

HSW CONSULTATION STANDARD

SCOPE

This Standard 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 Standard, references to ‘the University’ include activity at Monash University Australia, Monash University Malaysia, Monash University Indonesia, Monash Suzhou, the Monash University Prato Centre, Monash College Pty Ltd and World Mosquito Program Ltd (and its subsidiaries), unless indicated otherwise.

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

- Implementation of consultation mechanisms which enable communication flow across the University to consult with workers, so far as reasonably practicable, on HSW issues and changes in the workplace that may affect their health, safety and wellbeing; and
- Consultation with other individuals that may conduct businesses or undertakings that may be affected by Monash University activities.

Effective consultation will lead to:

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

1. Abbreviations

DWG	Designated Work Group (Australia only)
HSR	Health and Safety Representative (Australia only)
MUM	Monash University Malaysia
HSW	Health and Safety and Wellbeing
HSWMS	Health, Safety and Wellbeing Management System
OHSE	Occupational Health Safety & Environment Unit (MUM)

2. HSW Consultation Standard

HSW Consultation is a process of sharing information about occupational health, safety and wellbeing, giving workers a reasonable opportunity to express their views and taking those views into account and open for discussion where appropriate.

3. How to Consult

3.1 Consultation with Monash University HSW Representatives

3.1.1 Monash University HSW Representatives including the following:

- Health and Safety Representatives (HSRs)
- Deputy HSRs
- HSW Consultant/ Advisor
- Local HSW network roles
- Schools and Units Safety Officers (MUM)

3.1.2 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, safety or wellbeing including:

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; and
 - f. environment
2. Changes to the HSWMS; including:
 - a. changes to legal requirements and other internal or external influences;
 - b. changes in working conditions and operations.
 - c. changes in knowledge or information about HSW hazards and HSW risks; and
 - d. development of HSW documentation and systems.

3.1.3 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.
- The degree to which workers might be expected to change the way they perform work.

3.1.4 Leaders must ensure that workers, Schools/ Units Safety Officers (MUM) and HSRs/Deputy HSRs, where elected, are provided with:

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

3.1.5 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.
- The outcome of this consultation.

3.2 HSW Committees

HSW Committees are established for HSRs/Deputy HSRs or local HSW committees (MUM), workers and management to work together cooperatively on HSW issues. They provide a structured mechanism and consultative forum for the discussion of HSW matters on a regular basis.

3.3 Consultation on Changes to the HSWMS

The Health, Safety and Wellbeing team must consult on any proposed major changes to the HSWMS by:

- Communicating proposed changes in accordance with the [HSW Communications Standard](#); 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

The Health, Safety and Wellbeing team may also consult on any minor and moderate proposed changes to the HSWMS.

3.4 Issues arising as a result of consultation

The [Health and Safety Issue Resolution](#) Standard 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

4.1 Health, Safety and Wellbeing Team

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

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

4.2 Leaders

It is the responsibility of Leaders to ensure the requirements of this Standard are implemented within their area of control.

4.3 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 HSWMS 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.

4.4 HSRs/Deputy HSRs (Australia only)

It is the responsibility of HSRs/Deputy HSRs to:

- Communicate information about relevant HSW 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 HSW matters are made.

5. Records

For HSW Records document retention please refer to the University's: [Information Governance and Recordkeeping Procedure](#)

DEFINITIONS

Definitions specific to this Standard are as follows.

Key word	Definition
Leaders	Workers who have a managerial/supervisory role, e.g. Operational Managers, Performance Managers, Heads of Unit, Heads of School, Schools/Units Senior Manager, Deans, Divisional Directors.
I Health, Safety and Wellbeing leaders	Person or group of people who direct and are responsible and accountable for HSW at the highest level within each area of the Monash Group e.g. Director, Health Safety & Wellbeing, Occupational Health, Safety & Environment Manager (MUM), etc.
HSWMS Change Impact Level	<p>The impact a change to the HSWMS 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 HSWMS 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"> ● HSW Reporting tools; ● Optional processes and the way optional systems operate. <p>Major change - Changes to the HSW Policy or any mandatory requirements established as part of the HSWMS 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 HSWMS. ● Stakeholders include: <ul style="list-style-type: none"> ○ Internal stakeholders (e.g. HSW team, safety roles, eSolutions, HR); ○ Organisations delivering outsourced activities (e.g. trainers, auditors, software vendors); ○ Affiliated organisations (e.g. Monash Student Organisations, Monash College, SEACO, CSJB); ○ 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). ● 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	<p>The environment in which work is performed by workers. Changes to a work area might involve:</p> <ul style="list-style-type: none"> • New buildings; • Alterations to existing buildings; • Renovations; • Service and Maintenance; • Repairs; • New equipment; • New types of materials; and • Minor modifications
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GOVERNANCE

Parent policy	HS&W Policy
Supporting documents	<p>Monash University HSW documents</p> <p>HSW Communications Standard</p> <p>Health and Safety Issue Resolution Standard</p> <p>HSW Records Management Standard</p> <p>HSW Risk Management Standard</p> <p>HSW Roles, Responsibilities and Committees Standard</p>
Supporting schedules	N/A
Associated documents	<p>Australian and International Standards</p> <p>ISO 45001:2018 Occupational Health and Safety Management Systems</p> <p>WorkSafe Victoria documents</p> <p>Your health and safety guide to consultation Edition 3, June 2017</p>
Related legislation	<p>Occupational Health and Safety Act (2004)</p> <p>Occupational Health and Safety Regulations (2017)</p> <p>Occupational Safety and Health Act 1994 (Malaysia)</p>
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DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	2026	Administrative changes due to: <ul style="list-style-type: none">• Conversion of Procedure to a HSW Standard• Transition Procedure out of University Policy Bank on to HSW website