

Consultation

Aim

This procedure outlines the process used by Allpro to communicate with employees and/or other interested parties with regard to Work Health & Safety matters. The aim of this procedure is to ensure that the consultation arrangements as required under Work Health & Safety Legislation are enacted.

Method

Consultation with workers and others who may be affected by any matter relating to work health and safety in the workplace is essential to promote the active participation of workers in WHS decisions, in accordance with the Work Health & Safety Act(s) 2011.

Allpro will consult regularly, developing partnerships between government, employers, workers and suppliers of plant and materials to ensure workplace health and safety.

Relevant information about activities will be shared with all involved and a reasonable opportunity will be given to express views and raise workplace health and safety issues. The most common method used for workplace consultation/communication is the Toolbox Meeting. Other methods that may be used include emails and notice boards.

If appointed the WHSR will be involved in the consultation process.

Allpro will ensure that the views shared will form part of the decision making process when deciding on work methods and controls of risks and hazards. The controls that are adopted and put in place will be notified to all relevant persons and they will be required to sign off on the controls before commencement of works.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- hazard identification and risk assessment processes
- control measures for the management of hazards and risks
- proposed changes that may affect the health and safety of workers
- changes to Allpro's policies and procedures or work routines which may affect WHSE
- when establishing or changing procedures for resolving workplace health and safety, monitoring the health of workers, monitoring the conditions that may affect workers
- feedback on the results of internal and external audits and inspections
- training and information being provided to workers
- make up of and representation on relevant committees
- election of HSR and employee representatives if requested
- other work related matters
- all workplace consultation is recorded and occurs minimum twice per year.