

# CONSULTATION AND COMMUNICATION ARRANGEMENTS

## ARRANGEMENT — EMPLOYER FILE

How the workforce is consulted, how a concern is raised, and how the answer gets back

KD-HSA-CC-006 Rev A0

Health and Safety (Consultation with Employees) Regulations 1996 regs 3 and 4: employees not covered by a trade-union safety representative are consulted, directly or through representatives they elect, on anything that affects their health and safety, in good time; where a recognised union has appointed safety representatives, the Safety Representatives and Safety Committees Regulations 1977 apply instead and the arrangement is written to them. CDM 2015 reg 14: the principal contractor consults and engages the workforce. The assessor asks how the workforce is consulted and how a worker raises a concern — and looks for evidence they did and got an answer. A consultation session is recorded on KD-CDM-WC-011; what reached the site meeting on KD-SITE-MT-032; the observation card KD-SITE-SO-011 is one way a concern is written down.

### 1 THE EMPLOYER

EMPLOYER / BUSINESS

RESPONSIBLE PERSON

DATE

REVIEW BY

Direct consultation — every employee, at the meetings and briefings below

Trade-union safety representatives (SRSC 1977) — names below

Elected representatives of employee safety — names below

A safety committee — members and frequency below

REPRESENTATIVES / COMMITTEE MEMBERS

COMMITTEE OR CONSULTATION MEETING FREQUENCY

### 2 HOW THIS BUSINESS DOES IT

WHAT THE WORKFORCE IS CONSULTED ON, AND WHEN

WHERE IT HAPPENS

HOW A WORKER RAISES A CONCERN — INCLUDING WITHOUT BEING NAMED

HOW INFORMATION REACHES PEOPLE WHO ARE NOT IN THE OFFICE

### 3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

Consultation and briefing records with what was raised and the answer — KD-CDM-WC-011

Meeting records with a health and safety item and actions owned — KD-SITE-MT-032

Observation and near-miss cards raised by the workforce, and the response — KD-SITE-SO-011, KD-SITE-NR-026

Toolbox talk records with questions recorded — the KD-TBT range

Election or appointment records for representatives, and the committee minutes where there is one

The record that the policy was brought to everyone's notice — KD-POL-001 section 5

WHERE THE RECORDS ARE HELD

KEPT BY

KEPT FOR

### 4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME

POSITION

COMPANY

SIGNATURE

DATE

TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

| Rev | Date       | Class       | What changed                                                                                                                                                            | Authorised by                                                                 |
|-----|------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| D0  | 2026-09-02 | first-issue | First issue.                                                                                                                                                            | — not yet approved —                                                          |
| A0  | 2026-09-02 | review      | Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out. | Author — director, UK principal contractor, SMSTS. Not an independent review. |

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.