

## Consultation and Communication PROCEDURE

---

### Aim of this Procedure

To outline the consultation and communication arrangements in place at Resurrection Catholic Primary School, as well as the process to follow for the resolution of OHS issues / concerns.

Resurrection Catholic Primary School is committed to consulting with employees on OHS issues / concerns and changes that affect their workplace including:

- Risk Assessments for new and existing tasks and activities;
- OHS Policies and Procedures (development and review of existing);
- Proposed changes to the work premises, systems of work, plant or substances used.

### Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- Implementing a system which enables consultation with all staff.
- Ensuring all health and safety information is suitably communicated to all staff.
- Reviewing this procedure every 3 years to ensure it remains current and up-to-date.

Health and Safety Representatives (HSR) are responsible for:

- Bringing health and safety issues raised by staff to the school leadership team.
- Following the [OHS Issue Resolution process](#) when a health and safety issue / concern is raised or identified.
- Attending OHS Committee meetings, where established.

Employees are responsible for:

- Bringing health and safety issues / concerns to their Health and Safety Representative (HSR), or in absence of a HSR to the school leadership team.
- Following the [OHS Issue Resolution process](#) when a health and safety issue / concern is raised or identified.
- Complying with this procedure.

## **Procedure**

### ***Consultation***

All employers have a duty under the OHS Act to consult with employees on health and safety matters. This could be when a change is made in the workplace that will have an effect on the health and safety of employees, or when new hazards or risks are identified for an existing or proposed task or activity.

While employers, Health and Safety Representatives and employees should aim to reach agreement through the process of consultation, agreement is not a required outcome of the OHS Act. There are various avenues for achieving consultation, Resurrection Catholic Primary School will achieve this via:

- Discussions with an elected Health and Safety Representative;
- Discussions at an OHS Committee, held once every 3 months;
- OHS as a standing agenda item at staff and / or faculty meetings;
- Involving employees in the risk assessment process;
- Face-to-face conversations with employees.

### ***Communication***

It is important to ensure that all OHS information is communicated to employees, and that this is carried out in a timely fashion. Resurrection Catholic Primary School will communicate information to staff via:

- Staff [noticeboard](#);
- Direct emails;
- Newsletters;
- Staff bulletins;
- School intranet / website.

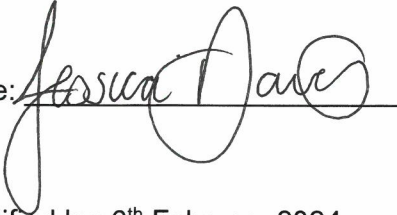
The type of information that will be communicated to employees is:

- Existing OHS practices and systems;
- Changes to current OHS practices and systems;
- Outcomes of workplace inspections;
- Various elements of the OHS Management System such as policies, procedures, completed risk assessments, safe work procedures, safety data sheets for chemicals, emergency processes etc.

## ***Issue Resolution***

It is important for schools to have an OHS Issue Resolution process in place for dealing with occupational health and safety (OHS) issues that arise in the workplace. The [OHS Issue Resolution Flowchart](#) is in place to assist Resurrection Catholic Primary School staff to reach a timely resolution on issues that arise.

Authorised by: Mrs Jessica Davis – Acting Principal

Signature: 

Policy ratified by: 6<sup>th</sup> February 2024

Next review date: 6<sup>th</sup> February 2025

### **Relevant Legislation and Guidance**

*Occupational Health and Safety Act 2004*

[Consultation – CECV](#)

[A Guide for Victorian Workplaces – Consultation](#)

[The most important piece of Workplace Safety Equipment: A User's Guide](#)

[Guide for HSR's: Consultation, Representation and Resolving health and safety issues](#)

[OHS in Schools – A practical guide for school leaders](#)