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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 WHS Committees, WHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" (formerly "Committee Member") is a free information letter which has been distributed since 1996.*

## **Solving WHS problems through Consultation**

*You may find these steps useful in obtaining the agreement of all parties when you have a WHS problem.*

### **Step 1 - Identify the problem and why it is a problem**

Obviously you need to work out what the problem is before you can solve it. Consult with all affected parties. What are the issues? What and who is involved in the issue? What are the concerns and emotions involved?

### **Step 2 - Identify a practical solution to the problem**

Consult with the parties involved for their input of what they see as being the solution. Refer to relevant Codes of Practices, Australian Standards and Guides as necessary. Endeavour to find how others have successfully solved this problem.

### **Step 3 - Develop a Plan**

Work out a plan to implement that solution. Get agreement on it from all relevant parties—as it will be their opinions and feelings that will allow any agreed plan to work in the given situation.

### **Step 4 - Implement and complete the Plan**

Do the steps on the plan and ensure that the other relevant parties do their steps.

### **Step 5 - Monitor and Evaluate**

Test, conduct workplace inspections, consult relevant parties etc, do whatever is necessary to monitor and evaluate the results of your actions to see if you have achieved what is needed.

Go to [www.courtenell.com.au/WHS/solving-whs-problems.html](http://www.courtenell.com.au/WHS/solving-whs-problems.html)  
to download a PDF copy of this YSM.



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

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