

Procedure Title

Wellbeing, Health and Safety Consultation Procedure

Preamble

This procedure is pursuant to the Wellbeing, Health and Safety Policy.

Purpose

To outline a structured approach for consulting with employees, Health and Safety Representatives (HSRs), and the WHS Committee regarding health and safety matters across Deakin College campuses. This procedure aligns with the Navitas Wellness, Health and Safety Policy (2020) and the Occupational Health and Safety Act 2004 (Vic).

Scope

This procedure applies to all staff, contractors, and designated workgroups (DWGs) across Deakin College campuses, including Burwood, Waurin Ponds, and Waterfront.

Policy

Wellbeing, Health and Safety Policy.

Related Documentation

Wellbeing, Health and Safety Issue Resolution Procedure

Procedure

The following section outlines the process for conducting Work Health and Safety (WHS) consultations to ensure compliance with legislative requirements and the effective participation of staff in health and safety matters.

1. Definitions

- **HSR:** Health and Safety Representative elected for each DWG.
- **WHS Committee:** Comprised of three management and three employee representatives.
- **Director of Quality and Student Services:** Responsible for overseeing the consultation process.

2. Responsibilities

- **HSRs:** Engage in consultations and provide feedback on health and safety matters affecting DWGs.
- **Director of Quality and Student Services:** Facilitate consultations, document outcomes, and coordinate with WHS Committee.
- **WHS Committee:** Review and discuss health and safety matters bi-monthly and communicate outcomes to staff.

3. Consultation Triggers:

Consultation is required when:

- Identifying new or existing hazards.
- Developing new safety policies or procedures.
- Implementing new equipment, work practices, or processes.
- Planning significant changes to the workplace.

4. Consultation Methods

- **WHS Committee Meetings:** Held bi-monthly to discuss health and safety matters, chaired by the Director of Quality and Student Services.
- **HSR Meetings:** Convened as needed to address specific DWG concerns.
- **Email and Electronic Communication:** Updates are communicated via Navitas' DoneSafe system and through email notifications.
- **Toolbox Talks:** Conducted by line managers to address specific safety concerns or changes.

5. Documentation and Record Keeping

- Meeting minutes will be documented and distributed to all staff within 5 business days.
- Consultation records will be maintained in DoneSafe and the Deakin College document repository, with access provided to Health and Safety Representatives (HSRs) and WHS Committee members.

6. Review and Monitoring

- This procedure will be reviewed in accordance with Deakin College's document review process, either biannually or following significant changes to work practices, legislation, or incident reports.

Status and Details

Identification	Wellbeing, Health and Safety Consultation Procedure
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Approval Authority	Senior Management Group

Implementation Officer	Director Quality & Student Services
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