

## WHS Consultation Policy

### Purpose

Skillset Limited ('Skillset') acknowledges its legal duty to ensure, so far as is reasonably practicable, that Workers and other persons at the workplace are not exposed to risks arising from the business or undertaking. Skillset aims to eliminate the risks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

Workers also have responsibilities in connection with managing risks. Workers must comply with this policy as amended from time to time and any relevant Code of Practice, including any relevant regulation and/or State or Territory Codes of Practice, as amended from time to time.

With these duties in mind, this policy endeavours to outline appropriate risk control measures that must be implemented at work by both Skillset and, where appropriate, Workers.

### Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other WHS Consultation policies of Skillset (whether written or not).

### Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

This has been prepared in accordance with the provisions of: -

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011 – Chapter 2

Skillset Limited WHS Consultation Guidelines

Work Health and Safety Consultation, Cooperation, Coordination, Code of Practice

### Workplace Health & Safety Committees

Where a workplace H&S Committee exists, its members will be comprised of Persons Conducting a Business Undertaking (PCBU i.e. Skillset Limited), representative/s nominated by the Skillset Limited Managers or delegate and sufficient worker members to adequately represent all work groups.

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Authorised by: Craig Randazzo		Position: Chief Executive Officer – Skillset



**Note:** PCBU representative/s must have authority to act on behalf of the site in WHS matters.

The PCBU must consult with their workers in relation to the arrangements for the election of worker committee members including the arrangements for dealing with absences and casual vacancies.

**The number of PCBU representatives must not exceed the number of elected worker representatives on the committee.**

### Role of H&S Committee

H&S Committees are established to act as the main way of consulting between the PCBU and workers on site.

Consultation will be undertaken in the following situations:

- when identifying hazards and assessing risks arising from the work carried out or to be carried out
- Making decisions about ways to eliminate or minimise those risks
- Making decisions about the adequacy of facilities for the welfare of workers
- Proposing changes that may affect the health or safety of workers
- Making decisions about procedures for consulting with workers
- Resolving health or safety issues
- Monitoring health of workers
- Monitoring the conditions at the workplace
- Providing information and training for workers

Systematically managing WHS essentially means having a planned approach to addressing issues that affect workers' health and safety. In addition, it increases the likelihood of preventing injury and disease.

### Systematic Approach to Managing Workplace Health and Safety

- WHS responsibilities are defined for everyone
- All workers are competent to exercise designated responsibilities
- Measures to prevent illness and injury are planned
- Hazards are identified before injury, illness or incident

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- The means for controlling risks are set out in work procedures
- Workers are consulted and participate in the development of the means of controlling risks
- The means of controlling risks are monitored
- The PCBU provides necessary knowledge, information, instruction, training and supervision.

### Facilitation and Support of the WHS Consultation Process

In relation to WHS consultation arrangements, the PCBU must provide access during working hours to the workplace, including for the purposes of enabling meetings, elections and inspections to occur.

Specifically, in relation to members of H&S Committees or H&S Representatives, the PCBU must provide them with reasonable access to the workers they represent during working hours for the purposes of communication.

### Consultation with Other Duty Holders

The objective of consultation is to make sure everyone associated with the work has a shared understanding of what the risks are, which workers are affected and how the risks will be controlled. The exchange of information will allow the duty holders to work together to plan and manage health and safety.

The consultation should include:

- what each will be doing, how, when and where and what plant or substances may be used
- who has control or influence over aspects of the work or the environment in which the work is being undertaken
- ways in which the activities of each duty holder may affect the work environment
- ways in which the activities of each duty holder may affect what others do
- identifying the workers that are or will be involved in the activity and who else may be affected by the activity
- what procedures or arrangements may be in place for the consultation and representation of workers, and for issue resolution
- what information may be needed by another duty holder for health and safety purposes
- what each knows about the hazards and risks associated with their activity
- whether the activities of others may introduce or increase hazards or risks
- what each will be providing for health and safety, particularly for controlling risks

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- what further consultation or communication may be required to monitor health and safety or to identify any changes in the work or environment

This consultation will determine which health and safety duties are shared and what each person needs to do to co-operate and co-ordinate activities with each other to comply with their health and safety duty.

### **Breach of this Policy**

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

### **Variations**

Skillset reserves the right to vary, replace or terminate this policy from time to time.

### **Associated Documents**

- WHS Policy

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