



# WHS CONSULTATION & COMMUNICATION PROCEDURE

Version No	6.0
Issued	22 <sup>nd</sup> May 2014
Next Review	May 2017
GDS	12.63.1.1

## 1. OVERVIEW

The Flinders Ranges Council, as part of its commitment under its WHS Consultation and Communication Policy, recognises its obligation to consult with workers and/or their representatives and others who carry out work for Council and who are (or are likely to be) directly affected by a matter relating to Work Health and Safety (WHS).

The Flinders Ranges Council understands that consultation involves the sharing of relevant information, giving workers a reasonable opportunity to express their views, raise WHS issues and contribute to decision making in relation to the matter, taking their views into account, advising them of the outcome of consultation in a timely manner and if workers are represented by a health and safety representative (HSR), consultation processes must involve that HSR.

Consultation within The Flinders Ranges Council is to be conducted in accordance with this Procedure.

This Procedure aims to:

- Demonstrate compliance with legislation.
- Provide a system that enables, so far as is reasonably practicable, workers, their representatives and others to be consulted in decisions that directly affect, or are likely to directly affect, their WHS.
- Provide a mechanism that enables consultation to take place with other PCBU's, so far as is reasonably practicable, where Council's WHS duty overlaps with theirs.
- Make sure consistent communication practices are in place for WHS matters.

SIGNED .....

Chief Executive Officer

Date: 22 / 5 / 2014

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Chairperson, WHS Committee

Date: 22 / 5 / 2014

## 2. CORE COMPONENTS

The core components of our WHS Consultation and Communication Procedure aim to make sure:


- The identification and documentation of information and types of information that need to be communicated to enable effective communication. This may be through:
  - Internal - Policies/procedures, performance information, changes to the workplace, legislative information.
  - External – SafeWork SA notifications, LGAWCS notifications.
- Workers and/or their representatives and others are provided a genuine opportunity to express their views and contribute to decision making in regards to WHS.
- An up to date list of HSRs and deputy HSRs is maintained and displayed at the workplace in a manner that is readily accessible to workers in the relevant work group(s).
- HSRs are able to attend the prescribed days for HSR training.
- WHS Committee meets at least once every 3 months.
- Personal and medical information that does or could identify a worker is kept confidential and is not accessible to or provided to a WHS Committee or a HSR.
- Relevant information is communicated in a manner which is timely, useable and accessible.
- Documentation of consultation and communication (eg WHS Committee, Senior Leadership Team, team meeting minutes, etc) is retained, and is made available.

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## 3. DEFINITIONS

Agreed procedure	An agreed process or outline of the steps involved in resolving health and safety issues in the workplace. [as defined in the Worker Representation and Participation Guide, p31]
Communication	Is the imparting or exchange of information by speaking, writing or using some other medium [Oxford Dictionary 2012]
Consultation	Consultation under the WHS Act 2012 requires: (1) (a) that relevant information about the matter is shared with workers; and (b) that workers be given a reasonable opportunity— (i) to express their views and to raise work health or safety issues in relation to the matter; and (ii) to contribute to the decision-making process relating to the matter; and (c) that the views of workers are taken into account by the PCBU; and (d) that the workers consulted are advised of the outcome of the consultation in a timely manner. (2) If the workers are represented by an HSR, the consultation must involve that HSR [as defined by the WHS Act 2012, Part 5 Division 2 (48)]
Health and Safety Committee (HSC)	A HSC brings together workers and management to assist in the development and review of health and safety policies and procedures for the workplace. [as defined by the COP: Work Health and Safety Consultation, Co-operation and Co-ordination, December 2011, p.14 ]
Health and Safety Representative (HSR)	in relation to a worker, means the HSR elected for the work group of which the worker is a member. [as defined by the WHS Act 2012, Section 4]
Issue	Any concern about health and safety at the workplace that remains unresolved after consultation with the affected workers and the relevant PCBU has occurred. [as defined in the Worker Representation and Participation Guide, p.31]
Parties to an issue	Parties, in relation to an issue, means the following: (a) the PCBU or the person's representative; (b) if the issue involves more than one business or undertaking, the person conducting each business or undertaking or the person's representative; (c) if the worker or workers affected by the issue are in a work group, the HSR for that work group or his or her representative; (d) if the worker or workers affected by the issue are not in a work group, the worker or workers or their representative. A PCBU must ensure that it's representative (if any) (a) is not a HSR; and (b) has an appropriate level of seniority, and is sufficiently competent, to act as the person's representative. [as defined by the WHS Act 2012, Part 5 Division 5 (80)]
PCBU	Person Conducting a Business or Undertaking [as defined in the WHS Act 2012(5)]
PSSI	Performance Standards for Self Insurers
Workgroup	means a work group determined under Part 5 of the WHS Act 2012 [as defined by the WHS Act 2012(5), p.17]
WHS information	includes: a. Health and safety policies and procedures. b. Technical guidance about hazards, risks and risk control measures. c. Hazard reports and risk assessments.

