

# OHS CONSULTATION PROCEDURE

## SCOPE

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

## PROCEDURE STATEMENT

The purpose of this Procedure is to define the Monash University process for OHS-related consultation. 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;
- Stronger commitment to decisions because everyone is involved in reaching them; and
- More openness, respect and trust because there is a better understanding of the OHS issues and of each other's points of view.

## 1. Abbreviations

|                 |  |
|-----------------|--|
| <b>DWG</b>      | Designated Work Group                            |
| <b>HSR</b>      | Health and Safety Representative                 |
| <b>OH&amp;S</b> | Monash Occupational Health & Safety              |
| <b>OHS</b>      | Occupational Health and Safety                   |
| <b>OHSMS</b>    | Occupational Health and Safety Management System |

## 2. OHS Consultation Procedure

### 2.1 Consultation with Workers

All Operational Managers/Supervisors 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:

- 2.1.1 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.
- 2.1.2 Changes aimed at reducing the burden of implementing and integrating the OHSMS; including:
- a) Changes to legal requirements and other internal or external requirements;

- b) Changes in knowledge or information about hazards and OH&S risks;
- c) Developments in knowledge and technology.

Operational Managers/Supervisors 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.

Operational Managers/Supervisors must ensure, as part of their consultation, that workers, and if a Designated Work Group (DWG) exists the Health and Safety Representative/s (HSR/s), 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).
- 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.

## 2.2 Consultation with HSRs and Deputy HSRs

Elected HSRs or the Deputy HSR must be included in relevant consultation.

## 2.3 Consultation on Changes to the OHSMS

The Manager, OH&S 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 Monash University OHS Committee (MUOHSC);

The Manager, OH&S may consult on any minor and moderate proposed changes to the OHSMS.

## 2.4 Issues arising as a result of consultation

The [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.

# 3. Records

For OHS Records document retention please refer to: [Monash University 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   |
|---------------------------|--|
| Consultation              | Consultation involves providing information in a timely manner to the people affected, listening to their views and taking those views into account.   |
| OHSMS Change Impact Level | <p>The impact a change to the OHSMS can have on stakeholders as either:</p> <p><b>Minor change</b> - 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"> <li>• Changes to formatting;</li> <li>• Clarifications of wording; and</li> <li>• Correcting webpage links.</li> </ul> <p><b>Moderate change</b> – Changes to information provided to support mandatory requirements including: Guidelines and standalone reference material;</p> <ul style="list-style-type: none"> <li>• OHS Reporting tools;</li> <li>• Optional processes and the way optional systems operate.</li> </ul> |

|                |   |
|----------------|---|
|                | <p><b>Major change</b> - Changes to the OHS Policy or any mandatory requirements established as part of the OHSMS including:</p> <ul style="list-style-type: none"> <li>Stakeholders (Interested Parties) - anyone whose operations may be affected as a result of a revision of an aspect of the OHSMS.</li> <li>Stakeholders include: <ul style="list-style-type: none"> <li>Internal stakeholders (e.g. OHS team, safety roles, eSolutions, HR);</li> <li>Organisations delivering outsourced activities (e.g. trainers, auditors, software vendors);</li> <li>Affiliated organisations (e.g. Monash Student Organisations, Monash College);</li> <li>External stakeholders (e.g. associated research institutes i.e. Hudson, CSIRO)</li> </ul> </li> </ul>  |
| <b>Workers</b> | <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"> <li><b>Staff</b>—A worker employed under a contract of employment who is actively participating in Monash University related activities (e.g. employee, fixed term, tenured, casual).</li> <li><b>Student</b>—A person engaged through a student contract who is actively participating in Monash University related activities (e.g. undergraduate, postgraduate).</li> <li><b>Contractor</b>—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).</li> <li><b>Visitors</b>—A person from another organisation who is actively participating in Monash University related activities at no cost or on mutually agreed terms.</li> </ul> |
| <b>Work</b>    | <p>The environment in which work is performed by Workers. Changes to a work area might involve:</p> <ul style="list-style-type: none"> <li>New buildings;</li> <li>Alterations to existing buildings;</li> <li>Renovations;</li> <li>Maintenance;</li> <li>Repairs;</li> <li>New equipment;</li> <li>New types of materials; and</li> <li>Minor modifications.</li> </ul>   |

