



PATTERSON LAKES PRIMARY SCHOOL

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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:
 - 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.
 - 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:
 - consult and cooperate with PLPS/DET on OHS related matters
 - openly communicate any instances of hazards or incidents in the workplace
 - 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