

# Communication and Consultation Policy

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## Introduction

It is a legal requirement for the company to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

A Bright Solution Ltd. have a mechanism to facilitate the consultation process. Consultation is a two-way process at minimum. Simply telling workers of management decisions in relation to health and safety does not constitute consultation. It must include the *genuine* opportunity for all parties to contribute effectively to any decision-making process aimed at eliminating or controlling risks to health and safety.

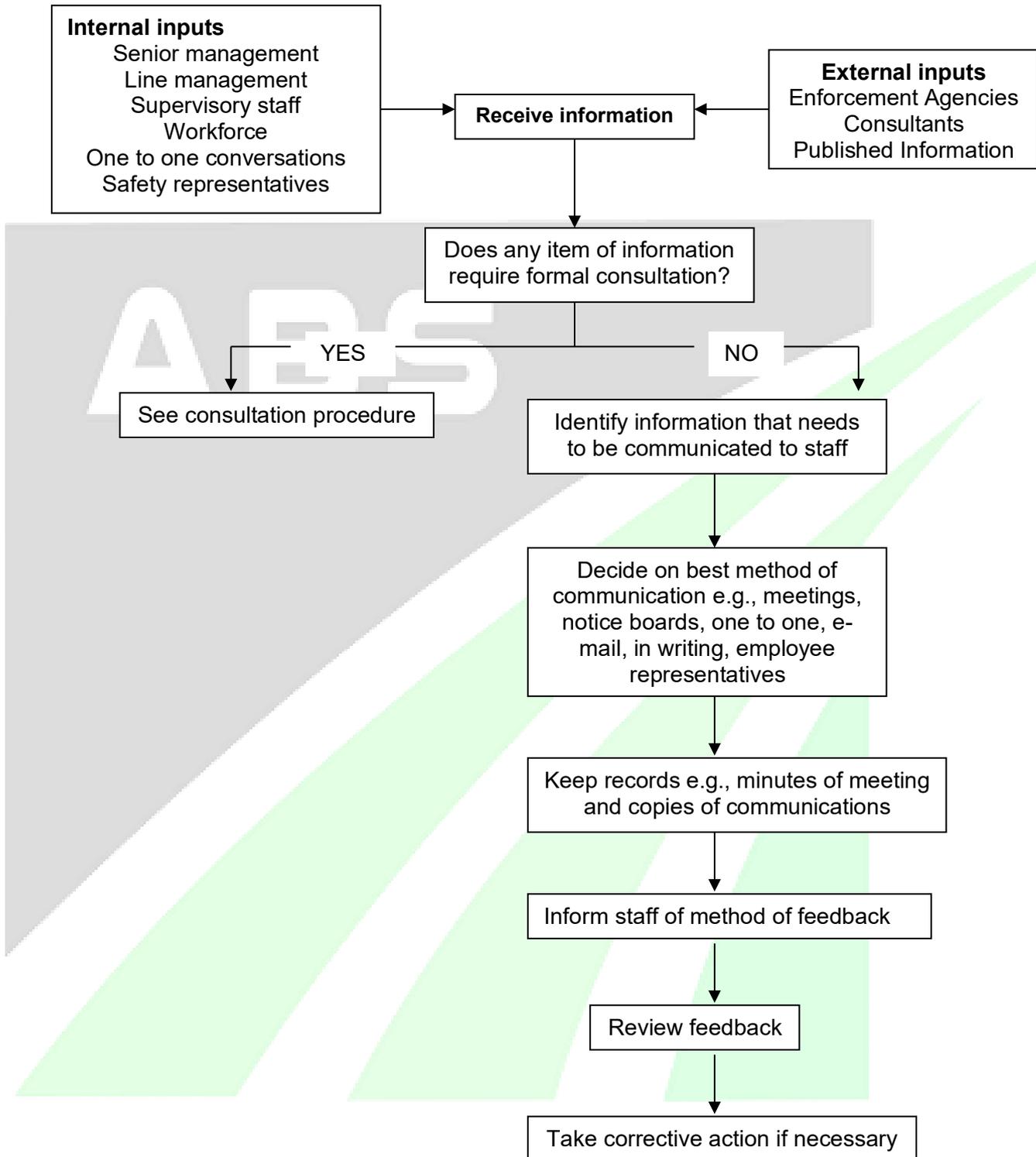
To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through;
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings
  - display the 'Health and Safety Law – What You Need to Know' poster
  - consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

We will consult with employees when;

