

3.17 Work Health & Safety Consultation

POLICY TITLE: WH&S CONSULTATION

FILE REF: SC278

EXPIRY DATE: NOVEMBER 2027

OBJECTIVES

Lockhart Shire Council is committed to the process of consultation with employees to improve decision making on matters that affect their health, safety and welfare at work. This Policy aims to ensure that Lockhart Shire Council complies with the Work, Health and Safety Act 2011.

LEGISLATIVE BASIS

Duty to Consult

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

Nature of Consultation

Consultation requires:

- 1) That relevant information about the matter is shared with workers, and
- 2) That workers be given a reasonable opportunity:
 - a) To express their views and to raise work health or safety issues in relation to the matter, and
 - b) To contribute to the decision-making process relating to the matter, and that the views of workers are taken into account by
- 3) The person conducting the business or undertaking, and
- 4) That the workers consulted are advised of the outcome of the consultation in a timely manner.

If the workers are represented by a health and safety representative, the consultation must involve that representative.

When Consultation is Required

Consultation is required in relation to the following health and safety matters: -

- 1) When identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the business or undertaking,
- 2) When making decisions about ways to eliminate or minimise those risks,
- 3) When making decisions about the adequacy of facilities for the welfare of workers,
- 4) When proposing changes that may affect the health or safety of workers,
- 5) When making decisions about the procedures for:
 - a) Consulting with workers, or
 - b) Resolving work health or safety issues at the workplace, or
 - c) Monitoring the health of workers, or
 - d) Monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking, or
 - e) Providing information and training for workers, or
 - f) When carrying out any other activity prescribed by the regulations for the purposes of this section.

3.17 Work Health and Safety Consultation (cont'd)

POLICY STATEMENT

Commitment Statement

Council is committed to consulting with its workers in relation to WHS matters.

Council will achieve this by:

- 1) Promoting and supporting a consultative process to ensure that employees contribute to the making of decisions affecting their health, safety and welfare at work.
- 2) Sharing relevant WHS information and providing opportunities for employees to express their views and contribute to the resolution of WHS and welfare issues before decisions are made.
- 3) Consulting with employees on the type of consultative arrangement they wish to have at their place of work, i.e.:
 - a) WHS Committees
 - b) Health and Safety Representatives; or
 - c) Other arrangements agreed by the employer and employees

Responsibilities

In the event that a WHS issue arises in the workplace the Director, Manager and/or Supervisor will respond and act immediately. This will involve:

- Consulting with Supervisors and employees on the WHS issue
- Providing satisfactory information and feedback to Supervisors/Employees regarding the WHS issue

Employees are encouraged to provide feedback to Managers and/or Supervisors regarding WHS issues that arise in the workplace.

Work Health and Safety Workplace Committee

The Work Health and Safety Workplace Committee will endeavour to reach consensus on all aspects of the organisation's Work Health and Safety Policy and Program through the process of joint consultation. To this end, each committee meeting will be attended by employer representatives who have the necessary authority to make recommendations/decisions on behalf of Council for each of the matters discussed.

*Adopted by Council 25 November 2024
Refer Minute No. 187/24*

*Confirmed by Council 17 August 2009
Refer minute 283/09*

*Revised by Council 21 November 2021
Refer minute 222/21*

*Adopted by Council – 20 June 2005
Refer Minute No. 24669*

*Revised by Council 19 November 2018
Refer minute 320/18*

*Adopted by Council – 17 March 2003
Refer Minute No. 23507*