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	d. Proposed changes to the workplace, systems of work, plant or substances.		
	e. Data on incidents, illnesses or injuries (in a way that protects the confidentiality of personal information).		

#### 4. PROCEDURE

##### 4.1. Management Nominated Person

The Senior Leadership Team will nominate the WHS Coordinator (nominated person) to oversee the consultation and communication arrangements in place.

##### 4.2. Consultation overview

4.2.1. As part of normal business operations, consultation takes place with workers and their representatives when:

- a. Identifying hazards and assessing risks arising from the work carried out or to be carried out.
- b. Making decisions about ways to eliminate or minimise those risks. For example when:
  - Reviewing WHS audit findings.
  - Developing, implementing and reviewing corrective and preventative action plans.
  - Reviewing and evaluating the WHS and IM system.
- c. Making decisions about the adequacy of facilities for the welfare of workers.
- d. Proposing changes that may affect the health or safety of their workers. For example when:
  - The issue resolution procedure is commenced.
  - Formulating WHS plans and before they are finalised. Depending upon the planning processes within Council, this may include strategic plans, departmental plans and the WHS Plan as relevant.
- e. Making decisions (including developing, reviewing or evaluating) about the procedures for:
  - Consultation with workers.
  - Resolving WHS issues.
  - Monitoring the health of workers.
  - Monitoring the conditions at Council workplaces, and
  - Providing information and training for workers.

4.2.2. Any consultative process may be supported by:

- a. E-mail to all or selected workers.
- b. Hard copy communication to all or selected workers.
- c. Discussion with other HSRs.
- d. A working group of representative workers.
- e. Discussion with the WHS Committee and sub-committees.
- f. Individual and location forums or discussions.
- g. Workers invited to attend WHS Committee meetings to address specific issues.
- h. Discussion with other PCBU's whose workers are undertaking Council work, when relevant.

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- 4.2.3. The Senior Leadership Team, managers and supervisors, in consultation with the WHS Coordinator, should make sure that:
  - a. Workers are provided with information about consultation and communication processes in place at The Flinders Ranges Council during induction.
  - b. WHS information is presented and communicated in a way that can be easily understood by workers and takes into account any language and literacy needs of the worker/s.
  - c. The outcomes of any consultation process within The Flinders Ranges Council are communicated to the worker or workers directly affected by the WHS matter, as soon as reasonably practicable.
  - d. Documented evidence of consultation and communication activities is retained.
- 4.3. Consultation occurs, in the first instance, by managers and supervisors consulting with the worker or workers directly affected by a WHS matter and/or the relevant HSR for the work group (if elected), as far as is reasonably practicable.
- 4.4. Department managers should:
  - a. Identify the relevant department meetings where WHS is a standard agenda item and make sure all new workers are given information about this meeting during the departmental induction.
  - b. Make sure the identified relevant department meetings are held at least monthly and meeting minutes detailing WHS matters discussed are retained.
- 4.5. Communication overview
  - 4.5.1. External Communication
    - a. Communication pathways are maintained with relevant external agencies eg LGAWCS, SafeWork SA.
    - b. Evidence of communication is retained. The Senior Leadership Team should delegate responsibility for these communications to the nominated person.
    - c. The nominated person should make sure that incoming WHS information is communicated to the relevant internal groups in order to maintain legislative and PSSI compliance, and records of communication are retained.
  - 4.5.2. Internal Communication
    - a. WHS information is made readily accessible to workers and relevant HSRs.
    - b. Managers and supervisors communicate, where reasonably practicable, with workers and HSRs to keep them up to date with:
      - WHS information, and
      - The outcomes of consultation.
  - 4.5.3. Communication may be distributed by:
    - a. Newsletters
    - b. Notice boards
    - c. Intranet
    - d. Email
    - e. Meeting agendas, minutes, reports etc.
  - 4.5.4. Review and verification
 

