

COMMUNICATION AND CONSULTATION PROCEDURE

1.0 Aim

This procedure describes how Tallan Group will communicate and consult with our workers, other PCBU's (e.g., subcontractors and service providers) and duty holders to share relevant HSEQ information and allow all parties to express their views on HSEQ matters that may affect them.

2.0 Scope

This procedure applies to all Tallan Group activities and personnel; Directors, Business Manager, Client Services Manager, HSEQ Manager, Project Managers, Assessors, Case Managers, Repair Coordinators, Site Supervisors, site workers and all office staff.

3.0 Definitions

Term	Definition
Consultation	<p>Consultation is a two-way communication process between Tallan Group, other businesses (PCBU's), and our workers.</p> <p>HSEQ Consultation requires that:</p> <ul style="list-style-type: none"> relevant HSEQ information is shared with workers workers are given a reasonable opportunity to express their views and to raise health or safety issues workers are given a reasonable opportunity to contribute to the decision-making process relating to the health and safety matter the views of workers are considered, and workers are advised of the outcome of any consultation in a timely manner.
Cooperation	<p>It is the process of working together towards the same end.</p> <p>What is required for cooperation is identified in this consultation process.</p> <p>Cooperation (for HSEQ purposes) involves implementing arrangements following any agreements reached during the consultation(s) with the other duty holders and involves not acting in a way that may compromise what we are doing for health and safety.</p> <p>Cooperation also means that, if we are approached by other duty holders wanting to consult with us on a health and safety matter, (where possible) we should:</p> <ul style="list-style-type: none"> not obstruct communication respond to reasonable requests from other duty holders to assist them in meeting their duty.
Coordination	<p>The act of organising and facilitating people or things to work together towards the desired goals.</p> <p>The coordination of activities requires Tallan Group and other duty</p>

	<p>holders to work together so that each person can meet their <i>duty of care</i> effectively without leaving any gaps in health, safety, or environmental protection.</p> <p>This will include ensuring that the measures we each put in place work effectively to control the risks. We aim to:</p> <ul style="list-style-type: none"> ▪ identify when and how each control measure is to be implemented, and ▪ ensure control measures complement each other. <p>Coordination of activities may include scheduling work activities so that each duty holder carries out their work separately. In addition, it may require work to be arranged in a way that will allow for necessary precautions to be in place or pre-conditions to be met before work is done.</p> <p>Where work is not effectively coordinated, Tallan Group will seek to consult further to determine what should be changed.</p>
HSC	Health and Safety Committee
HSR	Health and safety representative
PCBU	A Person Conducting a Business or Undertaking
HSEQ	Health, Safety, Environment and Quality
Tallan Group	Tallan Group Pty Ltd

4.0 Responsibilities

Directors & General Manager	To exercise due diligence to ensure that the business or undertaking complies with the HSEQ Act and Regulations. This includes taking reasonable steps to ensure that the business implements processes for complying with our duty to consult with workers and consulting, cooperating and coordinating activities with other duty holders.
Project Managers	Ensure that consultation, communication, cooperation, and coordination are implemented at the site level following this procedure.
HSEQ Manager	Guide and direct the communication activities of Tallan Group and ensure that the coordination and cooperation requirements are met. Also, to ensure that records of consultations are kept and that effective communications occur at all levels of the organisation.
Site Supervisors	Deliver toolbox meetings/talks, pre-start meetings and regular discussions with on-site workers to consult, cooperate and coordinate with workers and other businesses on-site.
Workers	Workers must comply with any reasonable instruction and must cooperate with any reasonable policy or procedure, such as

procedures for workplace consultation.

