

Hungry Jack's Work Health & Safety Management System

Title: HJ.HS.P.007 Health & Safety Consultation Policy

PURPOSE

Hungry Jack's Pty Ltd Health and Safety Consultation Policy affirms its commitment to effective consultation as means to protect the health and safety of all employees and visitors. This policy defines the mechanisms through which employees will be consulted as well as providing information about how WHS issues can be brought to the attention of managers so they can be resolved quickly and efficiently.

SCOPE

This policy applies to:

- Hungry Jack's employees and
- All activities conducted by and on behalf of Hungry Jack's

HEALTH AND SAFETY CONSULTATIVE ARRANGEMENTS

Hungry Jack's in consultation with their workers have an agreed consultative arrangements to establish:

- Restaurant Safety Team (RST) - A RST shall be established at each restaurant. The key responsibility of the RST to actively participate in providing solutions to issues that are identified in respective restaurant.
- A State Safety Team (SST) – A SST shall be established in each state. The key responsibility of the SST is to provide support and monitor the level of H&S consultation and communication standards are in place and maintained at their respective state restaurant & Restaurant Support Centre (RSC).

HOW EMPLOYEES WILL BE CONSULTED ABOUT HEALTH AND SAFETY

Hungry Jack's consultative arrangements are in place where workers are given opportunity to raise/discuss health and safety hazards/concerns identified with their respective manager and the safety team. Suppliers and contractors shall be consulted as required. The health and safety concerns raised by the worker's shall be investigated and appropriate actions will be put in place in consultation with the workers to ensure safety concern raised by the staff is addressed and the risk is mitigated as reasonably as practical.

Hungry Jack's Health and Safety Consultative Standards:

- Employees should raise Health and Safety concerns in the Toolbox meeting or/and with the RST. The RST members must be given opportunity to table their views on the proposed actions and solutions
- The matter must be escalated to the SST if the issues cannot be resolved by the RST
- The SST shall discuss the escalated H&S safety concerns and must propose the appropriate actions to resolve the concern and/or mitigate the risk.
- The respective RST must provide the feedback and consult with their workers prior to actioning the proposed corrective action.
- Both RST and SST meeting minutes shall be documented and records maintained

Hungry Jack's management shall ensure that all restaurant staff including staff are given appropriate opportunity to provide their input and feedback in the H&S consultation process this includes the formation of the RST and election of a Health and Safety Team Representatives etc.

REVIEW OF CONSULTATIVE ARRANGEMENTS

Hungry Jack's shall monitor and review the consultative arrangements every 2 years in consultation with its employees to ensure effectiveness of this Policy.

Authorised and Endorsed by: Health Safety Executive Committee (HSEC).

