

OHS CONSULTATION PROCEDURE

SCOPE

This Procedure relates to all activities under the management and control of Monash University and applies to affected workers; including staff, students, contractors and visitors.

For the purpose of this procedure, references to 'the University' includes activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

PROCEDURE STATEMENT

The purpose of this Procedure is to define the Monash University process for Occupational Health and Safety (OHS)-related consultation, which includes:

- Implementation of consultation mechanisms which enable communication flow across the University to consult with workers, so far as reasonably practicable, and Health and Safety Representatives (HSRs/Deputy HSRs) on OHS issues and changes in the workplace that may affect their health and safety; and
- Consultation with other individuals that may conduct businesses or undertakings that may be affected by Monash University activities.
- Meeting the legal requirement to consult within the OHS Act.

Effective consultation will lead to:

- Decisions that take into account a wider range of ideas about OHS issues in the workplace and how to address these issues; and
- stronger commitment to decisions because there is a better understanding of the OHS issues and of each other's points of view.

1. Abbreviations

DWG	Designated Work Group
HSR	Health and Safety Representative
OHS	Occupational Health and Safety
OHSMS	Occupational Health and Safety Management System

2. OHS Consultation Procedure

What is Consultation?

- a) Sharing information about health and safety;
- b) Giving workers a reasonable opportunity to express their views;
- c) Taking those views into account

3. How to Consult

3.1 Consultation with Workers including Health and Safety Representatives (HSRs)/Deputy HSRs

All leaders are required to consult with workers who do, or are likely to, conduct work under their supervision and guidance in relation to matters that affect, or are likely to affect, their health and safety including:

- 3.1.1 The introduction of new products, services and processes, or implement changes to existing products, services and processes associated with:
 - a) Physical workplaces and surroundings;
 - b) Work organisation;
 - c) Working conditions;
 - d) Equipment;
 - e) Work force.
- 3.1.2 Changes to the OHSMS; including:
 - a) Changes to legal requirements and other internal or external influences;
 - b) Changes in knowledge or information about OHS hazards and OHS risks;
 - c) Development of OHS documentation and systems.

Leaders must determine the manner and extent to which consultation will occur based upon:

- The level of risk to the health and safety of any workers;
- The number of workers a change might impact; and
- The degree to which workers might be expected to change the way they perform work.

Leaders must ensure that workers and HSRs/Deputy HSRs, where elected, are provided with:

- Timely information, in a form that they can understand, in accordance with the [OHS Communications Procedure](#);
- A reasonable opportunity to express their views about the matter via a suitable forum (i.e. meetings or digital communication platforms); and
- That their views are taken into account when decisions are made.

Leaders must ensure that:

- Records of consultation are created and retained and must include:
 - The date of consultation and the workers in attendance;
 - What feedback was received; and
 - The outcome of this consultation.

3.2 OHS Committees

OHS Committees are established for HSRs/Deputy HSRs, workers and management to work together cooperatively on OHS issues. They provide a structured mechanism and consultative forum for the discussion of OHS matters on a regular basis.

3.3 Consultation on Changes to the OHSMS

Occupational Health, Safety and Wellbeing leaders must consult on any proposed major changes to the OHSMS by:

- Communicating proposed changes in accordance with the [OHS Communications Procedure](#); and then;
- Allowing at least two (2) weeks of formal consultation with stakeholders and then incorporating relevant stakeholder feedback;

- Receiving endorsement from the top-level Occupational Health, Safety and Wellbeing Committee; and
- Occupational Health, Safety and Wellbeing leaders may consult on any minor and moderate proposed changes to the OHSMS.

3.4 Issues arising as a result of consultation

The [Health and Safety Issue Resolution Procedure](#) must be followed where there is disagreement on the manner and extent to which consultation has been, or is planned to be, conducted.

