



This Safety Sheet, *Consultation* describes requirement for internal consultation, dissemination of information, and decision making, and induction and training.

Consultation

Under health and safety legislation the Principal Contractor is required to “consult, cooperate and coordinate” with workers on matters related to workplace health and safety, which directly or indirectly affects the health and safety of the workers (and others).

In the *Consultation induction and training* section of the WHS Management Plan, processes should be detailed for:

- Internal consultation;
- Dissemination of information; and
- Decision making.

The *WHS Management Plan* needs to describe how consultation will be carried out, organised and recorded with clients, contractors, subcontractors and others who may be affected by the project. The process should be used by all workers, and implemented across all activities, and include notifying neighbours of the health and safety changes due to the project.

Also, in this section the Principal Contractor should describe the system to be in place to communicate with workers working at remote or isolated workplaces.

Internal consultation

Arrangements for consultation can include:

- pre-start meetings;
- toolbox talks; and
- health and safety meetings.

Records should be kept showing date of meeting, names of workers who attended, and topics discussed.

The *WHS Management Plan* should also define how consultation and communication requirements are met; for example, by setting up a health and safety committee, or Health and Safety Representatives (HSRs), or other arrangements agreed to.

Where committees and HSRs are in place for consultation – it must be done by following the official process.

Dissemination of information

This section of the WHS Management Plan should describe a process for communicating site-specific health and safety rules to all workers, as well as arrangements for spreading health and safety information to all workers, including subcontractors and other persons who may be affected. Health and safety rules should be concise, simple, short, and enforceable, and stated in a positive manner.

Decision making

Consultation is required before taking any decision that may affect the health and safety of workers while on site. When health and safety hazards and their related risks are identified, control measures should be put in place and communicated to all relevant workers. Any changes to the controls should also be consulted before they are started.

Further information:

WorkSafe ACT's publication WSACT HB 0067 - WHS Management Plans available at: <http://www.worksafe.act.gov.au/publication/view/2121>

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