

Employee Communication, Consultation & Participation Policy

**Starfish 9 Ltd. Employee Communication,
Consultation & Participation Policy 2021-Issue 1**
(Last Review Jan 2021- Next Planned Review Jan 2022)

Employee Communication, Consultation & Participation Policy

Starfish 9 Ltd. recognises that we have a duty to consult with our work force on matters affecting their health, safety and welfare while at work. We also appreciate the value of effective methods of communication, consultation and participation in achieving a positive health and safety culture in our business, to ensure that not only up to date information is available when required, but also that our workers are fully involved with our management of health and safety. We also use this system to deliver simple safety messages and rules through short tool-box talks.

It is our policy to:

- Organise and hold consultation meetings and toolbox talks
- Develop and implement consultation procedures
- Take and keep minutes of consultation and participation meetings, making them available to all staff.
- Listen to and act on issues and concerns raised during consultation meetings where possible

Communication and Consultation

- Establish effective lines of communication, both internally and externally
- Involve and consult with workers on issues affecting health and safety at work and to take account of their views on these matters
- Provide information on performance, lessons learned from incidents, plans, standards, procedures and systems etc
- We will ensure the following are readily available:
 - All company policies
 - Our current Certificate of Employers' Liability Insurance
- Consult with workers when changes to processes, equipment, work methods are introduced that may affect their health and safety at work
- Notify all workers of arrangements for appointing a competent person
- Recognise the legal rights of staff representatives
- Recognise legal rights to trade union-appointed safety representatives

Participation

- Individual conversations
- Staff meetings
- Health & Safety Meetings
- Encourage employees to actively assess workplace hazards and risks
- Participate in safety training activities
- Safety representatives
- Access to relevant information about IMS
- Non-Managerial Staff to audit/inspect site (lauditor)

Name: John Jessimer

Signed: 

Position: Managing Director

Date: 7 January 2021

