

# Occupational Health and Safety Consultation and Communication Policy

**Scope:**

This policy applies to all **employees, students, visitors, volunteers and contractors** in the Department of Education and Training (DET). 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.

**DET OHS Commitment and Principles:**

DET is committed to providing DET workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.

DET will communicate matters affecting state-wide 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.

**Policy Objectives:**

DET 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 DET employees, where health and safety issues cannot be resolved directly as a result of using the local/established health and safety issue resolution procedure.

**DET employees, visitors, volunteers and contractors are required to:**

- consult and cooperate with DET on OHS related matters
- openly communicate any instances of hazards or incidents in the workplace
- provide feedback to DET on the effectiveness of established consultation and communication arrangements.



Gill Callister  
**Secretary**

5/5/2015

Central Office Use Only	Issue Date: January 2014	Last Reviewed: January 2015	Next Review Date: January 2017
No. DET ESWB-3-1-6		Authorised by: Manager ESWB	