

Document Control

Document Name	Document Register Number	Review Date
Work, Health & Safety Consultation Policy	GOV.POL.0005.001	July 13
Date Adopted	Minute Number	Summary of Changes
17 July 2013	3487	New policy

Purpose

To foster a consultative approach between Council and employees in relation to Work Health & Safety matters within Greater Hume Shire Council and to provide for an ongoing process to allow for consultation to implement, maintain and review the Council's Work Health & Safety Management System in compliance with Work Health & Safety Act 2011, Work Health & Safety Regulations 2011 and Work Health & Safety Consultation, Co-operation & Co-ordination Code of Practice.

Scope

This policy applies to Greater Hume Shire Council in all operations and functions including those situations where employees are required to work outside the boundaries of the shire.

Definitions

Consultation

- The sharing of relevant information about Work Health & Safety and welfare with employees
- Employees be given the opportunity to express their view and to contribute in a timely fashion to the resolution of Work Health & Safety and welfare issues at their place of work
- The view of employees are valued and taken into account

Policy Content

Greater Hume Shire Council is committed to providing a safe and healthy work environment for all employees. Through a consultative approach, Council will become more aware of hazards and Work Health & Safety issues experienced by employees, contractors and visitors.

Greater Hume Shire Council will utilise Council's WH&S/Risk Committee and all facets of Council as part of Council's consultative process in a pro-active manner and fulfil all legislative obligations of consultation.

Consultation is required to be undertaken in the following circumstances:

- When changes that may affect the health, safety or welfare are proposed to the premises where person work, systems or methods of work, plant used for work or substances used for work.
- When risks to health and safety arising from work are assessed or when the assessment of those risks is reviewed
- When decisions are made about the measures to be taken to eliminate or control risks
- When introducing or altering the procedures for monitoring risks
- When decisions are made about the adequacy of facilities for the welfare of employees

Links to Policy

Work Health and Safety Policy

Links to Procedure

Nil, at time adopted.

References

Work Health & Safety Consultation, Co-operation & Co-ordination Code of Practice.

Responsibility

General Manager

- Promoting meaningful and effective consultation by management and employees on WH&S matters.
- Ensuring Council maintain commitment and support for the Greater Hume Shire Council WH&S/Risk Committee and Consultative Committee.
- Ensure that the management team regularly conducts a review of WH&S/Risk Management Committee minutes and takes steps to monitor where appropriate actions are taken to address WH&S issues within the workplace.

Directors/Managers

- Promote and encourage open communication between management and employees, and participation with the WH&S/Risk Management and Consultative Committees.
- Ensure all staff have the opportunity to be consulted and advised on matters relating to WH&S and their responsibilities.
- Include items of WH&S at Manex and Managers Meetings.
- Ensure all staff participate and contribute to any review of the consultation arrangements at Council.
- Ensure the consultation with employees and the WH&S/Risk Management Committee representatives on WH&S matters undertaken.
- Ensure that meetings include the addressing of safety issues where appropriate.
- Ensure that through consultation Safe Work Method Statements are implemented, followed and reviewed.

Supervisors

- Ensure that all staff have the opportunity to participate in all activities relating to workplace health and safety.
- Ensure that safe work method statements are developed and implemented in consultation with relevant staff for task performed.
- Ensure that employee briefings and meetings include WH&S issues where appropriate.
- Their participation and contribution to any review of the consultation arrangements.
- Conduct worksite meetings (toolbox meetings) with all appropriate staff members prior to commencing work at a new worksite or on a new project.

Employees

- Be involved in the development, implementation and review of policies, procedures for hazard identification, hazard/risk assessment and control of hazards/risks.
- Be involved with the election of WH&S Committee.
- Contribute in a timely fashion to the resolution of WH&S and welfare issues at their place of work.
- Be involved in Council's consultation process and changes to premises, worksites, work method statements, work systems, plant or hazardous substances.

Work Health & Safety/Risk Committee Representation

As provided for in the Work Health & Safety Act 2011 the Work Health & Safety Committee will consist of:

- 8 employee representatives who are elected to the committee by the employees:
 - 3 representatives from the operational staff
 - 2 representatives from the administration staff
 - 1 representative from Aged & Community Services
 - 1 representative from Greater Hume Children Services
 - 1 representative from Water & Sewer
 - 1 representative from Environment & Planning
- 1 employer representative nominated by Council annually
- 1 WH&S/Risk management Advisory Representative.

An alternate will be nominated for each of the employee and employer representatives.

Relevant Legislation

Work Health & Safety Act 2011

Work Health & Safety Regulation 2011

Associated Records

Nil, at time adopted.