

D-37 Safety Meetings and Consultation

NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.1.3	Healthy lifestyle.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 4.1	Staffing arrangements.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

National Regulations

Reg. 77	Health, hygiene, and safe food practices
Reg. 103	Premises, furniture, and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials, and equipment
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 115	Premises designed to facilitate supervision
Reg. 168	Education and care service must have policies and procedures
Reg. 175	Prescribed information to be notified to Regulatory Authority

My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety
LO. 5	Children and young people are effective communicators

Policy Statement

To ensure regular WHS consultation takes place with all staff in the Centre. This procedure relates to the consultation and representation procedures with all workers at the Centre and highlights the process for consultation.

Related Policies

- CONCORD OSHC Policy A-4: Enrolment
- CONCORD OSHC Policy A-13: Participation and Access
- CONCORD OSHC Policy A-17: Privacy and Confidentiality
- CONCORD OSHC Policy A-19: Nominated Supervisor
- CONCORD OSHC Policy C-3: Staff Orientation and Induction
- CONCORD OSHC Policy C-9: Relief Staff
- CONCORD OSHC Policy C-10: Volunteers / Students / Visitors
- CONCORD OSHC Policy C-15: Return to Work Program
- CONCORD OSHC Policy D-22: Child Protection – Mandatory Reporting
- CONCORD OSHC Policy D-33: Legal Responsibilities and WHS information
- CONCORD OSHC Policy D-34: Hazard Identification, Risk Assessment and Control Policy
- CONCORD OSHC Policy D-35: Workplace Inspection
- CONCORD OSHC Policy D-36: Incident reporting and investigation for staff members

Responsibilities

Management has the responsibility to:

- Agree and implement the process for consultation at the Centre
- Be responsible for communicating issues regarding WHS throughout the workplace
- Discuss all safety issues within the workplace with staff
- Ensure regular contractors are included in the consultation process
- Ensure a Health and Safety Representative is elected if requested
- Ensure a WHS Committee is formed if requested
- Be present at any interview between an employee and a WorkCover inspector concerning WHS

Staff have the responsibility to:

- Take part in the agreed consultation process in the Centre
- Feedback to Management any issues or hazards identified in the workplace

Procedure

- An agreed process for consultation in the Centre will be implemented
- If requested by staff a process for electing a Health and Safety Representative (HSR) will be put in place and they be allowed to attend formal training
- If requested by staff a process for electing a WHS Committee will be put in place

- Where no request for a HSR or Committee is made then other agreed arrangements for consultation on health and safety matters will be implemented and could be through:
 - regular scheduled meetings
 - team meetings (where work health and safety are always an agenda item)
 - one-off meetings
 - toolbox talks
 - face to face discussions
 - briefing sessions
- All records of consultation will be maintained

Health and Safety Representatives and Health and Safety Committee

Health and Safety Representative and / or Health and Safety Committee functions:

- Review the safety performance of each workplace.
- Monitor the effectiveness of the work health and safety policy and programs.
- Assist with identifying hazards and managing risks
- Carry out workplace inspections.
- Monitor the effectiveness of safety training.
- Other site-specific functions as determined

Committee Attendance:

- The committee (if applicable) consists of at least one elected representative from each departmental area, one from management, and the Return-to-Work Coordinator
- Attendance at meetings will be limited to members of the Committee, invited guests, deputies and special speakers following consultation with the Chairperson and a Management Representative

The Chairperson:

- The Chairperson (if applicable) will be elected by and from the elected members of the Committee and the position will be reviewed each 12 months. The Management Representative will not be the Chairperson.

Election of Members:

- Elected members shall hold office for a period of two years or until they are no longer employed by the workplace. At such time elected Committee positions will become vacant and a ballot shall be held for re-election. All staff shall be eligible for re-election to the Committee.

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- My Time, Our Place Framework for School Age Care in Australia – V2.0
- Work Health and Safety Act 2011
 - pt.2 div.2 s.19 (Primary duty of a ‘person conducting a business or undertaking’)
 - pt. 5 (consultation, representation, and participation)
- AS/NZS 4801:2001 OHS Management Systems
- Work Health and Safety Regulations 2011
- Children (Education and Care Services National Law Application) Act 2010
- Safe Work Australia: www.safeworkaustralia.gov.au
- WorkCover Australia – COP: Work Health and Safety Consultation, Cooperation and Coordination (2011)

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