

# Health & Safety Consultation, Representation and Participation Guidelines

## PURPOSE

These guidelines support the *Health and Safety Policy* and *Health and Safety Management Standards* and provide guidance in achieving effective and open consultation and communication with workers, contractors and other stakeholders as well as encouraging relevant parties to participate in the identification and implementation of health and safety improvements.

## DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

<b>Consultation</b>	A two-way exchange and sharing of information between employers, Health and Safety Representatives and workers.
<b>H&amp;S</b>	Health and Safety
<b>Induction</b>	The provision of information designed to introduce a new or transferred worker member to a workplace and provide them with information concerning hazards and associated risks and their control measures.
<b>HSR</b>	Health and Safety Representative(s)
<b>Workers</b>	A person is a worker who carries out work in any capacity for a person conducting a business undertaking, including work as an employee, associate, contractor, subcontractor, employee of a labour hire company, volunteer and any student undertaking work activities for the University.

## 1. Responsibilities

Workers at all levels of the University have specific responsibilities for ensuring health and safety. These responsibilities are dependent on their role within the University and are outlined in the [Health and Safety Responsibilities Procedure](#) and include performance criteria in relation to consultative process, communication and participation regarding health and safety issues at the workplace.

### 1.1. Health and Safety Representatives

[Health and Safety Representatives](#) are Curtin workers, elected by their colleagues to help identify, communicate and respond to health and safety issues in the workplace. A comprehensive list of their health and safety responsibilities is provided in the document [Health and Safety Representative \(HSR\) Guidelines](#).

Elected HSR's receive an induction which provides information to assist in their role as the link between the University and workers.

## 2. Consultation

Curtin University encourages all workers to communicate directly with their Line Manager or Supervisor to raise any H&S issues and these should also be raised at any regular operational or worker meetings, so that they may be dealt with and resolved at the earliest opportunity.

Consultation with workers affected by a health and safety issue must involve:

- providing timely information in a form that can be understood by workers;
- giving a worker a reasonable opportunity to express views about the matter; and
- taking those views into account.

Consultative processes, such as committees, liaising with HSR's and participation in working parties, provide a forum for consultation and opportunities to contribute to solving workplace H&S issues and contributing to the development and implementation of H&S initiatives.

### 2.1. When to consult

Consultation with workers should be initiated prior to any workplace initiatives or changes that may affect their health and/or safety. This may include the following:

- Identifying hazards, assessing risks and considering appropriate risk control measures;
- When making decisions about the adequacy of facilities;
- Developing safe working procedures;
- Changing work process or work practice that relates to machinery, plant, equipment, and hazardous substances;
- Resolving H&S issues; and
- Electing Health and Safety Representatives and forming health and safety committees.

### 2.2. Consultative Mechanisms

The University has a number of established mechanisms for consulting and communicating with workers, contractors and others. These include:

- Health and Safety Committees;
- Safer Communities Team (SCT);
- Disability Access and Inclusion Committee (DAIC);
- Project Control Groups;
- Team meetings;
- Contractor Inductions;
- External committees, associations and groups including the Local Emergency Management Committee meeting (LEMC), the Australasian Universities Safety Association (AUSA), etc.

### 2.3. Communication Methods

Communication methods need to be tailored to the audience taking into account the information to be communicated. Wherever possible, communication should be structured so that it is two-way to allow for feedback or comment.

At the local level, such as school or area, the distribution of relevant H&S information is determined by organisational need. Relevant information that may be disseminated at the local level includes:

- Changes to the workplace, the system or method of work, the plant or chemicals used;
- Incidents and associated corrective actions that may arise;
- New or updated Health and Safety legislation or associated requirements;
- Assurance programmes.

## 2.4. Information Dissemination

H&S information is accessible through various communication mechanisms including, but not limited to:

- H&S website;
- Formal induction processes for workers and students;
- H&S Training;
- Safety Alerts and Safety Bulletins and other publications;
- Location specific noticeboards (including digital);
- Health and safety committee meetings and the distribution of minutes;
- Dedicated H&S Department and individual workers;
- Department/Area meetings – health and safety as an agenda item;
- Health and Safety Representative email group;
- Risk assessments and safe work procedures;
- H&S Performance Reports;
- Online incident and hazard reporting system;
- Contractor management system;
- iPerform learning management system;
- ChemAlert chemical management system;
- Signage and posters;
- Curtin Weekly;
- Participation in Safe Work Month;
- Information stalls at campus events;
- Stakeholder briefings.
- Workplace Inspections.

## 2.5. Communication with External Parties

Effective exchange of information with external parties such as customers, students, suppliers, contractors and public authorities allows relevant H&S information to be exchanged. Internal and external parties can access information via the University H&S Website.

Additional H&S information may be disseminated:

- Via the [online Contractor Induction](#);
- [Site specific inductions](#);
- Safety data sheets (received from manufacturers);
- During the [online pre-qualification](#) of contractors process;
- [Properties, Facilities and Development](#) (PF&D) notifications of disruptive activities that could impact H&S via their webpage;
- Preliminaries Document – PF&D;
- Newspaper advertisements and letterbox flyers notifying surrounding residents of any events that may affect their health and safety.

In collaboration with PF&D Technical Review Teams or Project Control Groups, H&S assists with the identification of H&S risks associated with projects. The Curtin Responsible Officer will provide this information to all affected stakeholders related to or affected by the project.

## RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[WorkSafe Guidance Note: Formal Consultative Processes in the Workplace](#)

[WorkSafe Health and Safety Representatives](#)

[WorkSafe Safety and Health Committees](#)

[Health and Safety Representatives Guidelines](#)

[Resolution of Health and Safety Issues](#)

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REVISION HISTORY		
Revision #	Date	Amendment Description
1	09/09/2016	New Guideline
1.1	08/02/2017	Addition of H&S Management Standards to Purpose and general update of various sections
2.0	23/05/2017	Review and Update of document
3.0	09/11/2021	Full Review
4.0	29/04/2022	Full review to include WHS Act 2020