**WHS012 Safety Meetings and Consultation**

*References:*

* *WHS Act 2011 pt. 5 (consultation, representation and participation)*
* *WorkCover Australia – COP: Work Health and Safety Consultation, Cooperation and Coordination (2011)*

**Purpose**

To ensure regular WHS consultation takes place with all staff in the Centre through and agreement with all staff.

**Scope**

This procedure relates to the consultation and representation procedures with all workers at the Centre and highlights the process for consultation.

**Responsibilities**

Management have the responsibility to:

* Agree and implement the process for consultation at the Centre
* Be responsible for communicating issues regarding WHS throughout the workplace
* Discuss all safety issues within the workplace with staff
* Ensure regular contractors are included in the consultation process
* Ensure a Health and Safety Representative is elected if requested
* Ensure a WHS Committee is formed if requested
* Be present at any interview between an employee and a WorkCover inspector concerning WHS

Staff have the responsibility to:

* Take part in the agreed consultation process in the Centre
* Feed back to Management any issues or hazards identified in the workplace

**Procedure**

* An agreed process for consultation in the Centre will be implemented
* If requested by staff a process for electing a Health and Safety Representative (HSR) will be put in place and they be allowed to attend formal training
* If requested by staff a process for electing a WHS Committee will be put in place
* Where no request for a HSR or Committee is made then other agreed arrangements for consultation on health and safety matters will be implemented and could be through:
	+ regular scheduled meetings
	+ team meetings (where work health and safety is always an agenda item)
	+ one-off meetings
	+ tool box talks
	+ face to face discussions
	+ briefing sessions
* All records of consultation will be maintained

**Health and Safety Representatives and Health and Safety Committees**

Health and Safety Representative and / or Health and Safety Committee functions:

* Review the safety performance of each workplace.
* Monitor the effectiveness of the work health and safety policy and programs.
* Assist with identifying hazards and managing risks
* Carry out workplace inspections.
* Monitor the effectiveness of safety training.
* Other site specific functions as determined

Committee Attendance:

* The committee (if applicable) consists of at least one elected representative from each departmental area, one from management, and the Return-to-Work Coordinator
* Attendance at meetings will be limited to members of the Committee, invited guests, deputies and special speakers following consultation with the Chairperson and a Management Representative

The Chairperson:

* The Chairperson (if applicable) will be elected by and from the elected members of the Committee and the position will be reviewed each 12 months. The Management Representative will not be the Chairperson.

Election of Members:

* Elected members shall hold office for a period of two years or until they are no longer employed by the workplace. At such time elected Committee positions will become vacant and a ballot shall be held for re-election. All staff shall be eligible for re-election to the Committee.