

POLICY

Work Health & Safety

Consultation and Communication

Version: 4 | Next Review: 2021



1. POLICY

The District Council of Tumby Bay is committed to achieving a high level of pro-active Work Health and Safety (WHS) management in line with the organisational purpose of proactively protecting and managing Local Governments' employee injury risks today and into the future.

To facilitate this, the organisation is dedicated to provision of a Consultation and Communication system that allows for;

- The provision of relevant, clear and current information on WHS matters to relevant workers, their representatives and duty holders so far as is reasonably practicable.
- The provision of system for effective consultation, cooperation and coordination, including between duty holders (who share responsibility for the same WHS matter), management, and workers (who carry out work for Local Government and are or are likely to be directly affected by a WHS matter) and their representatives in accordance with legislative requirements and the Performance Standards for Self Insurers (PSSI) so far as is reasonably practicable.
- The provision of systems to facilitate worker participation and representation.

Key elements of the Council's Consultation and Communication system are:

- WHS Consultation and Communication Procedure

The organisation will regularly review in Consultation with relevant workers, subject area experts and other duty holders (as necessary):

- The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement
- Adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found.

2. RESPONSIBILITIES

The Executive Team are accountable for fulfilling the due diligence obligations for officers as outlined in Section 27 of the WHS Act 2012, a key aspect of which includes checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

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F16/821	WHS	November 2018	3 Years	November 2021	1 of 2

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Supervisors/Managers are accountable for:

- Bringing this policy and supporting procedures to the attention of affected workers and monitored, through their supervisory activities, that they are adhered to; and
- Checking that affected Workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

Workers are accountable for:

- Adhering to the requirements of this policy and supporting procedures, or report any inability to do so to management at the earliest opportunity.

3. LEGISLATION

- South Australian Work Health and Safety Act, 2012
- South Australian Work Health and Safety Regulations, 2012
- Local Government Act, 1999

4. REFERENCE


- Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination
- AS/NZS 4801 (Note: AS/NZS 4801 is likely to be superseded by ISO 45001:2018 in 2018/2019)
- ReturnToWorkSA Work Health and Safety Standards for self-insured employers
- ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines


5. REVIEW

This WHS Communication and Consultation Policy shall be reviewed by Councils Work Health and Safety Committee (WHSC) at minimum within three years (3) years of Last Reviewed Date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

The review may include or be initiated by:

- Feedback from managers, workers, HSRs or other stakeholders;
- Legislative compliance;
- Performance Standards for Self Insurers
- Internal or external audit findings
- Incident and hazard reports, claims costs and trends related to hazardous work; and
- Other relevant information.

SIGNED: 
Chief Executive Officer
Date: 14/12/18

SIGNED: 
Chairperson, WHS Committee
Date: 14/12/18

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