



DTL-HSE-PRO-0009

Consultation & Communication Procedure

DTL Health & Safety Management System

Doc No: DTL-HSE-PRO-0009

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Owner: Annelize Van Tonder

Describes how DTL consults workers on health and safety matters and communicates safety information, as required by the WHS Act 2020 (WA), and how formal safety meetings are recorded in the **2iB HSE Meeting Register**.

1 • Purpose & Scope

Describes how DTL consults workers on health and safety matters and communicates safety information, as required by the WHS Act 2020 (WA), and how formal safety meetings are recorded in the **2iB HSE Meeting Register**.

2 • When We Consult

- identifying hazards and assessing risks;
- deciding on control measures;
- changes that may affect health and safety;
- procedures for resolving safety issues and incidents.

3 • How We Consult & Communicate

- toolbox talks and pre-start meetings;
- safety representatives and committee where elected;
- noticeboards, alerts and the Worker Consultation Record;
- an open process for workers to raise concerns without penalty.

4 • Recording Safety Meetings — the 2iB HSE Meeting Register

Formal safety meetings are recorded at **2iB > Home > HSEQ > Safety > HSEQ Registers > HSE Meeting Register** (desktop or mobile). For each meeting:

- on the **Information** tab, record the Date, Type, Facilitator, Business Unit / Department and the **Attendees** and **Absentees**;
- capture the discussion on the **Meeting Minutes** tab;
- raise any actions on the **Corrective Actions** tab — they flow to the 2iB Tasks register;
- attach the agenda or sign-in sheet on the **Attachments** tab.

Daily toolbox talks and pre-starts may stay on the **Toolbox Talk Record (FRM-0004)**; use the Meeting Register for **formal / recurring safety meetings** to build a clear consultation evidence trail for audits.

5 · Responsibilities

- **Workers & contractors** — take part in consultation and raise concerns openly.
- **Supervisors / Facilitators** — hold the meetings, record them in 2iB and close out actions.
- **Management** — provide the forums and resources and act on what consultation surfaces.

6 · References

- DTL-HSE-FRM-0004 Toolbox Talk Record · DTL-HSE-FRM-0008 Worker Consultation Record
- DTL-HSE-REG-0009 Corrective Actions Register
- Work Health and Safety Act 2020 (WA) — consultation

Approved for issue



Tyson Knight — Director
27 May 2026

2.0 · Jun 2026 · Added the 2iB HSE Meeting Register for formal safety meetings · A. Van Tonder · supersedes v1.0