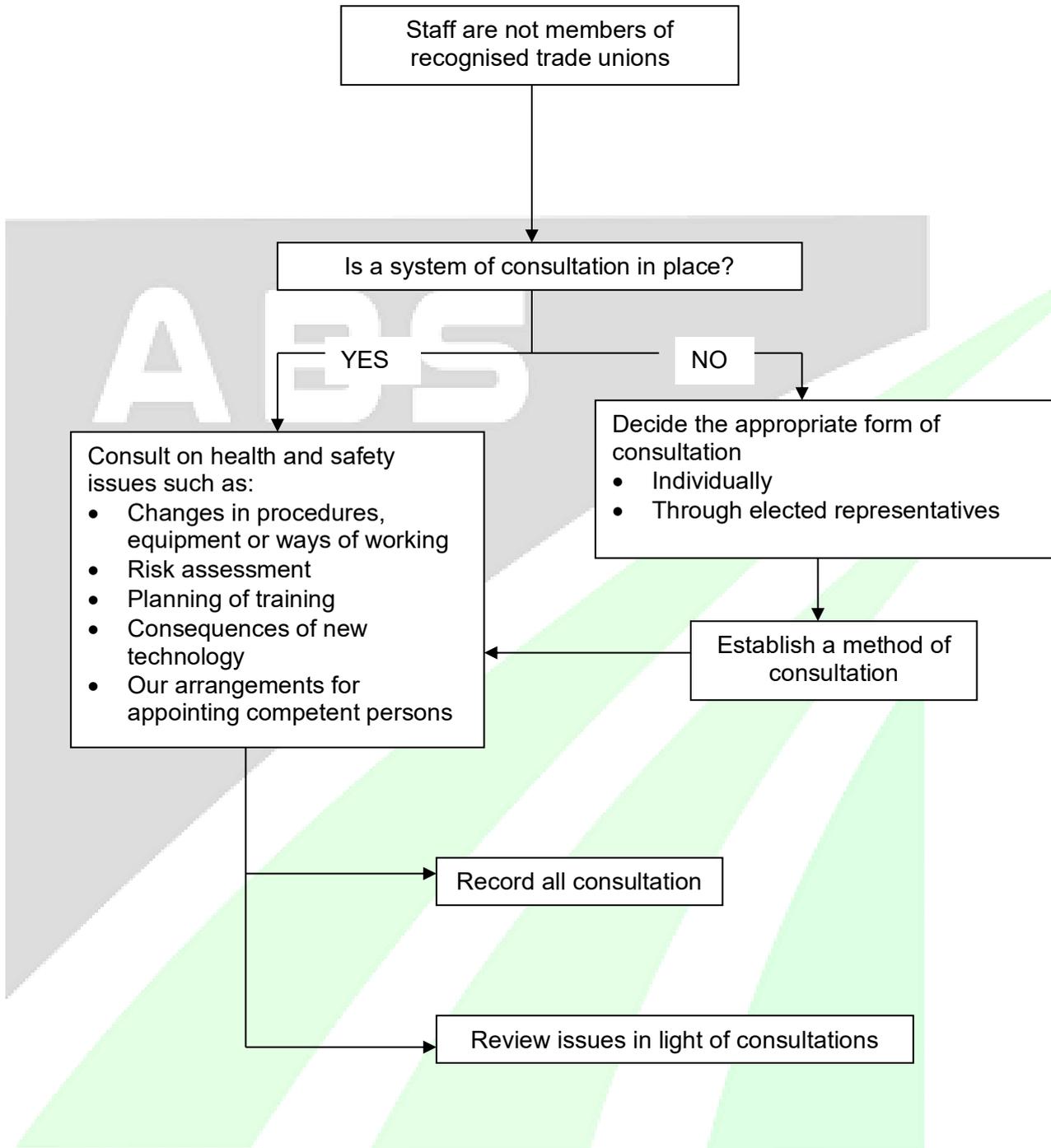
- changes that may affect health and safety are proposed, including changes to;
  - systems or methods of work
  - information and regulations
  - plant or equipment
  - substances (chemicals)
  - premises
- identifying hazards
- undertaking risk assessment and review
- controlling risks
- making decisions about procedures for;
  - consulting with employees, or
  - resolving workplace health and safety issues
  - monitoring the health of employees
  - monitoring conditions at the workplace
  - providing information and training for employees
- deciding on facilities for employees welfare

## COMMUNICATIONS PROCEDURE



# CONSULTATION PROCEDURE

This applies where staff are not represented by recognised trade unions



Signed.....  
Mick Barrett  
Director  
8th August 2025

Signed.....  
Sam Pailor  
Director  
8th August 2025