contractor's employees to assist us to further develop our business and improve our HS&E culture as part of our continued drive to enhance safety performance. The "Suggestion Scheme" is fully endorsed by the senior management team who recognize that the effective implementation of the scheme will greatly assist the Company to improve its overall performance and Safety Culture within the field.

The "Suggestion Scheme" process will be brought to every new employees / contractor's employee's attention as an integral part of their company induction Training Session and periodically re-communicated via Team Briefs, Tool Box Talks etc.

The Manager responsible for HS&E will ensure that the requirements of this procedure are briefed out / communicated throughout the Company and to ensure that all suggestions received via the suggestion scheme boxes are reviewed on a monthly basis.

The Manager / Supervisor responsible for each of our Depots / Offices must ensure that the suggestion scheme boxes and associated forms are placed within a readily accessible location within each of their Depots / Offices. The Manager / Supervisor in turn being responsible for emptying the suggestion scheme boxes at the end of each month and for sending the forms to the responsible manager for review.

As the suggestion scheme is open to all employees, contractors and visitors alike, it is essential that we provide such individuals with an opportunity and ability to provide the company with any suggestions / feedback etc.

The responsible manager and their team are responsible for ensuring that all suggestions submitted are collected and assessed on a monthly basis in order to establish if:

- Any of the suggestions can be acted upon
- Any of the suggestions cannot be acted upon as they are unreasonable
- We have any trend related information

As employees will provide the information on an anonymous basis, it is important to provide the workforce in general with feedback in relation to:

- The number of suggestions that have been received
- The number of suggestions that have been accepted with a summary of the action that is being taken to implement them

As such a notice / poster must be placed alongside the suggestion scheme boxes on a monthly basis to provide employees with an insight in to the above. All suggestions that are relevant will be logged onto the company Improvement Note log which is reviewed and actioned on a monthly basis. This information in turn will be communicated out throughout the Company via the "Safety Committee meetings and notice boards.

Section 8: Document History

October 2016 Initial Version

February 2019 New Branding