

WHS004 Consultation and Safety Meetings

Legal Application: WHS Act 2011 s.47 to 49 outlines specific obligations of PCBU in relation to consultation, and 'officers' need to ensure the PCBU complies with these.

WHS Act 2011 pt.5 addresses consultation, representation and participation and includes specific information on the role of Health and Safety Representatives and 'work groups'.

WHS Act 2011 s.78 stipulates the frequency for the WHS committee meetings.

Reference Documents:

- WHS Consultation, Cooperation and Coordination Code of Practice.

Purpose

To facilitate WHS consultation between the Goulburn Club Board and the clubs casual workers and volunteers.

Scope

This procedure relates to the consultation and representation procedures with all workers and highlights the process for consultation.

Responsibilities

Management have the responsibility to:

- agree and implement the process for consultation
- be responsible for communicating issues regarding WHS throughout the workplace
- discuss all safety issues within the workplace with workers
- ensure regular contractors are included in the consultation process
- ensure a Health and Safety Representative is elected if requested
- ensure a WHS Committee is formed, if relevant or requested.

Workers have the responsibility to:

- actively take part in the agreed consultation process
- feed back to Management any issues or hazards identified in the workplace.

Procedure

- The WHS Committee can be contacted by all workers directly by email to: whs@goulburnclub.com.au to request a meeting about any WHS concerns
- These details are to be included in induction procedures, and in WHS refresher training.
- Induction/refresher training can be through one-off meetings /briefing sessions and face to face discussions, since not all volunteers will be in a position to attend meetings in addition to their volunteering.
- All records of consultation will be maintained on maintained on HII Safe.

Health and Safety Representatives (HSR) and Health and Safety Committees (HSC)

A HSR or committee are not required in the venue however one may be elected and established if it is directly requested by workers or is of benefit to the consultation engagement between the workers and PCBU. Should a HSR be elected, or committee is established the following will apply.

Health and Safety Representative and /or Health and Safety Committee functions:

- Review the safety performance of each workplace.
- Monitor the effectiveness of the work health and safety policy and programs.
- Assist with identifying hazards and managing risks.
- Carry out workplace inspections.
- Monitor the effectiveness of safety training.
- Other site specific functions as determined.



Committee Attendance:

- The committee consists of a minimum of three and maximum of five members.
- Nominations/elections for the WHS Committee are to be made at the club's AGM. In the event that no nominations are received, the Board may invite a Goulburn Club member to be on the committee and appoint an additional Board member Board members to be on the committee..
- Nominations/elections for the WHS Committee can be made to the to the Goulburn Club Board. In the event that no nominations are received, three Board members are elected by the Board to comprise the committee.
- Attendance at meetings will be limited to members of the Committee, the Club President, invited guests, deputies and special speakers

The Chairperson:

- The Chairperson (if appointed) will be elected by and from the elected members of the Committee.

Election of Members:

- Elected members shall hold office until the next AGM, or until they are no longer volunteering or working for the Club. If the committee membership falls below three a call in the Club newsletter shall be made for the nomination of an additional committee member. If no one volunteers, the Board shall appoint an additional member.
- All workers shall be eligible for re-election to the Committee.