## GOVERNANCE

|                                  |  |
|----------------------------------|--|
| Parent policy                    | <a href="#">OHS Policy</a>   |
| Supporting schedules             | N/A  |
| Associated procedures            | <p><b>Australian and International Standards</b></p> <ul style="list-style-type: none"> <li>AS/NZS 4801:2001 Occupational Health &amp; Safety Management Systems – specifications with guidance for use</li> <li>OHSAS 18001:2007 Occupational Health &amp; Safety Management Systems – requirements.</li> </ul> <p><b>WorkSafe Victoria documents</b></p> <ul style="list-style-type: none"> <li>Your health and safety guide to consultation Edition 2, June 2007</li> </ul> <p><b>Monash University OHS documents</b></p> <ul style="list-style-type: none"> <li><a href="#">OHS Roles, Responsibilities and Committees Procedure</a></li> <li><a href="#">OHS Risk Management Procedure</a></li> <li><a href="#">Health and Safety Issue Resolution Procedure</a></li> </ul> |
| Legislation mandating compliance | Occupational Health and Safety Act (2004)<br>Occupational Health and Safety Regulations (2017)   |
| Category                         | Operational  |
| Endorsement                      | Monash University OHS Committee<br>17 November 2020  |

|                   |  |
|-------------------|--|
| Approval          | Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor)<br>1 December 2020 |
| Procedure owner   | Manager, OH&S  |
| Date effective    | December 2020  |
| Review date       | 2023   |
| Version           | 6.0  |
| Content enquiries | <a href="mailto:ohshelpline@monash.edu">ohshelpline@monash.edu</a>   |

## 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"> <li>1. Removed compliance elements from purpose</li> <li>2. Explained the purpose for consultation in the purpose</li> <li>3. Broadened the scope to better capture all of Monash's Australian activities</li> <li>4. Removed abbreviations section</li> <li>5. Removed most definition and directed to OHS Definitions document</li> <li>6. Removed specific responsibilities section and included the responsibilities in the main section of the document</li> <li>7. Removed a large section addressing project management as most of it was irrelevant to OHS consultation.</li> <li>8. Removed large sections not relevant to OHS consultation and covered in other documents.</li> <li>9. Combined the Overview section with the Procedure section.</li> <li>10. Simplified the language used so that it is easier to read and less quoting the OHS Act verbatim.</li> <li>11. Removed indefinitely from the time frame for keeping records and replaced it with 10 years.</li> <li>12. Added Compliance section to list all of the requirements removed from the Purpose.</li> </ol> |
| 4.1     | July 2015     | Updated hyperlinks throughout to new OH&S website   |
| 5       | May 2017      | <ol style="list-style-type: none"> <li>1. Removal of references to consultation with students and visitors.</li> <li>2. Clarification of definition of Consultation.</li> <li>3. Replacement of Buildings and Property with Buildings and Property.</li> <li>4. Clarification of When to Consult.</li> <li>5. Clarification of consulting with Health and Safety Representatives.</li> <li>6. Clarification of How to Consult with Staff.</li> <li>7. Clarification of How to Consult with Contractors</li> <li>8. Removal of How to Consult with Visitors.</li> <li>9. Removal of How to Consult with Students.</li> <li>10. Clarification of How to Consult with Project Managers.</li> <li>11. Updated Records section.</li> <li>12. Formatting corrections.</li> </ol>  |
| 5.1     | August 2017   | <ol style="list-style-type: none"> <li>1. Updated logos in header</li> <li>2. Updated OHS Regulations to 2017</li> <li>3. Replaced references to staff with workers</li> </ol>  |
| 6       | December 2020 | <ol style="list-style-type: none"> <li>1. Aligned the requirements to consult with workers to ISO 45001.</li> <li>2. Include mandatory requirements for consultation on major changes to the OHSMS.</li> <li>3. Added a requirement to keep records of consultation.</li> </ol>   |