A regular WHS survey is conducted to evaluate the satisfaction and effectiveness of the communication processes.
- 4.6. Specific consultation mechanism: HSR
  - 4.6.1. This section applies if the relevant worker(s) have elected a HSR in accordance with the Work Health & Safety Act (SA) 2012, Division 3 Health and Safety Representatives, Subdivision 4 – Election of Health & Safety Representatives.

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- 4.6.2. The powers and functions of HSRs are limited to the workers they represent in the work group unless there is a serious risk to health or safety emanating from an immediate or imminent exposure to a hazard that affects or may affect a member of another work group or a member of another work group asks for the representative's assistance and, in either case, the HSR and deputy HSR (if any) for that other work group is found, after reasonable inquiry, to be unavailable.
- 4.6.3. The powers and functions of HSRs include:
- Representing the workers in their work group in relation to WHS matters.
  - Monitoring the measures taken by The Flinders Ranges Council to comply with the WHS Act in relation to workers in their work group.
  - Investigating complaints from workers in their work group about WHS.
  - Inquiring into anything that appears to be a risk to the health or safety of workers in their work group members, arising from the conduct of the business or undertaking.
- 4.6.4. The Senior Leadership Team will:
- Consult, so far as is reasonably practicable, with HSRs on WHS matters at the workplace.
  - Confer with a HSR, whenever reasonably requested by the HSR, for the purposes of ensuring the health and safety of the work group workers.
  - Allow a HSR access to information that The Flinders Ranges Council has relating to hazards and risks affecting the health and safety of the workers in the work group.
  - Allow a HSR access to information relating to the health and safety of the work group workers (Note: The Flinders Ranges Council must not provide personal or medical information concerning a worker without a worker's consent).
  - Allow HSRs to attend interviews concerning WHS between one or more workers (with their consent) and an inspector or another PCBU at the workplace (or their HSR). The HSR should be informed of any such interview and the HSR and worker may wish to consult before and/or after the interview.
  - Provide HSRs with resources, facilities and assistance that are reasonably necessary to enable the HSR to exercise their powers and perform their functions under the WHS Act.
  - Allow a person assisting a HSR to have access to the workplace if it is necessary to enable the assistance to be provided.  
(Note: The Flinders Ranges Council:
    - Is not required to pay for a person who provides assistance to the HSR.
    - Can refuse a person assisting the HSR access to the workplace if:
      - They have reasonable grounds to do so.
      - The assistant has had their WHS entry permit revoked, or is currently suspended or disqualified from holding a WHS permit.)
  - Permit the HSRs to accompany an inspector during an inspection of any part of the workplace where a member of the HSR's work group works.
  - Provide any assistance to the HSR required by the WHS Regulations.
  - Allow the HSR as much time as is reasonably necessary to perform their powers and functions under the WHS Act.
  - Pay HSRs performing their role the same amount they are entitled to receive when performing their normal duties.
- 4.6.5. Managers and supervisors should make sure that HSRs are included in any consultation that affects or is likely to affect the health and safety of members of their work group.

