





Consultation

Checklist or Form	 Go to 
	Form K – Staff Meeting Minutes
Effective date	17 June 2011
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors Code of Practice – WHS Consultation, Coordination & Cooperation,
Legislative requirements	WHS Act 2011 & WHS Regulation 2011
Pages	2

Parish Commitment

The Parish and its Officers are committed to protecting the health, safety and welfare of workers. We will consult with staff and other workers when identifying hazards and assessing risks, when making decisions about ways to eliminate or minimise risks, when making decisions about the adequacy of facilities for the welfare of workers and when proposing changes that may affect the health and safety of workers. Effective consultation is a key component of issue resolution.

Consultation will occur when making decisions about the consultation process itself, when resolving health and safety issues, when monitoring the health and safety of workers and conditions of the workplace and when providing information and training.

Consultation may be via election of Health and Safety Representative/s (if one person requests a HS Representative), establishment of a Health and Safety Committee (if 5 or more workers so request) or other appropriate methods of consultation, such as staff meetings.

The Parish will strive to ensure that the consultation mechanism used in our workplace is effective and meaningful.

Our preferred method for consultation is via staff meetings

Staff meetings will be conducted at least monthly with all staff required to attend. Our consultation is a two way process where:

- Management and staff talk with each other about health and safety;
- Staff, the Manager and Supervisors listen to, and raise concerns;
- Information and views are sought and shared;



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- All parties have an opportunity to contribute to decision making processes relating to health and safety.

Our staff meetings will include information on any recent accidents or incidents and the results of subsequent accident, incident and hazard investigations.

Staff are encouraged to actively participate in this risk management and consultation process, and to evaluate the effectiveness of the staff meetings in allowing them to have input into improving workplace safety.

Open Door Communication

In addition to the formal consultation process, the parish encourages an open door communication arrangement. Staff are encouraged to discuss concerns and WHS issues and to offer suggestions on work health and safety and injury management with their Supervisor, or Manager.

Recording the employees meetings

Minutes of staff meetings will be recorded and retained as evidence of effective and meaningful consultation. Minutes will be filed in the relevant month of the WHS Manual Folder.

Parish Finance Council

Work Health & Safety is a standard agenda item on all finance council meetings.

Review of Consultation Arrangements

Formal review of the consultation arrangements will be conducted every second year in consultation with staff. The communication process will be monitored and reviewed on an ongoing basis to ensure that consultation with staff is effective and meaningful, and that practical risk management processes are implemented.

Signed:

Parish Priest

Date