JER-8000-MGT-PRO-0019 Participation & Consultation

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

1 INTRODUCTION

The purpose of this process is to ensure that KGL Resources employees and all other interested parties, including contractors and visitors are communicated with and receive all necessary information. Consultation is a two-way communication process of dialogue and exchanges and is based on the timely provision of information necessary for employees, and where they exist, their representatives, in order that KGL Resources receives informed feedback for consideration before taking a decision. Participation is a collaborative process contributing to decision-making processes based on WHS performance measures and proposed changes.

2 SCOPE

All employee participation and consultation arrangements shall be documented and external interested parties informed, including contractors and visitors. Employees will be involved in the development, planning, implementation, performance evaluation and actions for the improvement of KGL Resources' Safety Management System.

3 RELEVANT LEGAL & OTHER REQUIREMENTS

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

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

4 RESPONSIBILITIES

Senior Leadership Team	1. Provides strategic direction on the management of health and safety within defined Executive portfolios. 2. Ensures adequate resources are available to managers, supervisors and workers to support WHS consultation.
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. 5. Reviews and monitors WHS consultation. 6. Provides advice on WHS consultation requirements.
Managers and Supervisors	1. Ensure the implementation and operation of this procedure within their area of responsibility. 2. Support workers involved in the WHS Committee. 3. Support Health & Safety Representatives. 4. Support the consultation process. 5. 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.

5 PROCEDURE

Mechanisms have been provided to ensure all employees of KGL Resources can take part in the consultation process; these include giving sufficient time, training and resources.

Information regarding the Safety Management System is provided throughout KGL Resources in clear and understandable formats including signage and notices.

KGL Resources endeavours to ensure that any barrier to employee participation is removed or at least minimised. Employees are encouraged to inform their line manager of any perceived obstacles they may encounter.

Obstacles can include failure to respond to worker's suggestions; language or literacy issues; reprisals or threats; policies or practises that discourage or penalise participation.

All employees, not just managerial positions, are consulted on the following:

- determining the needs and expectations of interested parties;
- establishing the work health & safety (WHS) policy and other relevant policies;
- assigning roles, responsibilities and authorities;
- determining how to fulfil legal and other requirements;
- establishing WHS objectives and planning to achieve them;
- determining applicable controls for outsourcing and procurement;
- determining what needs to be monitored, measured and evaluated;
- planning and implementing an audit programme;
- ensuring continual improvement to the OHSMS.

All employees, not just managerial positions, are encouraged to participate in the following activities:

- determining the mechanisms for their consultation and participation;
- identifying hazards and assessing risks and opportunities;
- determining actions to eliminate hazards and reduce risk;
- determining competence requirements;
- determining training needs, training and evaluating training;
- determining what needs to be communicated and how this will be done;
- determining control measures and their effective implementation and use;
- investigating incidents and non-conformities;
- determining corrective actions;

KGL Resources holds regular Toolbox Meetings as its main formal mechanism for staff participation and consultation.

KGL Resources will form a WHS Committee on the request of any KGL Resources worker. If a WHS Committee is formed, KGL Resources will provide Committee members with reasonable time within working hours to:

- conduct tasks related to the business of the Committee;
- attend WHS Committee meetings;
- attend training;
- conduct workplace inspections; and
- provide assistance for incident investigations.

The WHS Committee will have access to information relating to hazards (and associated risks within the workplace) and to the health and safety of the Workers at the workplace. However, this does not extend to accessing any personal or medical information concerning a Worker without the Worker's consent, unless the information does not identify the Worker and could not reasonably be expected to lead to the identification of the Worker.

The WHS Committee is required to develop an agenda for each meeting, record minutes and circulate minutes in a timely manner via the Intranet. KGL Resource will provide administrative support to assist in this process.

The WHS Committee must meet at least once every 3 months and at any reasonable time at the request of at least half of the members of the Committee.

6 HORIZONTAL CONSULTATION

The WHS Act requires that where more than one person has a duty in relation to the same matter, each person must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with other persons who have a duty in relation to the same matter. This obligation is known as 'horizontal consultation' and means, for example, that KGL Resources must consult, co-operate and co-ordinate its activities with its contractors. This includes consulting with contractors and their workers about health and safety decisions that directly affect them and which KGL Resources can influence or control.

The primary mechanism for discharging the horizontal consultation obligation with contractors will be via the client representative or contract manager. These arrangements will be specified in tender and contract documents.

7 CONSULTATION

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

8 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.

9 RELATED DOCUMENTATION

JER-8000-MGT-REG-0009 Communications Register

10 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

11 APPROVAL

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Project Director