1. Purpose and Scope

The purpose of the Health and Safety (HS) Consultation Procedure is to outline agreed HS consultation arrangements for the University of New South Wales.

This procedure applies to all UNSW Faculties and Divisions in NSW and ACT.

2. Definitions

Worker: a worker is the person who carries out work in any capacity for a person conducting a business or undertaking (PCBU), including work as: an employee, contractor or subcontractor, an employee of a contractor or subcontractor, or an employee of a labour hire company assigned to work for a PCBU, an outworker, an apprentice or trainee, a student gaining work experience, volunteer.

Workplace: is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Workgroup: means a group of workers formed by negotiation and agreement that meets certain diversity of representation criteria outlined in the Work Health and Safety Regulation 2011.

Furthermore the workgroup:

(a) most effectively and conveniently enables the interests of the workers, in relation to work health and safety, to be represented, and
(b) has regard to the need for a health and safety representative for the work group to be readily accessible to each worker in the work group.

Person Conducting a Business or Undertaking (PCBU): is an individual or organization that conducts a business or undertaking including body corporate, unincorporated bodies or
associations, partnerships and business franchises. The PCBU arranges, directs or influences work to be done or contributes something towards the work being down. There may be multiple businesses or undertakings and therefore multiple PCBUs involved in the work at the same location.

**Consultation:** HS consultation involves the sharing of relevant HS information between the UNSW (as a PCBU) and workers, and UNSW and other PCBUs. Consultation includes giving workers the opportunity to express their views, valuing these views and allowing them to contribute to the resolution of HS issues.

**Health & Safety Committee (HSC):** is a group which includes workers elected by a workgroup, Health and Safety Representatives (if they agree) and representatives of the PCBUs within the workgroup that is a forum for consultation on work, health and safety issues and assists in the development and review of health and safety policies and procedures for the workplace.

**Health & Safety Representative (HSR):** an HSR is a worker who has been elected by a work group (of which they are a member) to represent them on health and safety issues.

### 3. Procedure

Any HS matters for consultation shall be initiated informally to begin with and then carried through formal mechanisms if the informal process is unsuccessful.

#### 3.1 Informal consultation

UNSW encourages all workers to communicate directly with their supervisor to raise any health and safety issues or express their views on a health and safety matter. The worker’s supervisor should be the first contact person for reporting any HS incidents, hazards or issues, and these should also be reported on UNSW’s online reporting system, as soon as possible.

Supervisors should also include opportunities for HS issues to be raised in their regular operational meetings with workers. This ensures issues can be raised and resolved within the work group without having to wait for HSC meetings or other formal opportunities. Discussions with your HSR are another method for informal consultation.

#### 3.2 Formal consultation

Formal consultation arrangements are available, once informal consultation has been exhausted.

There are three levels of health and safety committees, Level 3 is a consultation HSC (as outlined in the WHS Act 2011), Level 2 is a Faculty-level Executive management committee and Level 1 is a HS Strategic Planning Committee, Chaired by the Vice Chancellor and attended by all the Faculty/Divisional Deans.

#### 3.2.1 Health and Safety Committees / Health and Safety Representatives

UNSW has well established consultation mechanisms through HSCs and/or HSRs.

- **Level 3 HSC:** Local school or unit consultation committees made up of HSR’s, management representatives or other representatives of workgroups in the area.

- Where there is no level 3 HSC’s the areas may be represented by a HSR.
3.2.2 Other Agreed Arrangements

Where there are no established HSRs, HSCs or where it is not practicable to have these committees, the area may choose to have other agreed arrangements for formal consultation.

These arrangements may be suitable for workers such as contractors, volunteers or small or low risk work groups. Refer to the HS339 Consultation Guide for further information.

3.3 Issue resolution

If any matter for HS consultation cannot be resolved using the above mechanisms refer to the UNSW HS338 Issue Resolution Procedure.

3.4 Consultation with other PCBUs

UNSW will ensure that other PCBUs affected by the work of UNSW shall be included in the consultation mechanisms listed above.

4. Review & History

This procedure will be reviewed in accordance with the HSMS Review Procedure. The History can be found in appendix A.

5. Acknowledgements

- Safe Work Australia: Worker Representation and Participation Guide
- Safe Work Australia, Code of Practice: Work Health and Safety Consultation, Co-operation and Co-ordination: Code of Practice

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about Version Control on the Policy website.
| 4.0 | Director, UNSW Safety and Sustainability | 29 February 2016 | 29 February 2016 | Administrative updates, modification of definitions and removal of hyperlinks. |