



## 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 guidance in 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)

<b>Automated External Defibrillators</b>	a portable and easy-to-operate medical device that analyses an unconscious person's heart rhythm and automatically delivers an electric shock if they are having a Sudden Cardiac Arrest (SCA).
<b>Consultation</b>	A two-way exchange and sharing of information between employers, safety and health representatives and workers.
<b>H&amp;S</b>	Health and Safety
<b>HSEM</b>	Health, Safety and Emergency Management
<b>Induction</b>	The provision of information designed to introduce a new or transferred staff member to a workplace and provide them with information concerning hazards and associated risks and their control measures.
<b>SHR</b>	Safety and Health Representative(s)
<b>Workers</b>	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. These responsibilities 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

[Safety and Health Representatives](#) are Curtin staff, elected by their colleagues to help identify, communicate and respond to health and safety issues in the workplace. A comprehensive list of their health and safety responsibilities is provided in the document [Safety and Health Representative \(SHR\) Guidelines](#).

Elected SHR's receive an induction package which provides further information to assist in their role as the link between the University and workers. The pack includes a SHR Identification Poster which can be displayed in high traffic areas.



## External Document

### 2. Consultation

Curtin University encourages all workers to communicate directly with their Line Manager or Supervisor to raise any HSEM issues and these should also be raised at any regular operational or staff meetings, so that they may be dealt with and resolved at the earliest opportunity.

Consultation with workers affected by the HSEM issue must involve:

- providing timely information in a form that can be understood by staff;
- giving staff a reasonable opportunity to express views about the matter; and
- taking those views into account.

Consultative processes, such as committees, liaising with SHR's and participation in working parties, provide a forum for consultation and opportunities to contribute to solving workplace HSEM issues and contributing to the development and implementation of HSEM initiatives.

#### 2.1 When to Consult

Consultation with workers should be initiated prior to any workplace initiatives or changes that may affect their health and/or safety. This may include 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 HSEM issues; and
- Electing safety and health representatives and forming health and safety committees.

#### 2.2 Consultative Mechanisms

The University has a number of established mechanisms for consulting and communicating with workers, contractors and others. These include:

- Health and Safety Committees;
- Safer Communities Response Team (SCRT);
- Disability Access and Inclusion Committee (DAIC);
- Project Control Groups;
- Team meetings;
- Contractor Inductions;
- External committees, associations and groups including the Local Emergency Management Committee meeting (LEMC), the Australasian Universities Safety Association (AUSA), etc.

#### 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 allow for feedback or comment.

At the local level, such as school or area, the dissemination of relevant HSEM information is determined by organisational need. Relevant information that may be disseminated at the local level includes:

- 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;
- Assurance programmes.



## External Document

### 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;
- Safety and Health Representative Network meetings;
- Risk assessments and safe work procedures;
- HSEM Performance Reports;
- Online incident and hazard reporting system;
- Contractor management system;
- iPerform learning management system;
- ChemAlert chemical management system;
- Signage and posters;
- Curtin Weekly;
- Participation in Safe Work Month;
- Information stalls at campus events;
- Stakeholder briefings.
- Work Place Inspections

### 2.5 Communication with External Parties

Effective exchange of information with external parties such as customers, students, suppliers, contractors and public authorities allows relevant HSEM information to be exchanged. Internal and external parties can access information via the University HSEM Website.

Additional HSEM information may be disseminated:

- Via the [online Contractor Induction](#);
- [Site specific inductions](#);
- Safety data sheets (received from manufacturers);
- During the [online pre-qualification](#) of contractors process;
- [Properties, Facilities and Development](#) (PF&D) notifications of disruptive activities that could impact HSEM via their webpage;
- Preliminaries Document – PF&D;
- Newspaper advertisements and letterbox flyers notifying surrounding residents of any events that may affect their health and safety.

In collaboration with PF&D Technical Review Teams or Project Control Groups, HSEM assists with the identification of HSEM risks associated with projects. The Curtin Responsible Officer will provide this information to all affected stakeholders related to or affected by the project.

## 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](#)



## External Document

[WorkSafe Safety and Health Committees](#)

[Safety and Health Representatives Guidelines](#)

[Resolution of Health and Safety Issues](#)

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REVISION HISTORY		
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1	09/09/2016	New Guideline
1.1	08/02/2017	Addition of H&S Management Standards to Purpose and general update of various sections
2.0	23/05/2017	Review and Update of document