	WHS 4 Consultation and Communication Policy	Version No:	4.0
		Issued:	31/10/13
		Next Review:	October 2015

Policy

The Southern Region Waste Resource Authority is committed to a high level of pro-active Work Health and Safety (WHS) management in line with the organisational objective of zero harm in local government.

To facilitate this, the organisation is dedicated to provision of a Communication and Consultation system that allows for;

- The provision of relevant, clear and current information on WHS matters to relevant workers, their representatives and duty holders so far as is reasonably practicable.
- The provision of systems for effective consultation, cooperation and coordination, including between duty holders (who share responsibility for the same **WHS** matter), management, and workers (who carry out work for Local Government and are or are likely to be directly affected by a WHS matter) and their representatives in accordance with legislative requirements and the Performance Standards for Self Insurers (PSSI) so far as is reasonably practicable.
- The provision of systems to facilitate worker participation and representation.

Key elements of the Council's Consultation and Communication system are:

- WHS Communication Procedures.
- WHS Consultation Cooperation and Coordination Procedures.
- WHS Employee Survey Processes.

The organisation will regularly review in consultation with relevant workers, subject area experts and other duty holders (as necessary):

- The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement.
- Adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found.


Responsibilities

The Executive Officer is accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

Supervisors/Managers are accountable for bringing this policy and supporting procedures to the attention of affected workers and monitoring, through their supervisory activities that the policies and procedures are adhered to.

Supervisors/Managers are accountable for checking that workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

Workers are accountable for adhering to the requirements of this policy and supporting procedures, and reporting any inability to do so to management at the earliest opportunity.

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Legislation

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

References

Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination

Australian Standard 4801

WorkCover Performance Standards for Self Insurers (PSSI)

Review

This WHS Communication and Consultation Policy shall be reviewed by the Southern Region Waste Resource Authority Executive Officer at minimum within Two years (2) years of Issued Date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

SIGNED:
Executive Officer

Date: ____/____/____

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	2 nd November 2009	New Document
	2.0	9 th December 2010	Annual Review – Executive Officer
	3.0	5 th December 2011	Annual Review – Executive Officer (Report No 85/11)
	4.0	31 st October 2013	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate