**5.4 CONSULTATION AND PARTICIPATION OF WORKERS**

**PURPOSE**

Titan Drilling needs to ensure that employees, both managerial and non-managerial, are involved in the design, implementation and continual maintenance of the Occupational Health and Safety Management System.

The purpose of this procedure is to document the requirements for effective communication, consultation and participation of employees within Titan Drilling and provide guidelines to encourage participation in Health and Safety performance and improvement activities.

**SCOPE**

This procedure applies to all Titan Drilling activities and includes employees, contractors, visitors, the community and other stakeholders

**PROCEDURE**

*Communication Methods*

Where any matters affect the health or safety of persons at a site, these matters must be effectively communicated. Communication methods may include Memorandums, Safety Alerts, Email, Toolbox meetings, Safety Committee Meetings, One-on-one meetings between Supervisors and workers and Notice Boards. Consideration should be taken into the language and terminologies used in communication ensuring that barriers are eliminated. The form of the communication required will depend on the degree of feedback needed as well as the targeted audience.

*Consulting with Workers*

Titan Drilling personnel are encouraged to provide constructive feedback on policies, procedures etc and to actively participate in hazard identification and health and safety meetings. Personnel are involved in risk profiling of operational activities and are encouraged to ensure their requirements are taken into account when developing procedures or carrying out their work activities.

*Communication of New or Changing Risks*

Risks identified through processes such as Risk Assessments, Hazard Observations, Safety Committee Meetings, Safety Alerts and Change Management shall be communicated to all personnel in a timely manner. Records of such communications will be maintained on register by the relevant safety personnel.

*Toolbox Meetings*

An interactive toolbox meeting shall be daily for each operational shift. Managers, Head of Departments or Supervisors will act as Chairman for the meeting and attendees should include all available Titan personnel and other stakeholders as required.

Management are responsible for ensuring the requirement for quality toolbox meetings are met, appropriate personnel attend and minutes are documented and communicated.

Safety Meeting discussions / process should include but not limited to:

1. Health and Safety issues that may have arisen;
2. Review of Safe Work Procedures;
3. Feedback for attendees on issues previously tabled; and
4. Delegated responsibilities for the completion of action items;

*Monthly Health and Safety Committee Meetings*

As a legal requirement, Health and Safety Committee Meetings are conducted on a monthly basis and are participated by representatives from the various sections / departments within Titan Drilling. This gives both management and employees a platform to discuss concerns regarding OHS that may have arisen, communicate progress as well as plan for improvement on OHS.

The meeting is to:

1. Facilitate co-operation between Titan Drilling management and its employees to instigate, develop and carry out measures designed to ensure the safety and health at work of employees, contractors and visitors;
2. Formulate, review and disseminate the standards, rules, procedures and work instructions relating to health and safety.
3. Share information about OHS and the welfare of employees
4. Investigate and resolve any matters that may pose an OHS risk to employees at work

As a jointly responsible working group, recommend and advise on Health and Safety issues and improvements. The Committee shall discuss objectives and implement appropriate programs and activities aimed at maintaining high levels of safety.

**IMPLEMENTATION**

This procedure takes immediate effect from date of issue.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WHAT** | **Int / Ext** | **WHEN** | **WHOM** | **HOW** |
|  |  |  |  |  |
| OHSMS - Titan Drilling | Int |  | \* Current Employees | Done duration safety talk |
|  | Int | Start of employment | \* New Employees | During induction |
| HSE Policy | Int | Employment | \* Employees | \* Induction \* Notice Board |
|  | Ext | Start of contract | \* Contractors | \* Induction |
|  |  | Start of contract | \* Suppliers | \* Emailed |
| Company Standards | Int | Employment | \* Employees | \* Safety Talk \* Induction \* Training Register sign off |
|  | Ext | Start of contract | \* Contractors | \* Induction |
| Induction | Int | Start of employment | \* Employees | \* Presentation \* Attendance records |
|  | Ext | Start of contract | \* Contractors | \* Presentation \* Attendance records |
| Objectives | Int | Yearly. | \* Employees | \* Notice board \* Presentation \* SHE Meetings |
| Incident Reporting | Int | After an occurrence | \* Employees \* Senior management | \* Presentation \* safety talks \* Radio communication  \* E-mails |
| Incident Reporting | Ext | After an occurrence | \* Contractors | \* Email |
| Hazards | Int | Monthly submission | \* Employees | \* Site \* Data base \* SHE rep meeting (stats) |
|  | Ext | Weekly submission | \* Supplier | \* Data base |
| Safety Talks | Int | Daily | \* Employees \* Senior management | \* Before shift \* Participation of each employee |
|  | Ext | Daily | \* Employees | \* Before shift |
| Audit / Inspection Feedback | Int | Still Pending | \* Employees | \* Safety department  \* SHE Rep meetings |
| Management Review | Int | Bi-annually | \* Senior management \* Employees | \* SHE Meetings |
| Management Review Feedback | Int | Bi-annually | \* Senior management \* Employees | \* SHE Meetings |
| Emergency Response | Int | Emergency situation | \* Authorized personal | \* Email \* Telephonically |
|  | Ext | Yearly | \* Contractors |  |
| Emergency Situation (lightning) | Int | Rainy Season | \* Employees \* Contractors | \* Alert from the mine \* Siren |
|  | Ext | Rainy Season | \* Suppliers | \* Alert from the mine \* Siren |
| Blasting | Int | As required by client | \* Senior management \* Employees | \* safety talk \* radio communication \* Siren |
| Government Departments | Ext | Access to legal information | \* Quarterly | \*Meeting \* Telephone \* Emails |