

# 4. 3 Consultative Framework

### **Background**

The OHS Act imposes a duty on employers to consult with their employees on matters likely to affect health, safety and welfare. Section 14 of the Act describes effective consultation as the sharing of relevant information about OHS with employees, providing employees with an opportunity to participate in decisions affecting OHS, and taking the views of employees into account when making those decisions (noting that the General Manager retains ultimate responsibility). In consulting with employees, senior managers will follow the principles set out in the table below.

Information	OHS information is shared with employees		
Participation	Employees are given an opportunity to express their views and		
	to contribute to the resolution of OHS issues.		
Recognition	The views of employees are valued and taken into account		

## Planning consultation arrangements

The OHS Regulation also requires employers to take the various workgroups of the organisation into account in planning consultative arrangements.

The OHS Regulation defines workgroups in relation to such criteria as:

- hours of work including shift work arrangements
- pattern of work casual, part-time, full-time
- number and grouping of employees
- geographical location of workplace
- types of work performed
- attributes of employees including gender, ethnicity and age
- nature of OHS hazards at the workplace

#### Consultation arrangements and how they work

The OHS Act outlines some means of consulting with employees including:

- OHS committees
- OHS representatives
- other agreed arrangements

Section 15 of the OHS Act and the WorkCover NSW Code of Practice on OHS Consultation provide further information on the kinds of issues that will require consultation.

# Australian Technology Park has chosen to utilize the other agreed arrangement model.

### **Agreed Arrangements**

Agreed arrangement are described in Section 16 of the OHS Act and Clause 26 of the OHS Regulation.

The ATP agreed arrangements include consulting with key (or affected employees) employees to:

- contribute to the OHS strategic planning process and the development of policies and risk management strategies.
- regularly review OHS data, monitor progress on the plan

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Consultative Framework. (OHS 03)			
Version.01	1st Issued: Janua	ry 2009	Review Due: 2011.



- participate in the investigation process whenever a workplace incident occurs.
- participate in workplace inspections on a periodic basis, to identify any hazards.
- Review planning of new facilities or refurbishing existing facilities
- review risk assessments or developing OHS risk controls
- to assist in the determining of training needs
- to assist with planning changes to work practices, or introducing new ones
- to assist with planning to purchase new or different plant or substances
- to assist in resolving other OHS issues

# **Consultation Meetings**

All consultation processes are recorded.

In addition to the above:

- OHS is a standing agenda item for all staff meetings
- OHS consultation is included as part of assessing any workplace environment or process changes
- OHS meetings with ATP management and key staff will be conducted on a monthly basis

## Training

ATP will ensure that training will be provided to provide participants with the necessary skills and knowledge for effective participation in the consultation process.