

# PROCEDURE

## Health & Safety Consultation

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### 1 PURPOSE

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The purpose of this procedure is to provide information on;

- The company's consultation process with workers
- Health and Safety reps and Safety Committees.

### 2 SCOPE

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The scope of this procedure explains the company's consultation process with workers and the election process of health and safety reps and safety committees.

The scope of this procedure also contains legislative information about harmonisation, consultation, and what role a health and safety rep and safety committee undertake once elected.

### 3 KEY REFERENCE PROCEDURES

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WHS-MAN-001 Health & Safety Manual  
Work Health and Safety Act QLD 2011.

### 4 RESPONSIBILITIES

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The Operations Manager is responsible for ensuring the company's appropriate consultation with workers on health and safety matters, and that health and safety reps and safety committees are elected for projects.

The Operations Manager and HSEQ Team are responsible for ensuring consultation with workers, and that a health and safety rep(s) and safety committee is elected and operating effectively on the projects.

### 5 HARMONISED LEGISLATION

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The company's obligations and duties for consultation, health and safety reps and safety committees contained in this procedure are written in accordance with 2011 Harmonised State and Federal Work Health and Safety legislation.

### 6 CONSULTATION

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The company shall consult with workers about matters concerning health and safety in the workplace.

The company shall;

"So far as is reasonably practicable, consult, as required under in this division and any regulation, with workers who carry out work for The Company who are, or are likely to be, directly affected by a matter relating to work health or safety."

The company is required to consult with workers about the following matters;

- When identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the company
- When making decisions about ways to eliminate or minimise those risks
- When making decisions about the adequacy of facilities for the welfare of workers
- When proposing changes that may affect the health or safety of workers
- When making decisions about the procedures for;
  - consulting with workers
  - resolving work health or safety issues at the workplace
  - monitoring the health of workers
  - monitoring the conditions at any workplace under the management or control of the company
  - providing information and training for workers

## 7 HEALTH & SAFETY REPS

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A health and safety rep must be a worker elected by the workers. The company or its management is not allowed to elect a worker as a health and safety rep.

The workers in a work group may determine how an election of a health and safety representative for the work group is to be conducted.

However, an election must comply with the procedures (if any) prescribed under a regulation.

If a majority of the workers in a work group so determine, the election may be conducted with the assistance of a union or other person or organisation.

The company to which the work group relates must provide any resources, facilities and assistance that are reasonably necessary or are prescribed under a regulation to enable elections to be conducted.

If required, the company shall provide training to the health and safety rep to undertake the role.

Once elected, the health and safety rep holds office for 3 years unless they;

- Resign as a health and safety rep
- Cease to be a worker for the company
- Are disqualified from the role
- Are removed by a majority of the work group members

The powers and functions of health and safety rep is as follows;

- To represent the workers in the work group in matters relating to work health and safety
- To monitor the measures taken by the company are in compliance with legislation
- To investigate complaints from members of the work group relating to work health and safety
- To inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of the company

In exercising a power or performing a function, the health and safety rep may;

- Inspect the workplace or any part of the workplace at which a worker in the work group works

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- at any time after giving reasonable notice to the company
- at any time, without notice, in the event of an incident, or any situation involving a serious risk to the health or safety of a person emanating from an immediate or imminent exposure to a hazard
- Accompany an inspector during an inspection of the workplace or part of the workplace at which a worker in the work group works
- With the consent of a worker that the health and safety rep represents, be present at an interview concerning work health and safety between the worker, and
  - an inspector; or
  - the company
- With the consent of 1 or more workers that the health and safety representative represents, be present at an interview concerning work health and safety between a group of workers, which includes the workers who gave the consent, and
  - an inspector; or
  - the company
- Request the establishment of a health and safety committee
- Receive information concerning the work health and safety of workers in the work group
- Whenever necessary, request the assistance of any person

A health and safety representative is not entitled to have access to any personal or medical information concerning a worker without the worker's consent unless the information is in a form that;

- Does not identify the worker
- Could not reasonably be expected to lead to the identification of the worker

## 8 HEALTH & SAFETY COMMITTEE

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A health and safety committee shall contain an equal number of members from the company's management reps and workers. The workers are elected to the committee by an election process undertaken by the workers.

The company or its management are not allowed to elect workers to the safety committee.

The functions of a health and safety committee are;

- To facilitate cooperation the company and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work
- To assist in developing standards, rules and procedures relating to health and safety that are to be followed or complied with at the workplace
- Any other functions prescribed under a regulation or agreed between the company and the committee

A health and safety committee must meet;

- At least once every 3 months; and
- At any reasonable time at the request of at least half of the members of the committee

Minutes of health and safety committee meetings shall be kept in project records with action items closed out and the status reported

### 9 NOTIFICATIONS TO WORKERS

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Once the health and safety reps and committees have been elected and established, the company has an obligation to notify workers of who their representatives are.

The company shall ensure the names of the health and safety reps and committee members are posted on the site notice boards, in lunch rooms and via other forms of selected communication to the workers (i.e. – memos, letters etc.).