

 **Consultation and Communication Procedure**



**Prepared By :**

**15A Higgins Hill Drive**

**Maiden Gully 3551**

**Ph: 0407519351**

**Contents**

[Consultation and Communication Procedure 1](#_Toc159005369)

[Purpose 1](#_Toc159005370)

[Scope: 1](#_Toc159005371)

[Procedure: 1](#_Toc159005372)

# Consultation and Communication Procedure

## Purpose

To ensure that there is full employee, client and community consultation and communication in relation to occupational health and safety and other aspects of the business operation.

## Scope:

This procedure applies to all areas and levels of the organisation and business operation.

## Procedure:

| Process | Methodology | Documentation |
| --- | --- | --- |
| Worker Consultation  | All workers will be consulted on the identification of hazards and control of risks at worksites | * Hazard Report form
 |
|  | Risk controls will be communicated through Health and Safety meetings as required | * Health and Safety Meeting Record
 |
|  | Workers may bring health and safety issues to the attention of Management or the health and safety representative (if appropriate). | * Health and Safety Meeting Record
 |
| Health and Safety Representatives | For sites with larger numbers of employees, workers working different shifts and/or workers working across more than one site, a Health and Safety Representative (HSR) may be elected by the workers if they want. If no HSR nominates or is elected, the whole staff will be involved in health and safety discussions and decision making | * Health and Safety Committee Membership form
 |
|  | The role of the Health and Safety Representative is to represent the workers in relation to addressing health and safety issues. They can act as a communication channel between Management and workers to ensure health and safety issues are effectively managed. For more information on the role of a HSR, visit your state Workplace Safety Authority website or contact them by telephone.  | * Health and Safety Committee Membership
 |
| Health and Safety Committee  | A Health and Safety committee may be set up to discuss health and safety issues. Management representatives should not make up more than 50% of the Committee membership. | * Health and Safety Committee Membership form
 |
| Health and Safety Meetings | Health and Safety meetings should be held at least 3 monthly or more often as required. These meetings may be incorporated into regular staff meetings at smaller sites | * Health and Safety Meeting Record
 |
|  | Health and Safety meetings should involve all workers. Workers who are unable to attend should be encouraged to have input into the agenda. Workers who are absent should be made aware of the discussions and decisions | * Health and Safety Meeting Record
 |
| Health and Safety Officer | The Business Manager will act as the Health and Safety Officer and is responsible to consult with workers on health and safety issues. | * Health and Safety Committee Membership
 |
| Workers Communication | All matters regarding the health and safety of the workplace must be communicated to workers in an effective and timely manner e.g., memos, written notes, noticeboards, etc. | * Memos, written notes, noticeboards
 |
| Community Communication | Members of the community will be notified of any business operations that may impact on their property access, health and safety or business operation | * Company Diary entry
 |