OHS CONSULTATION AND COMMUNICATION POLICY

RATIONALE
This policy applies to all employees, students, visitors, volunteers and contractors in the Patterson Lakes Primary School Community (PLPS). This policy builds on Part 4 of the Victorian Occupational Health and Safety (OHS) Act 2004 which outlines the legal duties of employers to consult.

AIMS
- PLPS is committed to providing consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.
- PLPS will communicate matters affecting OHS information to internal and external stakeholders.
- Consultation will not delay the implementation of a policy or procedure to address an immediate health and safety risk.

IMPLEMENTATION
- PLPS is committed to:
  o consulting with employees, so far as reasonably practicable on OHS issues and changes that affect their workplace including:
    ▪ identification of workplace hazards
    ▪ assessment of the risks associated with workplace activities and hazards
    ▪ decisions made to eliminate or control workplace risks
    ▪ review of workplace risk assessments
    ▪ introduction of, or alteration to, procedures for monitoring workplace risks
    ▪ decisions made in relation the adequacy of workplace facilities
    ▪ proposed changes to the work premises, systems of work, plant or substances used at the workplace
    ▪ decisions about changes in job role
    ▪ decisions about consultation procedures, and any legislative requirements.
  o providing access to specialist health and safety advice and services to employees, where health and safety issues cannot be resolved directly as a result of using the local/established health and safety issue resolution procedure.
- PLPS employees, visitors, volunteers and contractors are required to:
  o consult and cooperate with PLPS/DET on OHS related matters
  o openly communicate any instances of hazards or incidents in the workplace
  o provide feedback to PLPS/DET on the effectiveness of established consultation and communication arrangements.

EVALUATION
Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION
This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, 13th September 2016.

School Council President

School Principal