

## Consultation

The main function of the consultation program is to ensure that all people who visit or work at the site have a clear understanding of their health and safety obligations. It is also essential that the lines of communication work both ways and workers are actively encouraged to participate in safety matters.

**The attached template is in Word format for you to customise for your site.**

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** There may be other types of consultation that have already been developed at your site. These could include start of monthly team meetings, community meetings or off-site gatherings. Record any other types of meetings that your site uses to consult and communicate.
3. **WHO:** Identify the people with responsibility for roles in the safety meetings including the meeting organiser, chairperson and minute taker.

**HINT:** It is ideal for a representative of the workforce to chair the meeting but a person from management can complete this task if this is not practical.

Use this section to also identify the person responsible for organising the daily toolbox meetings.

4. **HOW:** Use Form 4A to keep records of the site safety meetings. Use Form 4B to keep records of the staff toolbox meetings.
5. **WHEN:** You need to decide when you will hold the meeting. Remember the frequency needs to suit your site. Expectations are that a safety meeting on a small site would be held approximately once a month, (some may do it once a quarter). It is not unreasonable to discuss other matters at the meeting (production) as long as safety is the main function of the meeting. Decide on the frequency of your meetings and the location.

There may be other circumstances where you may want to hold a meeting (e.g. after an incident, or if there is a major change to a work practice at the site). Include other times for meetings, if any.

6. **ACTION:** Use an action plan or daily diary to record any issues raised in the meetings that require work to improve the level of safety.

7. **DOCUMENT CONTROL:** Decide on an appropriate time frame for the minutes to be posted and then nominate where the minutes will be filed.

## References:

Work Health and Safety Act 2011 Sections 46 to 49

Work Health and Safety (Mines and petroleum Sites) Regulation 2014 Clause 14(1)(e), 120

Code of practice - Work Health and Safety Consultation, Co-operation and Co-ordination Safe Work Australia

Health & Safety in Quarries