

WHS Management System Consultation and Communication Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures describe the University's Work Health and Safety (WHS) consultation and communication arrangements.

3. Definitions

Consultation	<ul style="list-style-type: none"> • Sharing of relevant health and safety information between the University (as a PCBU) and workers, and the University and other PCBUs. • Includes giving workers the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of health and safety issues.
Health and safety issue	<ul style="list-style-type: none"> • Any concern about health and safety at the workplace that remains unresolved after consultation with the affected workers and the University. • Includes injury management general systems issues but not individual worker or student cases.

Health and Safety Representative/Deputy Health and Safety Representative	A staff member who has been elected for a term of 3 years by the staff in the designated WHS workgroup to represent their health and safety interests.
Person Conducting a Business or Undertaking (PCBU)	An individual or organization that conducts a business or undertaking including body corporate, unincorporated bodies or associations, partnerships and business franchises. There may be multiple businesses or undertakings and therefore multiple PCBUs involved in the work at the same location.

4. Requirement to consult

- a. Under WHS legislation, the University must consult, as far as is reasonably practicable, workers and others who carry out work for the University and who are, or are likely to be, directly affected by a work health and safety matter.
- b. The University must also consult, cooperate with and coordinate activities, so far as is reasonably practicable, with all other PCBUs who have a work health or safety duty in relation to the same matter, including University controlled entities, landlords, tenants, co-tenants and host organisations of students undertaking clinical and work integrated learning placements.
- c. For construction projects, the principal contractor must include arrangements for consultation, cooperation and coordination of all PCBUs at the workplace.
- d. Where health and safety representatives have been elected, they must be included in any consultation that affects or is likely to affect, the health and safety of members of their workgroup (with or without the involvement of staff directly).
- e. Where it is reasonably practicable to do so, consultation should include students who are directly affected by a health and safety issue.

5. When to consult

Consultation is required when:

- a. identifying hazards, assessing risks, deciding on measures to control risks and reviewing the effectiveness of the risk controls
- b. revising and developing WHS plans, policies, procedures and work practices
- c. investigating incidents/accidents
- d. planning a new project
- e. making decisions about the adequacy of facilities for the welfare of workers and others in the workplace
- f. changes are proposed to:
 - i. work systems such as shift work rosters, work procedures or the work environment;
 - ii. organisational structure
 - iii. the workplace, e.g. new buildings, alterations to existing buildings, renovations, maintenance, repairs and modifications
 - iv. plant/equipment, hazardous chemicals and processes, and
 - v. work/study/research performed that may affect the health and safety of workers and others in the workplace
- g. establishing or changing workgroups and determining the number of health and safety representatives and deputies.

6. Consultation mechanisms

WHS consultation mechanisms with workers and provision of information to students, visitors and other duty holders include College/Portfolios Health and Safety Committees, the University Health and Safety Committee, health and safety representatives, health and safety risk management, incident and accident reporting, general information sharing and specific WHS procedures.

6.1. Consultation with workers

The primary mechanism for consultation on health and safety matters is direct dialogue between supervisors and the workers under their supervision.

6.2. College/Portfolios Health and Safety Committees

- a. College/Portfolios Health and Safety Committees provide advice to the College Vice-Presidents and Executive Deans, and Portfolio Heads on matters relating to work health and safety of workers, students and others in the College/Portfolios.
- b. College/Portfolios Health and Safety Committees provide a consultative forum for discussion of work health and safety and injury management issues.
- c. The role and membership of College/Portfolios Health and Safety Committees is described in the [Health and Safety Committees Procedures](#).
- d. A list of College/Portfolios Health and Safety Committee members is available on the [University WHS website](#).

6.3. University Health and Safety Committee

- a. The University Health and Safety Committee is the principal forum for consultation on the management of health and safety across the whole University.
- b. The role and membership of the University Health and Safety Committee is described in the University's [Health and Safety Committees Procedures](#).
- c. A list of University Health and Safety Committee members is available on the [University WHS website](#).

6.4. Hazard, incident and accident reporting

- a. All hazards, incidents and accidents involving University workers, students, and visitors must be reported, investigated and recorded in accordance with the University's [Accident, Incident and Hazard Reporting and Investigation Procedures](#).
- b. Subject to the consent of the worker concerned, the health and safety representative for the work group of the worker reporting the hazard/incident/accident:
 - i. is notified of hazards/incidents/accidents reported from workers in their workgroup
 - ii. where possible and where the health and safety representative agrees to do so, is involved in the investigation of the reported hazard/incident/accident.
- c. Consultation with staff and health and safety representatives occurs at College/Portfolios Health and Safety Committee meetings where hazard/incident/accident reports are reviewed to:
 - i. monitor the investigations undertaken and the appropriateness and effectiveness of the corrective/preventative actions recommended, and/or
 - ii. provide advice on corrective/preventative action recommended and/or make further recommendations as necessary.

6.5. WHS risk management

Throughout the risk management process managers and supervisors must consult, so far as is reasonably practicable, workers and health and safety representatives in the work area and, where relevant, students and other persons (e.g. tenants, co-tenants, labour hire companies, University

controlled entities, landlords, student placement host organisations) who have a shared responsibility for work health and safety.

6.6. Communication and Information sharing methods

- a. Communication methods need to be tailored to the audience and wherever possible, should be structured to seek feedback or comment.
- b. Health and safety should be included on the agenda for College/Portfolio/Division and local work area meetings to allow discussion of these issues at a range of levels and forums.
- c. Information about health and safety issues should be circulated via email or posted on the University website, including:
 - i. publicising new or changed WHS policies, procedures and programmes
 - ii. consulting the University community during the development of policies and procedures, and
 - iii. alerting the University community to health and safety hazards.
- d. Health and safety information that is posted on the University WHS website must be approved by the Associate Director, WHS or nominee.

6.7. Consulting, co-operating and co-ordinating with other PCBUs

- a. The University must consult, coordinate and co-operate with other PCBUs, including contractors and labour hire companies, and their workers on shared WHS matters.
- b. The method(s) of consultation used by the University with other PCBUs on WHS matters vary depending on the circumstances and should be agreed to by the parties.
- c. Options to consult in these situations include but are not limited to:
 - i. raising the issue with the relevant University or other PCBU contact
 - ii. induction or orientation meetings
 - iii. periodic performance review meetings which include WHS as an agenda item
 - iv. toolbox talks or similar
 - v. focus or steering groups.
- d. Where staff and students are to undertake work, including student placements, at workplaces under the control or management of another PCBU, the University has a duty to consult the PCBU to ensure:
 - i. as far as is reasonably practicable, a safe workplace for staff and students, and
 - ii. that staff, students and the other PCBU are aware of the WHS legislative safety requirements for each party.

7. Resolving health and safety issues

- a. Appendix A sets out the process for resolving health and safety issues.
- b. When an issue is resolved, details of the issue and the resolution must be set out in a written agreement if any party to the issue requires this.

8. Responsibilities

Vice-Presidents and Executive Deans of College, Portfolio Heads	a. Ensure that: <ul style="list-style-type: none">i. effective methods of communication and consultation are established and used in their College/Portfolioii. health and safety information is made available to workers, students and others in the workplace.
Managers and supervisors	b. Ensure that: <ul style="list-style-type: none">i. staff are aware of WHS communication and consultation requirementsii. health and safety issues are discussed regularly at meetings.

9. WHS associated procedures

[Work Health and Safety Management System and supporting procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#).

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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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Flinders University
Resolving health and safety issues – if the issue is not an immediate hazard to the safety of staff or students