4. Responsibility for Implementation

Occupational Health, Safety and Wellbeing Leaders

It is the responsibility of Occupational Health, Safety and Wellbeing Leaders to:

- Consult on any proposed major changes to the OHSMS; and
- Implement consultation mechanisms to consult with workers and other individuals that may be affected by Monash University activities.

Leaders

It is the responsibility of Leaders to:

- Ensure the requirements of this procedure are implemented within their area of control.
- Consult with workers and HSRs/Deputy HSRs on all changes outlined in section 3.1

Workers

It is the responsibility of Workers to:

- Be proactive and suggest ideas when advised of decisions being made that may affect their health and safety;
- Provide feedback on any proposed changes to the OHSMS as part of the formal consultation process; and
- Provide feedback to their supervisor or HSR/Deputy HSR, where elected, on the effectiveness of consultation and communication arrangements, including instances where they or other persons, e.g. visitors have difficulty understanding health and safety information.

HSRs/Deputy HSRs

It is the responsibility of HSRs/Deputy HSRs to:

- Communicate information about relevant OHS matters to workers within their DWG and seek their input;
- Discuss the collective feedback of their DWG with management to ensure this is considered when decisions about OHS matters are made.

5. Records

For OHS Records document retention please refer to: [OHS Records Management Procedure](#)

Records of consultation must be retained for the specified timeframe.

DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions Tool](#). Definitions specific to this procedure are as follows.

Key word	Definition
Leaders	Workers who have a managerial/supervisory role, e.g. Operational Managers, Performance Managers, Heads of Unit, Deans, Divisional Directors.
Occupational Health, Safety and Wellbeing leaders	Person or group of people who direct and are responsible and accountable for OHS at the highest level within each area of the Monash Group e.g. Group Manager, Health Safety & Wellbeing, Occupational Health, Safety & Environment Manager (MUM), etc.
OHSMS Change Impact Level	<p>The impact a change to the OHSMS can have on stakeholders as either:</p> <p>Minor change - Changes to guidance materials and/or changes to improve upon the look at feel of the OHSMS including:</p> <ul style="list-style-type: none"> • Changes to formatting; • Clarifications of wording; and • Correcting webpage links. <p>Moderate change – Changes to information provided to support mandatory requirements including: Guidelines and standalone reference material;</p> <ul style="list-style-type: none"> • OHS Reporting tools; • Optional processes and the way optional systems operate. <p>Major change - Changes to the OHS Policy or any mandatory requirements established as part of the OHSMS including:</p> <ul style="list-style-type: none"> • Stakeholders (Interested Parties) - anyone whose operations may be affected as a result of a revision of an aspect of the OHSMS. • Stakeholders include: <ul style="list-style-type: none"> ○ Internal stakeholders (e.g. OHS team, safety roles, eSolutions, HR, impacted workers, HSRs/Deputy HSRs); ○ Organisations delivering outsourced activities (e.g. trainers, auditors, software vendors); ○ Affiliated organisations (e.g. Monash Student Organisations, Monash College); ○ External stakeholders (e.g. associated research institutes i.e. Hudson, CSIRO)
Workers	<p>Person performing work or work-related activities that are under the control of Monash University. These include:</p> <ul style="list-style-type: none"> • Staff—A worker employed under a contract of employment who is actively participating in Monash University related activities (e.g. employee, fixed term, tenured, casual). • Student—A person engaged through a student contract who is actively participating in Monash University related activities (e.g. undergraduate, postgraduate, HDRs). • Contractor—A person from another organisation engaged through a service contract who is actively participating in Monash University related activities and for whom Monash University is not their sole employer (e.g. tradesperson, temporary staff). • Visitors—A person from another organisation who is actively participating in Monash University related activities at no cost or on mutually agreed terms.
Work	<ul style="list-style-type: none"> • The environment in which work is performed by workers. Changes to a work area might involve: • New buildings; • Alterations to existing buildings; • Renovations; • Maintenance; • Repairs; • New equipment; • New types of materials; and • Minor modifications