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- 4.6.6. The WHS Coordinator should make sure that an up to date list of HSRs and deputy HSRs is maintained and is readily accessible to workers:
  - a. On the Council intranet, and/or
  - b. On noticeboards when workers do not have ready access to a computer.
- 4.7. Specific consultation mechanism: WHS Committees (HSC)
  - 4.7.1. A WHS Committee is a forum for consultation on the management of health and safety across The Flinders Ranges Council.
  - 4.7.2. A WHS Committee must be established if a request is made by 5 or more workers or a HSR.
  - 4.7.3. WHS Committees must meet at least once every 3 months or at any reasonable time at the request of at least half of the Committee members.
  - 4.7.4. WHS Committee functions include:
    - a. Facilitating co-operation between The Flinders Ranges Council and workers in instigating, developing and carrying out measures designed to ensure the WHS of workers.
    - b. Assisting in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace.
    - c. Any other functions agreed by the Senior Leadership Team and members of the WHS Committee.
  - 4.7.5. The Senior Leadership Team, in consultation with workers, should make sure that procedures have been developed outlining the Terms of Reference of a WHS Committee when one has been established, and include information relating to its specific function and the planning and conduct of meetings.
  - 4.7.6. The Flinders Ranges Council should make sure WHS Committee members are allowed to spend time during work hours as is reasonably necessary to attend Committee meetings and carry out functions as a member of the Committee, including to prepare for meetings and to report outcomes.
  - 4.7.7. The Flinders Ranges Council must allow the HSC to have access to information Council has relating to hazards at the workplace and the health and safety of workers at the workplace but must not provide personal or medical information that does or could identify a worker to a WHS Committee without a worker's consent.
  - 4.7.8. The WHS Coordinator should make sure that the following information is maintained and is readily accessible to workers on the Council intranet and/or on noticeboards when workers do not have ready access to a computer:
    - a. The WHS Committee structure.
    - b. An up to date list of Committee members.
    - c. Minutes of WHS Committee meetings.
- 4.8. The WHS Coordinator should make sure that, if The Flinders Ranges Council has both HSRs and WHS Committees, there is a clear distinction between their roles.
- 4.9. Specific consultation mechanism: Consultation with other PCBU's
  - 4.9.1. The Senior Leadership Team should, when engaging in work that involves (directly or indirectly) another PCBU, identify circumstances where there is a potential for the obligation for consultation to overlap between the parties.
  - 4.9.2. The Flinders Ranges Council will consult, co-operate and co-ordinate activities with any PCBU to develop shared consultation arrangements if the other PCBU's workers undertake Council work, work on Council premises or where those workers are, or are likely to be, directly affected by a matter relating to WHS arising from the conduct of Council's business or undertaking.

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## 4.9.3. If The Flinders Ranges Council works with another PCBU:

- a. The processes for identifying and eliminating or, where elimination is not reasonably practicable, controlling health and safety risks should be documented in the contractual arrangements for the activity. This should include:
  - A documented requirement for parties to consult, co-operate and co-ordinate with The Flinders Ranges Council on health and safety matters.
  - Risk management measures, including where risks cannot be eliminated a description of when and how control measures are to be implemented and maintained.
  - Actions to make sure control measures complement each other and remain effective.
- b. Regular communication should occur between the parties.
- c. The Flinders Ranges Council should cooperate with reasonable requests from other parties to assist them in complying with their health and safety duties.
- d. The Flinders Ranges Council should co-ordinate with other parties so that each can meet their duty of care effectively without leaving any gaps in health and safety protection. Where work is not effectively co-ordinated, the parties should consult further to determine what should be changed.
- e. If there is disagreement between The Flinders Ranges Council and another PCBU as to the extent of consultation, co-operation and co-ordination of activities that is required, the project manager should make sure the other PCBU are aware of the contractual obligations for consultation, co-operation and co-ordination and enforce these as necessary.

## 4.10. Issue resolution

Council must ensure that any agreed procedure for issue resolution is set out in writing and is communicated to all workers to whom the agreed procedure applies.

For a procedure to be an 'agreed procedure' it must meet the following criteria:

- It must be agreed. This means that it is consensual and there has been genuine consultation and agreement between Council, the HSRs and workers.
- It must not be imposed by one party or the other or arise out of a flawed process for reaching agreement, for example:
  - Where only a select group of workers were involved in developing the procedure.
  - Where agreement is reached through an unrepresentative process, for example not all HSRs or all WHS Committee members or all relevant workers and their representatives were able to participate in the agreement process.
- It must outline a process or steps for resolving issues, not just set out what the outcome would be in specified circumstances.
- It must relate to WHS issues and not a procedure that exists solely for other purposes, such as a grievance or complaint procedure, unless such a procedure is agreed to be utilised for WHS issues.

The 'agreed procedure' must also be consistent with the WHS Act and cannot remove the power of an HSR to issue a PIN or to exercise any other power that the WHS Act gives them.

4.10.1. A Worker may raise a WHS issue with their manager or supervisor. When a WHS issue is raised, the Accident Investigation / Incident / Injury / Near Miss report form should be completed.

4.10.2. To avoid doubt, nothing in this procedure prevents a worker from bringing a WHS issue to the attention of the worker's HSR.

