

# OCCUPATIONAL HEALTH AND SAFETY CONSULTATION PROCEDURE



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## 1 PURPOSE

- 1.1 This procedure provides a framework for safety and wellbeing consultation at CQUniversity.

## 2 SCOPE

- 2.1 This procedure applies to CQUniversity regions and campuses.

## 3 PROCEDURE

- 3.1 The University is committed to the development of a systematic approach to the management of occupational safety and wellbeing. Consultation between employees and management is essential to identify hazards and control risks present at the University.

### Advisory committees

- 3.2 The University will establish Regional Occupational Health and Safety (OHS) Advisory Committees to discuss and consult on safety and wellbeing issues. The Vice-Chancellor and President will be represented on these Committees by the Associate Vice-President. Further information on membership, functions and responsibilities are outlined in the [Regional OHS Advisory Committee Terms of Reference](#).
- 3.3 The University may establish other OHS Advisory Committees dependant on the organisational structure and the risks associated with the hazards and risks presented by business areas and regions.

### Health and safety representatives

- 3.4 Health and Safety Representatives (HSRs) are an integral element within the consultation process. They engage with employees within their area of representation and encourage a positive safety and wellbeing culture.
- 3.5 Employees may negotiate, via the Regional OHS Advisory Committee, with the University about:
- the number of HSRs for the workplace

- the extent to which the University will facilitate the election of HSRs
  - each HSR area of representation
  - the intervals at which a HSR is entitled to conduct inspections, or
  - whether employees may be represented by their Union.
- 3.6 If requested by employees, the Safety and Wellbeing Unit will facilitate the election of the HSRs.
- 3.7 The identity and provisions of the HSRs will be displayed on the University's internal [StaffNet](#) within 28 days of the election of a HSR.
- 3.8 HSRs must attend the appropriate training course regarding the roles, responsibilities and entitlements of a HSR, risk management approaches, hazard inspections, and incident investigation.
- 3.9 A HSR is elected for a term of three years.
- 3.10 A HSR is eligible for re-election.
- 3.11 If a HSR wishes not to continue in the role, they must advise the Safety and Wellbeing Unit immediately via [safety-wellbeing@cqu.edu.au](mailto:safety-wellbeing@cqu.edu.au).

### **Entitlements**

- 3.12 Below is a summary of entitlements for HSRs under the *Work Health and Safety Act*.
- to inspect the workplace or the part of the workplace within the HSR's area of representation
  - to accompany a Workplace Health and Safety Queensland (WHSQ) inspector during an inspection
  - to be told by the employer of any workplace incidents
  - if a workplace incident has happened and an employer wishes to interview the employee about the incident, the HSR may be present if the employee so desires
  - to advise the employer of the results and recommendations of reviewing workplace incidents
  - to report to the Regional OHS Advisory Committee in writing regarding safety and wellbeing matters, results of inspections or concerns
  - to be consulted by the employer on proposed changes to the workplace, plant or substances that may impact upon the safety and wellbeing of employees
  - to assist with fostering a strong safety and wellbeing culture within the University, including encouraging employees and students to identify safety and wellbeing improvement opportunities
  - to attend appropriate training courses (to be arranged by the Safety and Wellbeing Unit)
  - to exercise these entitlements during normal working hours, and
  - issue provisional improvement notices (PINs) and direct workers to cease unsafe work (where the HSR has completed the approved training).

### **Provisional improvement notices (PINs)**

- 3.13 A PIN is a tool that can be used by elected and appropriately trained HSRs. A PIN is a written direction from a HSR to the Associate Vice-President or Safety and Wellbeing Manager (with a copy provided to the HSR's line manager) requiring them to fix a workplace health and safety problem. A PIN should only be used if agreement to fix the problem cannot be reached through the normal consultation processes, which may include a meeting with the Associate Vice-President or Safety and Wellbeing Manager.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Director People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

### Reporting

- 4.2 The Safety and Wellbeing Unit will report quarterly on occupational health and safety matters, including the status of Regional OHS Advisory Committees and any safety and wellbeing non-compliances, to the University Management Committee, the Audit, Risk and Finance Committee and Council.

### Records management

- 4.3 Regional OHS Advisory Committee meeting minutes will be stored and displayed within the Safety and Wellbeing StaffNet Page as soon as reasonably practicable. This may include the display of unconfirmed minutes and action plans.
- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## 6 RELATED LEGISLATION AND DOCUMENTS

[Occupational Health and Safety Policy](#)

[Occupational Health and Safety Act 2004](#) (Vic)

[Occupational Health, Safety and Welfare Act 1984](#) (WA)

[Regional Occupational Health and Safety Advisory Committee Terms of Reference](#)

[Work Health and Safety Act 2011](#) (NSW)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Act 2012](#) (SA)

[Work Health and Safety Act 2020](#) (WA)

[Work Health and Safety Roles and Responsibilities Procedure](#)

## 7 FEEDBACK

- 7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	22/06/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 14/04/2011
Amendment Authority and Date	Vice-Chancellor and President 09/09/2015; National OHS Manager 07/08/2017; Vice-Chancellor and President 22/06/2021; Editorial amendment 05/07/2022.
Notes	