HEALTH AND SAFETY CONSULTATION AND COMMUNICATION PROCEDURE

PURPOSE

To provide information and guidance to ensure appropriate and effective worker consultation is undertaken regarding any matters that may impact or effect health and safety.

GENERAL REQUIREMENTS TO CONSULT WORKERS

### WORKER ENGAGEMENT AND PARTICIPATION

Health and safety performance outcomes benefit significantly with input and participation from workers. It has been established that worker participation in health and safety planning, development of risk controls and corrective actions generates improved outcomes and contributes to an engaged and positive health and safety culture.

### LEGAL OBLIGATIONS FOR WORKER PARTICIPATION AND CONSULTATION

The organisation must engage with workers who carry out work for them, on health and safety matters that may directly affect them.

The organisation must have practices that provide its’ workers reasonable opportunities to participate effectively in improving health and safety in the business or undertaking, on an ongoing basis.

Worker engagement and worker participation practices can be either direct or through representation.

Health and Safety Representatives and Health and Safety Committees are two well established methods of representation. Details relating to the establishment of committees and representatives is contained in the Health and Safety Committees and Representatives Procedure.

Businesses have health and safety duties to all workers and others affected by their work, i.e. not just those they directly employ or engage as contractors.

When the work of two or more businesses overlap, they must communicate, consult, cooperate and coordinate activities to meet their health and safety responsibilities to workers and others.

***SECTION 3*** *Framework for Health and Safety Management*

EFFECTIVE CONSULTATION

***PROCEDURE***

Consultation on health and safety is a two-way process and should be seen as an opportunity to add value when making decisions. This process involves:

 talking about issues

 listening to and raising concerns

 understanding roles

 seeking information and sharing views

 discussing issues in a timely manner

 considering what is being said before decisions are made

 attending scheduled meetings

### CONSULTATION METHODOLOGIES

There are number of situations when managers and senior leaders should consult with workers, such as:

 Identifying hazards and assessing risks arising from work

 Making decisions about ways to eliminate or minimise those risks

 Proposing changes that may affect the health and safety of workers

 Making decisions about the procedures for resolving health and safety issues

Consultation, and worker participation in the decision making process, can be achieved through established HSCs or other established meetings and communication forums that the organisation has in place, for example:

***SECTION 3*** *Framework for Health and Safety Management*

 Regularly scheduled Toolbox meetings

 Daily planning or pre-start meetings

***PROCEDURE***

 Emails and suggestion boxes to capture requests for feedback or ideas

 Working groups to address specific health and safety issues

### RECORDS OF CONSULTATION

All consultation and worker participation activities must be recorded and records retained as evidence of meeting

consultation obligations. Records may include, meeting minutes, emails or reports from working groups.