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- 4.10.3. Department managers and supervisors shall attempt to resolve any issue within the department, in the first instance:
- As soon as a manager/supervisor has been informed of a WHS issue the parties must meet and communicate with each other to attempt to resolve the issues having regard to relevant matters including the following:
    - The degree and immediacy of risk to workers or other persons involved in the issue.
    - The number and location of workers and other persons affected by the issue.
    - The measures (both temporary and permanent) that must be implemented to resolve the issue.
    - Who will be responsible for implementing the resolution measures.
  - The parties to a WHS issue must include:
    - The manager or supervisor. (Note: a supervisor involved in issue resolution must have an appropriate level of authority and be sufficiently competent to act for and behalf of the department manager).
    - A HSR where one exists.
    - If a HSR has not been elected, the worker or workers affected by the issue or their representative.
    - If other PCBU's are involved, the PCBU or the person's nominated representative.
- 4.10.4. The parties will make reasonable efforts to achieve a timely, final and effective resolution of the issue.
- 4.10.5. The department manager should make sure the issue is logged on the CAPA register.
- 4.10.6. The department manager may consider consultation with other stakeholders external to the department to provide opportunities for resolution including
- External expertise.
  - The nominated person.
  - The LGAWCS.
- Persons holding WHS entry permits may enter the workplace for the purposes of attending discussions with a view to resolving the issue.
- 4.10.7. Escalation: issue requiring the involvement of an executive manager  
If a WHS issue is unable to be resolved at the department level, the parties to the issue shall request the assistance of an executive manager for assistance with issue resolution.
- 4.10.8. Escalation: issues requiring escalation to the WHS Committee  
If the executive manager determines, in consultation with the parties to the issue, that the issue is outside their scope or ability to manage, or has the potential to affect other areas of business, the matter shall be referred to the WHS Committee.
- 4.10.9. Escalation: Issues requiring escalation to the Senior Leadership Team
- If the WHS Committee determines that the issue is outside the scope or ability of the WHS Committee to manage, the matter shall be referred to the Senior Leadership Team for direction.
  - Outcomes of Senior Leadership Team considerations shall be documented in Senior Leadership Team meeting minutes and be reported to the WHS Committee. The executive manager shall convey these considerations to all parties to the issue.
- 4.10.10. If the issue is resolved and any party to the issue makes a request then details of the issue and its resolution must be set out in a written agreement.
- If a written agreement is prepared, all parties to the issue must be satisfied that the agreement reflects the resolution of the issue.

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- b. A copy of the written agreement must be given to:
- All parties to the issue; and
  - If requested, to the WHS Committee.

## 4.10.11. Issue not resolved

- a. If, after reasonable efforts, an issue has not been resolved, a party to the issue may ask SafeWork SA to appoint an inspector to attend the workplace to assist in resolving the issue.  
A party to the issue must notify the other parties to the issue of an impending decision to involve a SafeWork SA Inspector before that request to SafeWork SA is made.
- b. Such a request to SafeWork SA does not prevent:
- A worker from exercising the right to cease work.
  - A HSR from issuing a Provisional Improvement Notice (PIN) or a direction to cease work.

## 4.11. Ceasing work

- 4.11.1. A worker may cease, or refuse to carry out, work if they have a reasonable concern that to carry out the work would expose the worker to a serious risk to their health or safety, emanating from an immediate or imminent exposure to a hazard.

- a. The worker should notify their manager or supervisor as soon as practicable that they have ceased work, if work has ceased without the direction of a HSR.
- b. The worker must remain available for suitable alternative work.
- c. The issue resolution procedure is to be commenced upon notification.

- 4.11.2. A HSR may direct work to cease, in accordance with the WHS legislation if the HSR has a reasonable concern that to carry out the work would expose a worker to a serious risk to the worker's health or safety, emanating from an immediate or imminent exposure to a hazard.

A HSR may issue a Provisional Improvement Notice (PIN), if they reasonably believe that a person is contravening or has contravened a provision of the WHS Act 2012 in circumstances that make it likely that the contravention will continue or be repeated.

- 4.11.3. The manager or supervisor will inform the nominated person and the department manager as soon as work has ceased.

- a. The department manager is responsible for communicating the situation to the Senior Leadership Team and following their directives.
- b. The issue should be investigated and a permanent resolution implemented wherever possible.
- c. The department manager should make sure the issue is logged on the CAPA register.

