



## WHS Consultation Procedures

Consultation at The Hut involves sharing of information, giving workers and participants a reasonable opportunity to express their views and taking those views into account before making decisions on health and safety matters.

Managers and Co-ordinators must consult, so far as reasonable practicable, with all workers and participants who are likely to be directly affected by health and safety matters including:

- identifying hazards and assessing risks and deciding on measures to control those risks (e.g. workplace inspections, accident/incident investigations)
- proposed changes to a workplace, a work process, a policy or procedure which may affect the health and safety of workers or participants
- decisions on work health and safety procedures:
  - resolving health and safety issues
  - monitoring workplace conditions
  - providing information and training
  - adequacy of facilities for workers and participants.

Meaningful consultation can lead to fewer workplace injuries and give all workers and participants the opportunity to:-

- discuss and share their health and safety concerns
- identify safety hazards and risks
- find and implement practical solutions
- contribute to the decision making process and

The Hut will:-

- consult with workers and participants on how consultation will occur and explain the various mechanisms that are available
- agree on how consultation will take place
- communicate outcomes in a timely manner

All consultation arrangements will be consistent with The Hut's legal duties under the WHS Act.

### **Nature of consultation about particular matters**

The Hut will ensure:-

- that relevant information about the matter is shared with workers and participants, and
- that workers and participants are given a reasonable opportunity:-
  - to express their views and to raise work health or safety issues in relation to the matter, and

- to contribute to the decision-making process relating to the matter.
- that the views of workers and participants are taken into account by The Hut, and
- that workers and participants consulted are advised of the outcome of the consultation in a timely manner.

**NOTE: All Co-ordinators are nominated as the workers or participants WHS Representatives unless otherwise notified.**

### **When consultation occurs**

The Hut sets up a plan to ensure that consultation occurs in relation to the following health and safety matters when:-

- identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by The Hut
- making decisions about ways to eliminate or minimise those risks
- making decisions about the adequacy of facilities for the welfare of workers and participants
- proposing changes that may affect the health and safety of workers and participants
- making decision about the procedures for:-
  - consulting with workers and participants or
  - resolving work health or safety issues at the workplace, or
  - monitoring the health of workers and participants, or
  - monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking, or
  - providing information and training for workers and participants

### **Consultation Process**

The Hut:-

- sets up consultation processes and
- ensures they are discussed and reinforced regularly and
- documents these processes
- regularly monitors and review the consultation procedure to ensure they are the most effective form of consultation.

The Hut consults with all staff and the board on a regular basis, involving them in decision making and informing them of decisions that may affect health and safety.

The health and safety committee brings together workers, participants and management to assist in the development and review of health and safety polices and procedures for the workplace.

The function of the WHS committee is to:

- facilitate co-operation in instigating developing and carrying out measures designed to ensure the health and safety of workers and participants
- assist in developing standards, rules and procedures relative to health and safety
- such other functions agreed between The Hut and the WHS committee.

Given how work is carried out at The Hut, having numerous programs and services

operating from a variety of locations, performing a wide range of tasks with differing hours of work, the ways workers and participants will be consulted will vary to suit particular circumstances, e.g.

- WHS policies and procedures being readily available at work sites and on **The Hut's web site**
- newsletters featuring WHS news, information and updates
- regular updates on WHS matters on program notice boards
- a 'suggestions' box (physical and/or email) for safety suggestions
- program-level meetings having health and safety on every agenda to discuss the work done within the program and how to do it more safely
- holding short 'toolbox talks' where specific WHS topics relevant to the task at hand are discussed, particularly when new technology, techniques or a new work method are under consideration and
- work groups liaising with management via health and safety representatives, where workers request one.

Consultation will not delay the implementation of a policy or procedure to address an immediate or serious WHS risk in a timely manner.

Where WHS issues cannot be resolved directly as a result of using the local/established issues resolution procedures, external assistance may be sought.

Workers or participants who believe consultation did not comply with this policy (or the procedure) have recourse to the grievance provisions of the Human Resource Management Policy and Procedures.

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