

OCCUPATIONAL HEALTH AND SAFETY CONSULTATION PROCEDURE



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1 PURPOSE

- 1.1 CQUniversity is committed to the development of a systematic approach to the management of Occupational Health and Safety (OHS). Consultation between staff and management is essential to identify hazards and control risks present at the University. The purpose of this procedure is to provide a framework for OHS Consultation across Australia, which encompasses elected Workplace Health and Safety Representatives, OHS Advisors, University Managers and the establishment of various OHS Committees.

2 SCOPE

- 2.1 CQUniversity is committed to regular consultation regarding OHS.
- 2.2 This procedure applies to all CQUniversity Regions and Campuses.

3 PROCEDURE

Establishment regional OHS advisory committee

- 3.1 CQUniversity is committed to discussion and consultation regarding OHS issues. The University will establish Regional OHS Advisory Committees where the Vice-Chancellor will be represented by the Associate Vice-Chancellor (AVC).
- 3.2 The University may establish other OHS Advisory Committees dependant on the organisational structure and the risks associated with the hazards and risks presented by operational units and regions. These may include but are not limited to Campus OHS Advisory Committees, Diving & Boating Safety Committee, Bio Safety Committee and Radiation Safety Committee.
- 3.3 At the commencement of each new calendar year, meeting dates will be established for all Regional OHS Advisory Committees. Committee membership, functions and responsibilities will be outlined in the Regional OHS Advisory Committee Terms of Reference.

Election of health and safety representatives

- 3.4 Health and Safety Representatives (HSRs) are an integral element within the consultation process. They are to engage with employees within their area of representation and encourage a positive OHS culture.
- 3.5 CQUniversity 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
 - employees may be represented by their Union.
- 3.6 If requested by employees, the University's OHS Unit will facilitate the election of the HSRs.
- 3.7 The identity and provisions of the HSRs will be displayed within StaffNet within 28 days of the election of a HSR.
- 3.8 Each HSR is expected to attend an appropriate training course regarding the roles, responsibilities and entitlements of a HSR, Risk Management, 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 University OHS Unit immediately.

Provisional improvement notices

- 3.12 A Provisional Improvement Notice (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 AVC or National OHS 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 AVC and National OHS Manager.

Entitlements of a health and safety representative

- 3.13 Below is a summary of entitlements under the legislation:
- to inspect the workplace or the part of the workplace within the HSR's area of representation
 - 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 Advisor Committee in writing regarding OHS matters, results of inspections or concerns
 - to be consulted by the employer on proposed change to the workplace, plant or substances that may impact upon the OHS of employees
 - to assist with fostering a strong OHS culture within the University, including encouraging staff and students to identify OHS improvement opportunities
 - to attend appropriate training courses (to be arranged by the OHS Unit)
 - to exercise these entitlements during normal working hours.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The OHS Unit will monitor compliance with this procedure.

Reporting

- 4.2 Reporting of the status of Regional OHS Advisory Committees will be via the Vice-Chancellor's Advisory Committee OHS Report and any OHS non-compliances will be reported to the Vice-Chancellor's Advisory Committee (VCAC).

Records management

- 4.3 Regional OHS Advisory Committee Meeting minutes will be stored and displayed within the OHS Portal as soon as reasonably practicable. This may include the display of unconfirmed minutes and action plans.
- 4.4 All records relevant to this document will be maintained in a recognised University recordkeeping system.

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

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

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

[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 Bill 2014](#) (WA)

[Work Health and Safety Policy](#)

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

7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor Advisory Committee
Administrator	National Occupational Health and Safety Manager
Next Review Date	07/08/2020

Approval and Amendment History	Details
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Notes	