



NW
NORWOOD UK

**COMMUNICATION &
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.

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 Meeting.
- E-Mail publication
- 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 company

A handwritten signature in blue ink, appearing to read 'Jo Shuttlewood'.

Jo Shuttlewood – HR Director