

Monash University Procedure

Procedure Title	OHS Consultation Procedure
Parent Policy	OHS Policy
Date Effective	May 2017
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Procedure Owner	Manager, OH&S
Category	Operational
Version Number	5.1
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Scope	These procedures apply to staff and contractors at Monash University workplace in Australia.
Purpose	<p>The purpose of this procedure is to define the Monash University process for OHS-related consultation. Effective consultation will lead to:</p> <ul style="list-style-type: none"> • 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.

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1. Definitions

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

Consultation: Consultation involves providing information in a timely manner to the people affected, listening to their views and taking those views into account.

Project manager: The project manager is the individual responsible for the day-to-day management of the project, either from the Buildings and Property Division or the contracted company.

2. OHS consultation

This section defines the OHS Consultation Procedure at Monash University. The specific responsibilities with respect to OHS consultation are provided below:

2.1. Awareness and Implementation of Consultation

Heads of academic/administrative units must ensure that staff are aware of the [OHS Consultation Procedure](#) and that this is implemented in their area.

2.2. Requirement to consult

All supervisors and managers are required to consult with their staff on matters that affect, or are likely to affect, their health and safety.

2.3. When to consult

Consultation is required:

- When identifying and controlling OHS hazards;
- During development of OHS documentation;
- When changes are proposed to:
 - The workplace, for example: new buildings, alterations to existing buildings, renovations, maintenance, repairs and minor modifications;
 - Work processes that may affect the health and safety of staff and students;
 - Machinery/equipment, substances, processes in the workplace; and

The following should be considered:

- Safe disposal of the machinery/equipment or substance;
- Safe installation or implementation;
- Commissioning; and
- Normal use.

The manager of an area must ensure that staff authorised to initiate a minor works order do so in consultation with:

- The relevant occupants of the work area;
- The Safety Officer; and
- The Health & Safety representative.

Advice can also be sought from the [OHS Consultant/Advisor](#) supporting the area.

2.4. How to consult with Health & Safety Representatives

2.4.1. The elected Health & Safety Representative of Designated Work Groups must be involved in consultations.

- 2.4.2. Supervisors and managers must invite the Health & Safety Representative or the deputy Health & Safety Representative to meetings where the issue is discussed.
- 2.4.3. If the Health & Safety representative cannot attend the meeting, the supervisor or manager must discuss the issue with the Health & Safety Representative at their earliest convenience.

2.5. **Absence of a Health & Safety Representative**

Where a Health & Safety Representative has not been elected it is recommended that staff be consulted directly.

2.6. **How to consult with Staff**

- 2.6.1. Prior to implementing changes, supervisors and managers must consult with their staff, who will be, or are likely to be, affected by the OHS issue.
- 2.6.2. Relevant OHS issues should be discussed at all staff meetings.
- 2.6.3. Health & Safety representatives should consult with staff in their Designated Work Groups.
- 2.6.4. Consultation with staff affected by the OHS issue must involve:
 - Providing timely information in a form that can be understood by staff;
 - Giving staff a reasonable opportunity to express views about the matter; and
 - Taking those views into account when making decisions.

2.7. **How to consult with Contractors**

OHS related consultation must include contractors and any employees of the contractors affected by any changes in areas over which the supervisor or manager has control.

2.8. **How to consult with Project Managers**

Heads of academic/administrative units are responsible for ensuring that adequate and appropriate OHS consultation occurs with the project managers supervising work conducted in their area, prior to the commencement of that work.

2.9. **Project Manager**

When managing changes to the workplace a Project Manager must:

- Consult with the manager of the area on matters that affect health and safety;
- Provide information regarding the workplace changes to the:
 - Health & Safety Representative;
 - Manager of the area; and
 - OH&S.
- Organise and attend safety review and sign off meetings in conjunction with the academic/administrative unit and the local safety personnel; and
- Incorporate items into building plans as agreed at safety review meetings.

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.

Status	Revised
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	Occupational Health and Safety Act (2004) Occupational Health and Safety Regulations (2017)
Related Policies	OHS Policy
Related Documents	<p>Australian and International Standards</p> <p>AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use</p> <p>OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements.</p> <p>WorkSafe Victoria documents</p> <p>Your health and safety guide to consultation Edition 2, June 2007</p> <p>Monash university OHS documents</p> <p>https://www.monash.edu/ohs/info-docs</p> <p>OHS Roles, Committees and Responsibilities Procedure</p> <p>OHS Risk Management Procedure</p> <p>Health and Safety Issue Resolution Procedure</p>

4. Document History

Version	Date of Issue	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. 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.

		<p>11. Removed indefinitely from the time frame for keeping records and replaced it with 10 years.</p> <p>12. Added Compliance section to list all of the requirements removed from the Purpose.</p>
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