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OSH COMMUNICATION

OCCUPATIONAL SAFETY AND HEALTH

MANAGEMENT SYSTEM PROCEDURE

Document ID: MSP-005

**Document Approval History**

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# Purpose

### To define requirements for ensuring that the organization’s Occupational Safety & Health management system includes channels for communication

# Terms and Definitions

### Refer to document OTH-001 for terms & definitions.

# Responsibility

### QHSE Manager is responsible for ensuring that the procedure is being implemented across the organization.

### Project Manager / Department Head is responsible for implementing this procedure.

### Site HSE Representative is responsible for supporting the Project Manager / Department Head in implementing this procedure

# Procedure

## Management Communications

### The QHSE Manager shall communicate to the Top Management any relevant information regarding the organization’s Occupational Health & Safety management system annually in the Management Review Meeting. Records of this meeting shall be maintained.

### The QHSE Manager shall update the Chief Operating Officer on the performance of the organization’s Occupational Safety and Health Performance on a quarterly basis by presenting an OSH performance report.

## Internal Communication of Occupational Safety & Health Policy

### The organization’s occupational safety and health policy shall be communicated to all staff in the following forms:

* Company Induction
* Project Induction
* Bulletin Boards
* HSE Plans

## Occupational Safety & Health Hotline

### All employees are encouraged to communicate anonymously regarding issues relevant to the Occupational Safety & Health using the HSE Line 123-4567. This line is anonymous, the name of the caller shall not be requested. All calls shall be notified to the QHSE Manager.

### The Occupational Safety & Health Hotline number shall be communicated to all workers in the project induction.

## Internal Project Kickoff Meetings

### Occupational Safety & Health requirements for all new projects shall be communicated in the Project Kick Off Meeting. The QHSE Manager shall attend this meeting, or delegate someone on his behalf. There is no requirement to maintain records of this meeting.

## Internal Monthly Performance Reports

### The Site HSE Representatives shall report on the project’s Occupational Safety and Health performance monthly to the QHSE Manager by submitting a Monthly Performance Report.

## Company Induction

### Staff employees that will be assigned in the head office will receive a company induction that will include a communication on their responsibilities towards occupational safety and health.

### The organization’s policies will be communicated during the company induction.

## Project Inductions

### All project staff and workers will undergo a project induction that will include their responsibilities towards occupational safety and health.

### Project contractors and visitors visiting the construction areas of the project shall also be required to undergo an induction.

### The organization’s occupational safety and health policies will be communicated to project staff and workers during the project induction.

### Visitors do not require an induction in the following cases:

* They are only accessing the project offices and will not access the construction area
* Will only access the construction area while accompanied by an full-time project employee

## Toolbox Talks

### Toolbox talks shall be arranged daily prior to shift start to communicate job specific hazards. The toolbox talk shall be an opportunity for workers to participate and be consulted on issues relating to the job.

### Toolbox talks shall be recorded.

## Suggestion Boxes

### Worker suggestion boxes shall be made accessible to all workers by keeping them available in the accommodation camps.

### The Administration Department is responsible for collecting all suggestions by workers.

### Any suggestion that is related to occupational health and safety shall be forwarded to the HSE Department.

## Communications with Contractors

### For inductions, see above section Project Induction

### All communications with the contractor that have an impact on the occupational safety and health of the project shall be in writing (electronically or otherwise)

### Contractors shall participate in the toolbox talk and pre-task briefing sessions

## External Communication of Occupational Safety & Health Policy

### The organization’s occupational safety and health policy shall be made available to external parties in the following ways:

* Company Website
* Tender Submissions
* Prequalification Submissions
* HSE Plans

## External Communications (Corporate)

### The organization shall maintain a record of all external communications to the department relating to occupational health and safety in the External Communication Record list. This will include:

* Tender Submittals
* Prequalification Submittals
* Authority Submittals

### Communications going into and out of the HSE Department shall be maintained in the [abc@abc.com](mailto:abc@abc.com) mailbox.

## External Communications (Project Level)

### The project shall maintain a record of all external communications to the relating to occupational health and safety. A register of these communications shall be maintained by the document controller.

# Annexure

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