

WORKPLACE CONSULTATION POLICY

1. INTRODUCTION

Charles Sturt Campus Services Limited has developed the following policy to create a safe and healthy workplace for workers, and others. This policy outlines the rules, responsibilities and procedures for Workplace Consultation. Through consultation workers are able to contribute to health and safety issues that may affect them and their welfare. This consultation process allows us to become more aware of hazards and Work Health and Safety (WHS) issues experienced by workers, and involve them in addressing potential problems before they escalate and affect our business.

2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

3. RULES

- Consultation is required when;
 - identifying hazards and assessing risks arising from WHS matters arising from the work be carried out;
 - making decisions about ways to eliminate and minimise those risks;
 - making decisions about the adequacy of facilities for the welfare of workers;
 - carrying out any other activity prescribed by the Regulations.
 - proposing changes that may affect the health and safety of workers; and
 - making decisions about procedures for:
 - consultation
 - resolving WHS issues
 - monitoring health of workers
 - monitoring conditions at the workplace under
 - the management of the PCBU (Person Conducting a Business or Undertaking)
 - providing information or training for workers
- Participate in workplace consultation and training; and
- Attend WHS meetings when and if required to consult on health and safety issues.

4. RESPONSIBILITIES

Managers and Supervisors must:

- Consult with workers to decide on workplace consultation arrangements and record the agreed outcomes and make sure all workgroups are represented and informed;




- Consult with workers who carry out work for the business or undertaking who are, or likely to be, directly affected by a WHS matter.
- Provide resources, information and training for workers to allow them to understand work health and safety issues so they have the knowledge to make informed decisions. In particular hazard identification, hazard control and safe work procedures;
- Hold meetings to consult with workers, health and safety representatives(HSR) or committee members to enable them to contribute to the decisions that may affect their health, safety and welfare;
- Provide sufficient time to discuss and resolve WHS issues;
- Address safety issues promptly; and
- Document meetings and safety decisions.

Workers must:

- Comply with the rules of this policy;
- Report all incidents, accidents, near misses and hazards to management or supervisor;
- Participate in any consultation and training relating to this policy; and
- Raise any health and safety concerns for discussion at the meetings or with their HSR.

5. SIGN OFF

Company Representative:

Signed:  Date: 16 - 03 - 2018

Name: Martin Dooner Position: General Manager