GOVERNANCE

Parent policy	OHS&W Policy
Supporting procedures	Monash University OHS documents OHS Communications Procedure Health and Safety Issue Resolution Procedure OHS Records Management Procedure OHS Risk Management Procedure OHS Roles, Responsibilities and Committees Procedure
Supporting schedules	N/A
Associated procedures	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems WorkSafe Victoria documents Your health and safety guide to consultation Edition 3, June 2017
Related legislation	Occupational Health and Safety Act (2004) Occupational Health and Safety Regulations (2017)
Category	Operational
Approval	Chief Operating Officer & Senior Vice-President 12 December 2023
Endorsement	Monash University OHS Committee 22 November 2023
Procedure owner	Group Manager, Health Safety & Wellbeing
Date effective	19 December 2023
Review date	19 December 2026
Version	7.0
Content enquiries	ohshelpline@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
3	August 2010	Procedure for OHS Consultation, v3.1
4	June 2014	<ol style="list-style-type: none"> 1. Removed compliance elements from purpose 2. Explained the purpose for consultation in the purpose 3. Broadened the scope to better capture all of Monash's Australian activities 4. Removed abbreviations section 5. Removed most definition and directed to OHS Definitions document 6. Removed specific responsibilities section and included the responsibilities in the main section of the document 7. Removed a large section addressing project management as most of it was irrelevant to OHS consultation.

		<ol style="list-style-type: none"> 8. Removed large sections not relevant to OHS consultation and covered in other documents. 9. Combined the Overview section with the Procedure section. 10. Simplified the language used so that it is easier to read and less quoting the OHS Act verbatim. 11. Removed indefinitely from the time frame for keeping records and replaced it with 10 years. 12. Added Compliance section to list all of the requirements removed from the Purpose.
4.1	July 2015	Updated hyperlinks throughout to new OH&S website
5	May 2017	<ol style="list-style-type: none"> 1. Removal of references to consultation with students and visitors. 2. Clarification of definition of Consultation. 3. Replacement of Buildings and Property with Buildings and Property. 4. Clarification of When to Consult. 5. Clarification of consulting with Health and Safety Representatives. 6. Clarification of How to Consult with Staff. 7. Clarification of How to Consult with Contractors 8. Removal of How to Consult with Visitors. 9. Removal of How to Consult with Students. 10. Clarification of How to Consult with Project Managers. 11. Updated Records section. 12. Formatting corrections.
5.1	August 2017	<ol style="list-style-type: none"> 1. Updated logos in header 2. Updated OHS Regulations to 2017 3. Replaced references to staff with workers
6	December 2020	<ol style="list-style-type: none"> 1. Aligned the requirements to consult with workers to ISO 45001. 2. Include mandatory requirements for consultation on major changes to the OHSMS. 3. Added a requirement to keep records of consultation.
6.1	July 2021	<ol style="list-style-type: none"> 1. Updated certification logo in footer to ISO 45001 2. Updated the Standard to ISO 45001 under "Associated procedures" in the Governance table 3. Updated OHS Policy under 'Parent Policy' to OHS&W Policy
6.2	October 2021	<ol style="list-style-type: none"> 1. Updated Scope statement to include Monash University Malaysia, Monash University Indonesia, Monash Suzhou and the Monash University Prato Centre.
6.3	December 2021	<ol style="list-style-type: none"> 1. Updated Scope statement to include World Mosquito Program Ltd (and its subsidiaries). 2. Changed 'Manager, OH&S' to 'Health, Safety and Wellbeing Manager' throughout. 3. Updated title of Procedure owner in Governance table.
7.0	December 2023	<ol style="list-style-type: none"> 1. Updated Procedure Statement to include additional information 2. Moved definition of consultation to the body of the procedure (section 2). 3. Added OHS Committees section (3.2) 4. Added Responsibility for Implementation section. 5. Added the terms 'leaders' and 'Occupational Health, Safety and Wellbeing leaders' to make procedure globally applicable.