HEALTH, SAFETY AND EMERGENCY MANAGEMENT
CONSULTATION AND COMMUNICATION GUIDELINES

PURPOSE

These guidelines support the Health and Safety Policy and Health and Safety Management Standards and provide direction for achieving effective and open consultation and communication with employees, contractors and other stakeholders as well as encouraging relevant parties to participate in the identification and implementation of health, safety and emergency management improvements.

DEFINITIONS

(Note: Commonly defined terms are located in the Curtin Common Definitions. Any defined terms below are specific to this document)

HSEM: Health, Safety and Emergency Management.
University: Refers to Curtin University.
Workers: A person who carries out work in any capacity for the University, including an employee, associate, contractor, subcontractor, volunteer and any student undertaking work activities, paid or unpaid, for the University.

1. Responsibilities

Workers at all levels of the University have specific responsibilities for ensuring health and safety. The specific responsibilities of staff members are dependent on their role within the University and are outlined in the Health and Safety Responsibilities Procedure and include performance criteria in relation to consultative process, communication and participation regarding health and safety issues at the workplace.

1.1. Safety and Health Representatives

A comprehensive list of health and safety responsibilities is provided in the document Safety and Health Representative Guidelines.

2. Consultation

Employers must consult and cooperate with safety and health representatives (if any) and employees about safety and health at the workplace, under the general duty of care provision, section 19(1)(c) of the Occupational Safety and Health Act.

Consultation involves a two-way exchange and sharing of information between employers, safety and health representatives and workers.

Consultative processes, such as committees and working parties, provide a forum for consultation and opportunities to contribute to solving workplace health or safety issues and participating in the development and implementation of HSEM initiatives.
2.1 When to Consult

Consultation should be initiated prior to any workplace initiatives or changes that may affect the safety and health of workers. This may include, but is not limited to the following:

- identifying hazards, assessing risks and considering appropriate risk control measures;
- developing safe working procedures;
- changing work process or work practice that relates to machinery, plant, equipment, and hazard substances;
- resolving safety and health issues; and
- electing safety and health representatives and forming safety and health committees.

2.2 Consultative Committees

The University has a number of established mechanisms for consulting and communicating with employees, contractors and others. These include various levels of Health and Safety Committees:

- The University Health & Safety Committee;
- Faculty/School Health and Safety Committees;
- Various specialist Committees.

2.3 Communication Methods

Communication methods need to be tailored to the audience taking into account the information to be communicated. Wherever possible communication should be structured so that it is two-way to provide for feedback or comment.

At the local level such as school or faculty, the dissemination of relevant HSEM information is determined by organisational need. Relevant information that may be disseminated at the local level includes but not limited to:

- changes to the workplace, the system or method of work, the plant or chemicals used
- incidents and associated corrective actions that may arise
- new or updated Health and Safety legislation or associated requirements.

**Language and Literacy**

Where employees may have difficulty understanding or reading English, the information needs to be translated or directly explained to individuals. If there is a need for translation of HSEM information, interpreter services may be used. The University's Accessible Policy and Procedures document states that information should be available in formats that will enable students, staff and visitors with disabilities to readily access this information.

2.4 Information Dissemination

HSEM information is accessible through various communication mechanisms including, but not limited to:

- HSEM website;
- Formal induction processes for staff, contractors and students;
- Emergency Management website;
- HSEM Training;
- Safety Alerts and Safety Bulletins and other publications;
- Location specific noticeboards;
- Health and safety committee meetings and the distribution of minutes;
- Dedicated HSEM department, staff and resource centre;
- Department/Area meetings – health and safety as an agenda item;
2.4.1 Induction

Staff, students, contractors and visitors should attend an induction to ensure they are familiar with University HSEM requirements. The University provides a number of opportunities to attend inductions depending on the work being undertaken, these include but are not limited to:

- SOL online Health and Safety (H&S) induction for staff;
- Local area H&S induction;
- Contractor online induction;
- Visitor Induction.

2.4.2 Safety Alerts and Safety Bulletins

Communication of hazards, incidents and details from investigation findings may be communicated to staff through safety alerts. Safety bulletins are also used to disseminate useful HSEM information. Both publications are part of the University's HSEM risk management strategy.

2.4.3 Emergency Management

When an emergency occurs, the need to communicate is immediate. Communication methods which may be utilised in an emergency include but are not limited to the following:

- Emergency Warden Intercommunication System (EWIS);
- Telephones, fixed, mobile and satellite;
- 2-way radios;
- Megaphones;
- Visual and verbal communication;
- Runners with instructions or written communications;
- SafeZone;
- Curtin Alert (SMS).

The University has developed and implemented Emergency Management Plans which provides detailed information relating to the management structure, responsibilities, procedures and guidance documents to assist in an emergency event.

2.4.4 Health and safety signage

Signs are displayed throughout the university as a visual aid for communicating HSEM instructions and information to the campus community. Signage can be in the form of symbols, graphics, text or a combination of all, as part of the University’s HSEM risk management strategy.

3. RELEVANT DOCUMENTS/LINKS

- Health and Safety Policy
- Health and Safety Management Standards
WorkSafe Guidance Note: Formal Consultative Processes in the Workplace

WorkSafe Safety and Health Representatives

WorkSafe Safety and Health Committees

Safety and Health Representatives Guidelines

Resolution of Health and Safety Issues

CONTACT DETAILS

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<th>Contact</th>
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| Approval Authority           | Director, Health, Safety and Emergency Management |

REVISION HISTORY

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<thead>
<tr>
<th>Revision #</th>
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<th>Amendment Description</th>
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