- 4.11.4. If the issue has not been resolved to the satisfaction of the HSR or Senior Leadership Team, a SafeWork SA Inspector may be requested to attend to resolve the matter relating to cessation of work.

## 4.12. Monitoring and evaluation

- 4.12.1. The nominated person should monitor and maintain the currency and accessibility of WHS information across The Flinders Ranges Council workplaces.

- 4.12.2. Department managers should monitor the flow of WHS information and review the effectiveness of the consultation and communication activities that occur within their department. This includes regularly checking that:

- a. Meetings are held regularly where WHS is discussed.
- b. Evidence demonstrates consultation has occurred where workers have been directly affected by a WHS matter.

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- c. Relevant WHS information has been communicated to relevant managers, supervisors and workers.
  - d. The roles and responsibilities for the shared management of health and safety risks when working with other PCBUs have been documented and are being implemented.
  - e. The currency of relevant WHS legislative information and system documentation is maintained within the department.
- 4.12.3. The WHS Committee should monitor and review consultation and communication processes at least annually during its meetings. A report shall be presented to the Senior Leadership Team listing outstanding items requiring their direction or enforcement.
- 4.12.4. The Senior Leadership Team shall review legislative changes, audit findings and other information relating to the consultation and communication procedure and direct action when required. Minutes shall record outcomes of discussion and actions undertaken when the Senior Leadership Team direct action is taken.
- 4.12.5. The Consultation and Communication Procedure should be subject to audit and the audit findings should be reported as part of the ongoing management review process.
- 4.12.6. The Senior Leadership Team may set, monitor and review objectives, targets and performance indicators for consultation and communication, as relevant.

## 5. TRAINING

- 5.1. All The Flinders Ranges Council workers should have the Consultation and Communication Procedure explained to them during the induction process.
- 5.2. The Flinders Ranges Council provide any HSR's and deputy HSR's with the opportunity to undertake the training as prescribed in the WHS Act 2012, Section 72. (ie 5 days in the first year as a HSR, 3 days in the second and 2 days in the third year, with this sequence repeating in subsequent terms that a HSR serves).
- 5.3. Training for WHS Committee members may be considered to enable effective committee functioning.

## 6. RECORDS

Records of consultation and communication shall be maintained. Records include, but are not limited to:

- 6.1. Senior Leadership Team, department, team, toolbox meeting minutes and agenda (as relevant).
- 6.2. Records relating to specific consultation activities - emails, reports of work groups etc.
- 6.3. Records related to WHS Committee formation and constitution.
- 6.4. WHS Committee agenda and minutes.
- 6.5. Records related to the establishment of workgroups and elections of HSRs.
- 6.6. Records related to shared activities with other PCBUs.
- 6.7. Training records.

All records should be retained in line with the current version of GDS20.

## 7. RESPONSIBILITIES

- 7.1. The Flinders Ranges Council *Senior Leadership Team* is accountable for:
  - 7.1.1. Monitoring and making sure that WHS legislative compliance is maintained implementing measures that the requirement for WHS consultation is embedded into all Council activity.
  - 7.1.2. Budgetary expenditure necessary for effective consultation and communication.

