WORK HEALTH & SAFETY CONSULTATION, CO-OPERATION & CO-ORDINATION
POLICY

Jones XL Pty Ltd is committed in consulting, so far as is reasonably practicable with its workers or who work for the business or undertaking and who are or are likely to be directly affected by health and safety matters.

The purpose of consultation is to engage workers in the decision making process to assist and improve health and safety in the workplace by identifying, eliminating / minimizing and controlling work related risks, hazards, incidents or injuries.

This is achieved by:

- Providing workers with the relevant WH&S information, procedures, policies and training
- Regularly consult with workers on WH&S matters and conditions
- The co-operation and co-ordination of the consultative process
- To enable workers to have the opportunity to express and raise their views or concerns
- To ensure that the views of the employees are considered and taken into account
- Consulting with workers when proposed changes to the workplace, systems of work or plant
- Encourage workers to promptly report any unsafe conditions, risks, incidents or injuries and respond accordingly.

When WH&S consultation should take place

- When risks to health and safety are identified, assessed or control methods are being considered and as part of WH&S Management System Review
- When changes are being considered to safe work procedures and the monitoring of health and safety hazards and risks
- When changes are being considered to work premises, facilities, systems of work, procedures, policies, plant or substances that could affect the health and safety of workers
- When prescribed by WH&S legislation

WH&S Consultation can take place but not limited to:

<table>
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<tr>
<th>Management Review Meetings</th>
<th>WH&amp;S Committee Meetings</th>
<th>Site Reports &amp; visits</th>
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<tr>
<td>General Discussion</td>
<td>Emails or Memos</td>
<td>Telephone</td>
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It is the responsibility of all levels of management and workers to ensure that the WH&S consultation process is effective and successful and therefore contribute to the WH&S objectives of Jones XL Pty Ltd.

Barry Jones
Managing Director
Jones XL Pty Ltd
10th February 2014