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Your Safety Matters

This information letter is distributed to those people who are ensuring that their workplace is safe and healthy. This includes members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is free information letter which has been distributed since 1996.

Workplace OH&S Consultation

Consultation is an essential part of risk management and well worth the time, efforts and good intentions that management, employees, OHS Committee members and OHS Reps put in to it.

Employers have a duty to consult*

Employers must consult with employees to enable them to contribute to making decisions that affect their health safety and welfare at work.

The nature of consultation

Employers must;

1. Share relevant information about occupational health and safety and welfare with employees.
2. Give employees time and opportunity to express their views and to value and take those views into account when making decisions.



When consultation must be done;

1. When risks to health and safety are assessed or reviewed and decisions made about how to eliminate or control those risks.
2. When introducing or altering procedures for monitoring those risks.
3. When making decisions about the adequacy of welfare facilities for employees.
4. When proposed changes to the premises, the systems or the methods of work, or the plant or substances used at work, may affect health, safety or welfare.
5. When making decisions about procedures for consultation.



Consultation arrangements

Consultation can be done;

1. In a manner agreed upon by the employer and the employees, or
2. Through the workplace OH&S Committee, or
3. Using an OH&S Representative elected by the employees.



* OHS Act 2000 section 13

This publication provides general information about ohs. It is not a legal opinion and does not represent a comprehensive statement of the law to be applied to a particular problem.

Brought to you by Courtenell Pty Ltd, RTO & Specialists in WorkCover Accredited Occupational Health & Safety Training.
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