


PROCEDURE

WHS Consultation and Communication



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

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Head of Risk		
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WHS Consultation and Communication

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1 Purpose and scope

Scouts Australia NSW is a volunteer organisation that has paid workers and subsequently, has responsibilities under WHS laws. Our volunteers are called workers under WHS laws and they have the same WHS obligations as a paid worker. Therefore, Scouts Australia NSW WHS Procedures apply to workers, members and volunteer supporters (which are all described collectively in the WHS Procedures as *workers*).

Scouts Australia NSW will engage with all people that may have an impact on the health and safety of people associated with or affected by Scouts Australia NSW WHSMS. 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 methods of consultation are described in the current Scouts Australia NSW WHSMS and in accordance with the WHS legislation, Regulation and Codes of Practice. The consultation 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 consultation is required

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 deciding on procedures for:
 - consulting with workers



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- 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
- 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.

4 Mechanisms for communication and consultation

Health and Safety Committee (HSC)

Where requested by workers, or initiated by management, management will arrange for workers to form a Safety Committee to facilitate communications between workers and management.

Scoutsafe team

Management may arrange for workers to form a Scoutsafe team whose members will receive risk management training skills in order to offer advice around specific health and safety matters.

Tool Box Talks and other Meetings

Managers will conduct meetings on a regular basis with workers (monthly or more frequently as required) to ensure that safety information is provided and discussed with all workers. Minutes shall be recorded and displayed on safety notice boards.

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

WHS Management System / Register of future revisions

The WHSMS shall be made available to all workers electronically. Important changes will be communicated via appropriate means, with assistance from the Communications and Marketing Manager. When changes are being considered to the WHSMS, workers should consulted.

The Sponsor for WHS Procedures and associated forms, normally the Head of Risk, should circulate draft procedures to an appropriate audience prior to finalisation. Feedback received shall be considered and a response provided to the provider of the feedback in regard to the action being taken. Suggested responses to feedback are:

- **Valid feedback** – will be included in the procedure or form



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- **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.

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.
- Notifying Management, the Health and Safety Representative or Safety Committee member or the Scoutsafe Committee. See [PRO27 Hazards and issue resolution](#).
- Audits and inspections conducted by the safety team.

5 Records & references

- WHS Volunteers Guide (Safe Work Australia)
- Meeting minutes
- Records of worker communications
- Code of Practice Work health and safety consultation, co-operation and co-ordination
- WHS Act Section 47-79
- WHS Regulation 16-21
- HSC Charter

6 Associated forms

- Nil

7 Appendices

- Appendix 1 - Register of suggestions for WHS procedures and forms



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Appendix 1- Register of suggestions for WHS procedures and forms

This template (or similar) will be used to record feedback received about WHS documentation, for future consideration. The register shall be maintained by the Head of Risk and made accessible to workers.

Document Title	Suggested future improvements (with name of person who submitted the feedback and the date submitted)	Planned document revision date	Date this row was updated



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