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- 7.1.3. Making sure workers are provided with information about consultation and communication processes in place at The Flinders Ranges Council during induction.
- 7.1.4. Nominating a responsible person to oversee WHS consultation and communication.
- 7.1.5. Conduct of the WHS Communication Survey.
- 7.1.6. Making sure that any WHS Committee or elected HSRs at The Flinders Ranges Council have documented roles and responsibilities.
- 7.1.7. Holding any person or consultative body with a responsibility for WHS consultation and communication accountable for their actions.
- 7.1.8. Making sure that WHS information is communicated to workers and their representatives directly affected by a WHS matter, any feedback is considered and decisions are communicated in a timely manner.
- 7.1.9. Making sure that WHS is a regular meeting agenda item within each department and at Senior Leadership Team meetings.
- 7.1.10. Making sure contractual agreements document the shared WHS responsibilities when The Flinders Ranges Council works with other PCBU's on shared jobs.
- 7.1.11. Making sure that the requirements of the Performance Standards for Self Insurers are met.
- 7.2. *Managers and supervisors* are accountable for:
  - 7.2.1. Discussing WHS as a standard item in relevant department meetings and holding regular department meetings.
  - 7.2.2. Consulting with workers directly affected by a WHS matter, their, representatives and/or the relevant HSR (if elected), so far as is reasonably practicable.
  - 7.2.3. Providing information to workers regarding any changes to work, the workplace or other issues that may affect their WHS.
  - 7.2.4. Encouraging and supporting active participation in consultative processes.
  - 7.2.5. Making sure that WHS information is presented and communicated in a way that can be easily understood by workers, taking into account any language and literacy needs of the workers.
  - 7.2.6. Providing HSRs and WHS Committee members with sufficient time to undertake their role effectively.
  - 7.2.7. Making sure consultation outcomes are documented and forwarded, where appropriate, to the WHS Committee and/or Senior Leadership Team.
  - 7.2.8. Making sure relevant information from the WHS Committee and/or Senior Leadership Team is communicated and discussed within the department.
  - 7.2.9. Advising workers and others of final outcomes of any decisions affecting WHS in a timely manner.
  - 7.2.10. Making sure the contractual agreements for shared WHS responsibilities when working with other PCBU's are complied with.
- 7.3. The *WHS Coordinator* (nominated person) is accountable for:
  - 7.3.1. Establishing workgroups, where required.
  - 7.3.2. Overseeing the election and provision of training for any HSRs.
  - 7.3.3. Overseeing the election and maintenance of any WHS Committees.
  - 7.3.4. Assisting in the development of roles, responsibilities and accountabilities statements for WHS Committees and HSRs, where they exist, and making sure that if The Flinders Ranges Council has both HSRs and WHS Committees there is a clear distinction between their roles.
  - 7.3.5. Notifying the Senior Leadership Team of outcomes from consultation and communication processes.
  - 7.3.6. Maintaining the currency and distribution of WHS information within The Flinders Ranges Council workplaces.

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7.3.7. Making sure that incoming WHS information is communicated to relevant persons.

7.4. *Workers* are accountable for:

- 7.4.1. Participating in department meetings and other consultative forums.
- 7.4.2. Providing comment/feedback when requested within the specified timeframe.
- 7.4.3. Co-operating with Council's policy or procedures relating to consultation and communication

7.5. The *WHS Committee* function is to comply with the WHS Committee Terms of Reference.

7.6. *Health and Safety Representatives* function is to:

- 7.6.1. Comply with their legislative functions as outlined in the WHS Act and Regulations 2012.
- 7.6.2. Make representations on WHS matters affecting their workgroup
- 7.6.3. Consult with managers and supervisors and in relation to WHS matters affecting their workgroup.
- 7.6.4. Assist in the resolution of WHS matters affecting their workgroup.

## 8. REVIEW

8.1. The WHS Consultation and Communication Procedure should be reviewed, in consultation with workers and/or their representatives (HSRs) at least every three (3) years, or where legislation or The Flinders Ranges Council needs change. This may include a review of:

- 8.1.1. Feedback from managers, workers, HSRs, WHS Committee members or others related to consultation and communication.
- 8.1.2. Legislative compliance issues relating to consultation, WHS Committees or HSRs.
- 8.1.3. Compliance issues relating to the requirements of the Performance Standards for Self Insurers (PSSI).
- 8.1.4. Internal or external audit findings relating to consultation and communication.
- 8.1.5. Other relevant information.

8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

## 9. REFERENCES

Work Health and Safety Act 2012  
 Work Health and Safety Regulations 2012  
 General Disposal Schedule for Local Government  
 WorkCoverSA Performance Standards for Self-Insurers  
 Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination, December 2011  
 Guide: Worker Representation and Participation Guide: 10/01/2012

## 10. RELATED DOCUMENTS

WHS Committee Terms of Reference  
 Relevant HSR procedures  
 Issue resolution procedure  
 WHS Hazard Management Procedure  
 WHS Consultation and Communication Policy

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## 11. DOCUMENT HISTORY:

Version No:	Issue Date:	Description of Change:
1.0 - 4.0	Unknown	Unknown
5.0	25/6/2010	Updated document to One System Format.
6.0	22/5/2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS, employee to worker and employer to PBU where appropriate Inclusion of requirements regarding shared duties with other PCBU's for coordination and cooperation as well as consultation.