



PTSG

PREMIER TECHNICAL
SERVICES GROUP LTD

Niche Specialist Service Provider

Communication and consultation policy

COMMUNICATION AND CONSULTATION POLICY

INTRODUCTION

We recognise the value of effective methods of communication and consultation in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our workers are fully involved with our management of health and safety which assists with our continual improvement of the management system.

It may also be necessary to communicate relevant information to other interested parties, these may be internal or external to the business. The company recognises and promotes two-way communication between relevant interested parties and will always consider their views.

The company will consider diversity aspects in line with the Equality Act 2010 when making internal and external communications. See also PTSG Consulting employees whose first language is not English Procedure.

Communications made by the company will consider legal requirements and will ensure that the information provided is consistent and reliable. Where necessary the company will retain documented evidence of such communications.

What and when we communicate is detailed in our Needs & Expectations of Interested Parties Document.

It is our policy to:

Establish effective lines of communication both internally and externally as required. Involve and consult with workers on issues affecting their health and safety at work and to take account of their views on these matters, this takes place through:

- Individual conversations
- Staff meetings
- Notice-boards
- Bulletin publications
- Health and Safety Forum & Engineering Meetings held
- E-Mail publication/s
- News Letters to all employees (including Bright Ideas area)
- Website publications & communications
- Feedback via PTSG Clarity Works app
- Providing information on performance, lessons learned from incidents, plans, standards, procedures and systems etc.
- Consult with workers when changes to processes, equipment, work methods etc are introduced into the workplace that may affect their health and safety at work.

We display the following:

- The 'Health and Safety Law - What You Should Know' poster
- Our current Certificate of Employers' Liability Insurance
- Our Health and Safety Policy Statement (Statement of Intent).



[Signed for and on behalf of the group]

T Wilcock FIIRSM RSP Grad IOSH PIEMA MInstRE
Group Director – Health & Safety