5.0 Records

TG-HSEQ-FRM-009_Daily_Project_Brief
 TG-HSEQ-FRM-012_Toolbox_Meeting_Record
 TG-HSEQ-FRM-020_Meeting_Minutes
 TG-HSEQ-FRM-025_HSEQ_Report
 TG-HSEQ-FRM-027_HSEQ_Newsletter
 TG-HSEQ-FRM-028_Management_Monthly_HSEQ_Review

6.0 Procedure

Consultation must take place on all HSEQ matters, including:

- when risks to health and safety arise from work are assessed or when the assessment of those risks is reviewed
- when decisions are made about the measures to be taken to eliminate or control those risks
- when introducing or altering the procedures for monitoring those risks (including health surveillance procedures)
- when decisions are made about the adequacy of facilities for the welfare of employees
- when changes that may affect health, safety or welfare are proposed to the premises where persons work, to the systems or methods of work or to the plant or chemicals used for work
- when decisions are made about the procedures for consultation, and
- in any other case prescribed by the HSEQ Regulations 2011.
- HSEQ information is communicated to all workers and subcontractors on relevant risks, risk control measures and the reporting procedures for any HSEQ issues arising in the workplace using one or more of the following methods.

6.1 Communication & Consultation

Tallan Group will communicate with all workers and subcontractors whose health and safety may be affected by our activities. In addition, Tallan Group will also communicate with key stakeholders (Clients, Designers, Subcontractors/Suppliers/Service Providers, Authorities, Employee Representatives etc.) in relation to project HSEQ information, contractual matters, and procurement, as stated in the Consultation Statement.

6.2 Internal Communication & Consultation

The HSEQ Manager is responsible for providing information to all Tallan Group staff or addressing queries regarding:

- a. HSEQ Management System requirements and amendments;
- b. Work Health and Safety matters;
- c. environmental aspects and impacts;
- d. legislative and regulatory requirements;
- e. guidelines and standards; and

f. HSEQ performance.

The Directors and HSEQ Manager will communicate specific HSEQ information via email to all relevant personnel. Additionally, notices, posters, memos and letters may be posted on the notice board of each office.

All Tallan Group personnel are responsible for communicating issues or queries to the HSEQ Manager, as required, by email or by telephone. Tallan Group personnel are also encouraged to provide feedback on circulated information.

The HSEQ Manager coordinates a quarterly Management Review meeting (refer to HSEQMS Procedure 7 - Management Review).

6.3 Project Manager HSEQ Meetings

All major projects must include both an HSEQ Start-Up Meeting and a Site Establishment Meeting.

6.4 HSEQ Start-Up Meeting

The HSEQ Start-Up Meeting is conducted during the project planning phase and involves the Project Manager, HSEQ Representative, and other relevant personnel. The purpose of this meeting is to review project-specific requirements and establish strategies to ensure full compliance with Tallan's HSEQ obligations. The Project Manager is responsible for contacting the HSEQ Representative to arrange this meeting.

6.5 Site Establishment Meeting

The Site Establishment Meeting is held on-site on the first day of the project. It brings together the Project Manager, HSEQ Representative, and other key team members to confirm that site establishment activities are being carried out in accordance with all HSEQ requirements. The Project Manager must contact the HSEQ Representative to schedule this meeting.

6.6 Monthly Project HSEQ Review

To support Tallan's monthly compliance objectives, the HSEQ Manager will meet with each Project Manager individually throughout the month.

These brief check-ins will give Tallan an opportunity to review current projects, confirm that all required actions and documentation have been completed, and address any outstanding items.

This meeting will also use this time to look ahead at upcoming projects and ensure that planning and compliance requirements are in place well in advance.

6.7 Project Communication & Consultation

Project Managers must ensure they are consulting with workers and subcontractors about HSEQ matters that directly affect them. Generally, this requires letting workers and subcontractors know about the hazards and emergency procedures on site and allowing them to give their own input into how we are planning to control these hazards.

For minor projects this is primarily done by including hazard and emergency communication in Clockshark and workorders.

For major projects the project manager must ensure a Daily Project Brief is prepared and communicated to all workers and subcontractors on site.

The Daily Project Brief should be delivered to all site workers in person during the daily prestart meeting whenever possible. If this isn't practical for your project, you must email the completed Daily Project Brief to all relevant internal workers and subcontractor representatives.

When the brief is sent by email instead of presented in person, the Project Manager must save a copy of the completed Daily Project Brief together with that day's site sign-in sheet for recordkeeping.

For all major projects the project manager must complete at least one safety toolbox and one environmental tool box per month. Toolbox information must be recorded on either the Daily Project Brief Form, Toolbox Record Form or Meetings Minutes Form. Toolbox frequency on minor projects is up to the project managers discretion and is determined upon review of the Project Risk Register and Contract and Design Review.

