

CONSULTATION AND COMMUNICATION WORKGROUP MINUTES

Meeting Held at 08:30am at Paynters Head Office Paddington Room – 14/12/22

Present: Taylah Cubis ----- HSEQ Trainee-----Paynters
 Hannah Fox-Andrews ----- HSEQ Administrator -----Paynters
 Amy Maxwell----- HSEQ Coordinator-----Paynters
 Daniel Dunne----- HSEQ Manager-----Paynters

Apologies: Cam Barker ----- Site HSEQ Coordinator -----Paynters

Distribution: All Present, Apologies

ITEM	DESCRIPTION	ACTION	DUE DATE
1.0	Overview		
1.1	TC provided overview on the company's duties under the WHS Act 2011 regarding consultation with workers. See attached excerpt.	Note	
2.0	Current Procedures and Processes		
2.1	TC gave overview on toolbox talks and how they need to be completed once a week on each project.	Note	
2.2	TC gave overview on HSEQ Committee meetings, including what triggers a committee being formed on site and what their general functions are.	Note	
3.0	Proposed Consultation and Communication Processes		
3.1	TC provided insight into the issues faced on site regarding the coordination of deliveries. TC proposed introducing a deliveries board for all trades to communicate delivery times and advise if plant is required to unload. All attendees agreed that this would limit the collision of deliveries. DD to propose idea to upper management.	DD	16/12/22
3.2	TC expressed concern regarding the effectiveness of prestart meetings. She advised that having a Paynters staff member present the meeting fosters little participation from subcontractors. TC proposed tasking trades with presenting their activities for the day at morning prestart. All attendees agreed that this would encourage accountability and contribution. HF to develop toolbox talk and issue to site staff	HF	16/12/22

Approved: Taylah Cubis
HSEQ Trainee

Section 49 of the Act outlines that consultation on WHS matters is required:

- When identifying hazards and assessing risks arising from work being carried out or to be carried out
- When making decisions about the ways to eliminate or minimise the risks
- When making decisions about the adequacy of facilities for the welfare of workers
- When proposing changes that may affect the health or safety of workers
- When making decisions about the procedures for consulting with workers, resolving health or safety issues, monitoring the health of workers, monitoring conditions at the workplace, or providing information or training for workers.