JER-8000-MGT-PRO-0018 Communication

(AS/NZS, ISO 45001:2018, Clause 5.4 & 7.4)

1 INTRODUCTION

KGL Resources has established a process for an internal and external communications relevant to our safety management system (SMS).

2 SCOPE

This procedure provides details on what KGL Resources will communicate, when it will be communicated, who will do the communicating and how the communications will be made. KGL Resources has taken into account the compliance obligations and will ensure that the message is consistent with information generated by our environmental management system.

3 RELEVANT LEGAL & OTHER REQUIREMENTS

- Work Health and Safety Act 2011 (NT)
- Work Health and Safety Regulation 2011 (NT)

4 RESPONSIBILITY

Senior Leadership Team	1. Provides strategic direction on the management of health and safety within defined Executive portfolios. 2. Provides clarification to workers when required.
Safety Manager	1. Ensures this procedure is fit for purpose and meets all applicable legislative requirements. 2. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 3. Supports managers, supervisors and workers in the implementation and operation of this procedure in the business. 4. Recommends change or improvement to this procedure as required.
Managers and Supervisors	1. Ensure the implementation and operation of this procedure within their area of responsibility. 2. Support the consultation process. 3. Recommend change or improvement to this procedure as required.
Workers	1. Ensure they are familiar with the procedure. 2. Comply with this procedure at all times. 3. Maintain currency of training and any competencies where required for specified work tasks. 4. Recommend change or improvement to this procedure as required.

It is the responsibility of all personnel to comply with this procedure and seek guidance from the Project Director where clarification is required.

5 PROCEDURE

Communications include the following topics:

- business performance;
- quality performance;
- environmental and sustainability performance;
- WH&S performance.

Communications are made both during the normal business cycle, following Management Review meetings for example and at other times which are dictated by events and are known as Extraordinary communications.

Communications are delivered by the Senior Leadership Team on the performance of the Organisation's SMS. Extraordinary communications will be made the Project Director.

Normal communications are made via email and message board and through employee meetings. Extraordinary communications are made via the appropriate medium.

Record of each communication will be retained – See JER-8000-MGT-REG-0009 Communication Register.

6 INTERNAL COMMUNICATIONS

KGL Resources' SMS are communicated through the various functions and levels within the organisation. Any changes to the SMS are also be communicated in the same way. Individual members of the Organisation are encouraged to engage in the communication process and to contribute to the continual improvement of the Organisation's SMS.

Where appropriate, workers' representatives are included in these communications.

7 EXTERNAL COMMUNICATIONS

The Organisation communicates information regarding its SMS to external parties as determined by the Project Director and it will be in line with its compliance obligations.

The escalation process must be followed when reporting an emergency incident to an external party. This involves first informing the Project Director or their deputy who will then in turn inform the external party.

8 CONSULTATION

This procedure has been developed and implemented in consultation and co-operation with KGL Resources' workers.

9 BREACH OF THIS PROCEDURE

Workers must comply with this procedure at all times. KGL Resources takes breaches of this procedure very seriously.

If an employee is found to have breached this procedure, they may be subjected to disciplinary action in accordance with KGL Resources' disciplinary processes. Contractors of KGL Resources who are found to have breached this procedure may be the subject of action under their contract with KGL Resources.

10 RELATED DOCUMENTATION

JER-8000-MGT-PRO-0019 Participation & Consultation
JER-8000-MGT-REG-0009 Communications Register

11 MONITORING, EVALUATION AND REVIEW

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is low, reviewed every 3 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following a SMS review, changes as defined by WHS Regulators, or to ensure continual improvement.
Version Control	Version 1: May 2026

12 APPROVAL

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Project Director