


PROCEDURE

WHS Consultation and Communication



Issued with the authority of the
Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
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1 Purpose

This procedure describes the health & safety consultative processes at Scouts NSW. It applies to employed Staff, other position holders. Collectively these individuals are called “workers”.

Effective consultation will engage all persons in the workplace and will be utilised to increase understanding, awareness and commitment to health and safety in the workplace.

The aim is to ensure that relevant parties contribute to developing measures to improve the health, safety and wellbeing of all workers and others in the workplace.

2 The nature of consultation

The WHS legislation requires consultation, as far as reasonably practicable, with workers and other duty holders. Effective consultation allows for better engagement, decision-making and ultimately, a more productive outcome.

Consultation requires sharing of health and safety information providing workers with a reasonable opportunity to:

- express their views
- Raise work health and safety issues
- Contribute to the decision making process taking the views of workers into account and advising workers on the outcome in a timely manner.

The particular method used for consultation will vary in different situations and will depend on factors such as the topic, the urgency, level of interest and the intended audience.

3 When to consult

Consultation is required when:

- identifying and assessing risks to health and safety;
- deciding ways to eliminate or minimise those risks;
- deciding on the adequacy of facilities for worker welfare;
- proposing changes that may affect the health and safety of workers;
- when an agreement on the Consultation process has been reached as to the procedure of consultation to be adopted, consultation must be carried out in accordance with the agreed process.
- when deciding on procedures for:
 - consulting with workers
 - resolving work health and safety issues
 - monitoring workers’ health

- monitoring conditions at any workplace
- providing information or training for workers; and
- other activities as described under the regulations

4 Mechanisms for communication and consultation

Team Meetings

Leader & managers will conduct meetings on a regular basis with workers (monthly or more frequently as required) to ensure that safety is included in the agenda and discussed with all workers. Minutes shall be recorded and/or displayed on safety notice boards.

WHS should included as a standing agenda item for every team meeting.

WHS Proposed Revisions Register

The Head of Risk shall maintain a register of suggested and planned future revision to WHS procedures and any comments received regarding the planned revision. Not all revisions require immediate action however the revisions shall be completed with the appropriate level of priority. When a document is revised, opportunity is taken to include all proposed changes at the same time.

The Head of Risk should circulate draft procedures and/or proposed changes to an appropriate audience prior to finalisation. Feedback received shall be compiled on to the Consultation register for future revisions. A response should be given to the provider of the feedback in regard to the action being taken, based on whether the feedback is valid and can be or cannot be implemented in the current revision cycle ie.

- **Valid feedback** – will be included in the procedure or form
- **Valid feedback** – will be included in the procedure or form
- **Valid feedback but for further development** - record on the [Appendix 1- Register of future revisions for WHS documents](#) for consideration in future revisions
- **Invalid feedback** - Feedback appears invalid due to reasons such as potential misalignment with compliance or resource objectives. Provider of the feedback should be encouraged to reconsider and resubmit feedback, or alternative, face to face consultation to resolve.

Scouts NSW Website

The Head of Risk and Head of Marketing & Communications shall maintain the WHS information for members on the website, and through additional leadership bulletins and special communications, where there is a change to the procedure (other than administrative edits).

Distribution of safety information

Scouts Australia NSW will distribute information across the business on a regular basis via the intranet, e-mail, news magazines, memos and meetings regarding safety policies, procedures, legislation and other safety related topics to all workers and applicable contractors.

Resolving WHS issues

Scouts Australia NSW has a range of policies, procedures and guidance material available to support good practice in managing health and safety issues around the workplace. WHS concerns may be highlighted by:

- Hazard reporting. See [PRO27 Hazards and issue resolution](#).
- Incident Reports. See [PRO15 Incident Reporting and analysis](#)
- Discussions with supervisors, managers, team meetings, Health and Safety Committee meetings and Tool Box meeting.

WHS Implementation Register

The Head of Risk may elect to maintain a register of consultation and communication aimed to support the implementation of WHS procedures. For example, a log of briefings provided to members or teams in relation to WHS responsibilities and other aspects of health and safety. This register aims to provide an indication of the level of 'reach' of WHS communications.

5 Records & references

- WHS Volunteers Guide (Safe Work Australia)
- Meeting minutes
- Consultation register of future revisions
- Code of Practice Work health and safety consultation, co-operation and co-ordination
- WHS Act Section 47-79
- WHS Regulation 16-21

6 Associated forms

- Nil

7 Appendices

- Nil