

## WORKPLACE CONSULTATION POLICY

Hunter Mason is committed to maintaining a collaborative, inclusive workplace that promotes open communication and effective consultation. We believe that meaningful consultation with our workforce is essential for identifying hazards, managing risks, and ensuring the health, safety, and well-being of everyone involved in our operations.

This policy reflects our commitment to legislative requirements under both the Work Health and Safety Act 2011 (NSW/ACT) and the Occupational Health and Safety Act 2004 (VIC) and supports proactive engagement with employees, subcontractors, and stakeholders across all projects.

### Objective

To ensure that all workers are informed, involved, and empowered to participate in discussions and decisions that affect their health and safety, contributing to a culture of continuous improvement and shared responsibility.

### Scope

This policy applies to all Hunter Mason employees, contractors, subcontractors, and site personnel across all states and territories in which we operate.

Hunter Mason is committed to:

- Conducting weekly toolbox talks to discuss health, safety, environmental, and quality matters on site.
- Providing opportunities for workers to raise WHS concerns and participate in decision-making regarding site safety.
- Communicating WHS arrangements during site-specific inductions and via clearly visible site noticeboards.
- Ensuring all workers can access key project documentation (e.g. Project Risk Register, Emergency Response Plans).
- Recording action items raised during toolbox talks and ensuring timely close-out via BuildPass.
- Consulting with relevant stakeholders on changes that may affect workers' health and safety.

### Worker Participation and Representation

- All workers are encouraged to actively participate in discussions and raise concerns about health and safety matters directly with Hunter Mason or in the weekly Toolbox meeting.
- Workers may request the election of a Health and Safety Representative (HSR) on any project.
- Workgroups and/or Health & Safety Committees will be established where requested by five or more workers and where project size permits, in accordance with legislative requirements.
- Hunter Mason supports open dialogue and the timely resolution of WHS issues raised by workers or their nominated representatives.

### Issue Resolution and Escalation

- Any identified hazards or unsafe work practices must be reported immediately to the Site Manager or supervisor.
- If an issue cannot be resolved at the site level, it will be escalated to the Senior Project Manager, State Manager, or National HSEQ and Operations Manager for further resolution.
- Meetings relating to issue resolution may be documented; however, information will not be shared without the consent of affected parties.

## **Right to Cease Work**

In accordance with Section 84 of the WHS Act 2011 (NSW/ACT) and Section 74 of the OHS Act 2004 (VIC), any worker may cease or refuse work if they have a reasonable concern that the work poses an immediate or imminent risk to their health or safety.



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