6.8 Internal Construction Worker Communication & Consultation

Direction: When booking an internal construction worker in Clockshark, you must include information about site hazards and emergency procedures in the comments section. You must also give workers the opportunity to consult with you on these matters that directly affect their health and safety.

How to do this:

- Identify site hazards using the Project Risk Register and your own knowledge of current site conditions.
- Brief the worker on:
 - The main hazards on site.
 - The need to complete the project induction.
 - The requirement to sign onto the relevant SWMS.
 - The requirement to complete a Take 5 before starting work.
 - How to contact you to consult on matters that directly affect their health and safety.

Example: This site involves work at heights using harness systems. Ensure harness systems are used correctly. All workers must complete the site induction before starting, sign onto the relevant SWMS, and complete a Take 5 each day. For further clarification or feedback contact Project Manager John Smith via 0455 555 555 or j.smith@tallan.com.

Emergency Procedure (to copy into Clockshark's comments section):

In the event of an emergency:

- Stop work.
- Quickly assess the situation.
- Ensure your own safety and the safety of others.
- Take preventative actions if it's safe to do so.
- Raise the alarm.
- Notify the Site Supervisor/ Project Manager.
- Go to the muster point (include description of muster point and evacuation route here).
- Follow instructions from emergency services.

6.9 Monthly Management HSEQ Review Meeting

The Monthly Management HSEQ Review Meeting is a key governance control within the IMS. Directors and senior managers review performance, verify compliance, track strategic risks, and ensure adequate resourcing for HSEQ initiatives. These meetings also support ISO requirements, particularly around leadership involvement, performance evaluation and management review. Reliable reporting ensures Tallan remains compliant, competitive and well-governed.

6.10 External Communication & Consultation

The HSEQ Manager attends to all incoming external inquiries relating to HSEQ issues.

Inquiries (HSEQ related) conveyed by letters, emails or phone calls made by external stakeholders are forwarded to the HSEQ Manager. External stakeholders include community groups or members, business partners, auditors or regulatory authorities.

The HSEQ Manager is responsible for responding to HSEQ related inquiries and for keeping records of all incoming and outgoing correspondence.

Tallan Group and the Directors shall decide whether to communicate externally about its significant environmental aspects on a case-by-case basis. If the decision is made to communicate, the HSEQ Manager (in consultation with the directors) shall establish and implement a method for this external communication.

Any legal enquiries relating to HSEQ issues may be forwarded to legal counsel.

Any media-related inquiries are addressed to the Managing Director, or his nominate, who is responsible for responding to the enquiry made.

6.11 Work Order Communication & Consultation

When sending a workorder to a subcontractor, you must include information about site hazards and emergency procedures in the "Compose Message" section of the work order. You must also give subcontractors the opportunity to consult with you on these matters that directly affect their health and safety.

How to do this:

1. Identify site hazards using the Project Risk Register and your own knowledge of current site conditions.
2. Brief the subcontractor on:
 - The main hazards on site or provide them with the Project Risk Register.

- The need to complete the project's induction.
- The requirement to provide an adequate safe system of work in relation to the identified hazards or sign onto our SWMS
- The requirement to complete a Take 5 before starting work.
- How to contact you to consult on matters that directly affect their health and safety.

Example: This site involves work at heights using a harness system. Ensure harness systems are used correctly. You must provide Tallan with your SWMS for this project, complete the site induction before starting work, and complete a Take 5 risk assessment before starting work each day. For further clarification or feedback contact Project Manager John Smith via 0455 555 555 or j.smith@tallan.com.

Emergency Procedure (to copy into the "Compose Message" section of the work order):

In the event of an emergency:

- Stop work.
- Quickly assess the situation.
- Ensure your own safety and the safety of others.
- Take preventative actions if it's safe to do so.
- Raise the alarm.
- Notify the Site Supervisor/ Project Manager.
- Go to the muster point (include description of muster point and evacuation route here).
- Follow instructions from emergency services.

6.12 **Health and Safety Representatives (HSRs)**

Health and safety representatives can be elected to represent the various work groups on health and safety issues.

A worker may request the election of an HSR to represent them on work health and safety matters. Workgroups must be established to facilitate the election if a worker makes this request. The HSEQ Legislation requires Tallan Group and its workers to negotiate and agree on forming the workgroups.

