

(Insert Organisation) Consultation & Issue Resolution Standard

Effective (insert date)

Document owner:

(Insert responsible position e.g. Chief Executive Officer)

Application:

Internal Health and Safety Management Practices

Stakeholders:

Board, Executive, Management, Employees and Contractors

Address and contact:

(Insert organisation address and contact details)

Document identification:

HSMS-STD-00X

Document version control:

Version 1, (insert date)

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CONSULTATION AND ISSUE RESOLUTION

1.1 PURPOSE

The purpose of this standard is to outline the communication, consultation and issue resolution arrangements between management, workers and relevant stakeholders for health and safety matters.

1.2 SCOPE

The scope of this standard applies to all board members, committee members, employees, contractors, volunteers and relevant stakeholders.

1.3 REQUIREMENTS

A person conducting a business or undertaking must consult, so far as is reasonably practicable, with workers who carry out work for the business and who are (or are likely to be) directly affected by a health and safety matter.

This duty to consult is based on the recognition that worker input and participation improves decision-making about health and safety matters and assists in reducing work-related injuries and disease.

Workers are entitled to take part in consultation arrangements and to be represented in relation to health and safety by a health and safety representative who has been elected to represent their work group. If workers are represented by a health and safety representative, consultation must involve that representative.

1.4 COMMUNICATION, CONSULTATION AND WORKER PARTICIPATION

(Insert organisation) recognises its responsibility to communicate, consult and ensure the participation of workers in health and safety matters, these matters include but are not limited to:

- Determining the needs and mechanisms for communication, consultation and participation;
- Consultation on the development, implementation and improvement of the health and safety management system including;
 - Determining the needs and expectations of interested parties
 - Establishing the health and safety policies and standards
 - Assigning organisational roles, responsibilities and authorities
 - Determining how to fulfil legal and other requirements
 - Establishing objectives and targets
 - Determining applicable controls for procurement and contractors
 - Determining what needs to be monitored, measured and evaluated
 - Establishing audit and assurance activities and programs
 - Ensuring continual improvement
- Making decisions about the adequacy of facilities for the welfare of workers;
- Identifying hazards and assessing risks and opportunities;
- Determining actions to eliminate or reduce health and safety risks;
- Determining competency requirements, training needs and training arrangements;
- Determining the control measures and their effective implementation and use; and
- Investigating incidents and nonconformances and determining corrective actions.