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## EL-14: Internal Communications

OTHR has established its Internal Communications Procedure to ensure effective communication of information related to its SMS, to its Members and contractors which include:

- Identifying those who need to receive information about the SMS;
- Establishing methods of consultation to be used by OTHR;
- Establishing mechanisms to communicate SMS information which may include:
  - Safety policy displayed on the noticeboard;
  - The steps to report an incident or accident (including the process for contractors);
  - Regular newsletters to provide updates on the SMS or incidents that have occurred;
  - Procedures for incident reporting displayed on noticeboards;
- Implementing a process to review document/procedural changes at sign on;
- Inclusion of information in toolbox talks;
- Discussions at Management Committee meetings and Member and contractor briefing sessions;
- Changes to SMS discussed at safety meetings;
- Reporting of items to the Management Committee.

Members and contractors are also encouraged to identify and report all safety issues.

The Safety Manager has responsibility for the implementation of the SMS and for ensuring that internal communication procedures detailed in the SMS are followed.

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