Tallan Group follows the guidance provided by the HSEQ Regulation and the *Code of Practice - Consultation, Cooperation and Coordination* in establishing work groups for the election of an HSR.

In line with the Code of Practice, the purpose of the negotiations is to determine the following:

- the number and composition of work groups to be represented by health and safety representatives;
- the number of health and safety representatives and deputy health and safety representatives (if any) to be elected;
- the workplace or workplaces to which the work groups will apply, and
- the businesses or undertakings to which the work groups will apply.

To establish a workgroup, Tallan Group will:

- Take all reasonable steps to commence negotiations with workers within 14 days after a worker makes the request.
- Negotiate with a worker's representative (such as a union official) if a worker

asks us to do so.

- Notify the workers of the outcome of the negotiations and any work groups determined by the agreement as soon as practicable after negotiations are complete.

Even if our workers do not make a request, we can alert our workers to their rights to be consulted and to elect health and safety representatives under the HSEQ Act. Again, this will be communicated at a Toolbox meeting.

Where HSRs have been elected, they will always be included in any consultation that affects or is likely to affect, the health and safety of members of their work group.

Tallan Group follows the HSEQ Act and HSEQ Regulations regarding the conduct of elections for HSRs and their functions and powers.

6.13 Health and Safety Committee (HSC)

A Health and Safety Committee brings workers and management to assist in developing and reviewing health and safety policies and procedures for our work.

An HSC can be established:

- if requested by an HSR for the workgroup, or
- if requested by five or more workers, or
- on the initiative of Tallan Group.

HSRs may choose to be members of the HSC. In total, at least half of the committee members must be workers who have not been nominated as management representatives.

Suppose Tallan Group and our workers cannot agree about the composition of a HSC in a reasonable time. In that case, either party may request that the regulator appoint an inspector to decide on the make-up of the HSC or whether it should be established at all.

An HSC elected at a Tallan Group workplace must meet at least every three months. The role of the HSC is to facilitate cooperation between Tallan Group and our workers on health and safety matters and to develop work health and safety standards, rules, and procedures.

Attendance at HSC meetings will be limited to members of the Committee, invited guests, deputies and special speakers following consultation with the Chairperson and a Management Representative.

Where regular contractors or labour hire staff or volunteers fulfil functions at one of our workplaces, they may also be included in the HSC.

The Chairperson (if applicable) will be elected by and from the elected members of the Committee, and the position will be reviewed every 12 months. The Management Representative will not be the Chairperson.

Elected members shall hold office for two years or until the workplace no longer employs them. At such a time, elected Committee positions will become vacant, and a ballot shall be held for re-election. All workers shall be eligible for re-election to the Committee.

If no formal HSC exists through the use of HSRs the HSEQ Manager will hold a monthly

HSEQ Committee Meeting with all Talan employees invited to attend and participate. Tallan Group maintains records of all meetings and consultation processes.

6.14 Other Agreed Arrangements

The HSEQ legislation also allows for *Other Agreed Arrangements* to be established for consultation with workers, provided the arrangement is agreed to by the workers and is likely to result in improved consultation.

Workers are encouraged during Toolbox talks/meetings and pre-start meetings to discuss any relevant HSEQ issues relating to our workplaces. Meetings may also be arranged on a needs basis as necessary.

6.15 Prestarts for High Risk Work

Where high-risk construction work is being undertaken on site (including but not limited to asbestos removal, demolition, live services, confined spaces or other notifiable high-risk activities), Project Managers and Site Supervisors must ensure that prestart meetings are conducted with all subcontractors and workers onsite whose work may be affected.

These shared prestarts must:

- Clearly identify high-risk activities occurring on site;
- Identify and explain all exclusion zones and restricted areas;
- Reinforce site access rules and barrier requirements;
- Confirm that all workers understand the risks and controls in place; and
- Provide an opportunity for workers and subcontractors to ask questions and raise concerns.

Prestarts are required in addition to standard inductions and do not replace project inductions, SWMS sign-on, or other consultation requirements.



Zane Taylor

Director
Tallan Group

11 September 2025



Joel Quillan

Director
Tallan Group

11 September 2025