

	<h1>COMMUNICATION & CONSULTATION POLICY</h1>	Version No	3.0
		Issued	16 th Feb 2016
		Next Review	February 2019
		GDS	12.63.1

POLICY

The District Council of Orroroo Carrieton is committed to a high level of pro-active Work Health and Safety (WHS) management in line with the organisational purpose of to proactively protect and manage Local Governments' employee injury risks today and into the future

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 system 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 Procedure
- 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 senior management team are 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.

LEGISLATION

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999



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REFERENCES

Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination
Australian Standard 4801

Return to Work SA (formerly WorkCover) Performance Standards for Self Insurers (PSSI)

REVIEW

This WHS Communication and Consultation Policy shall be reviewed by the District Council of Orroroo Carrieton WHS Committee at minimum within three years (3) 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
Chief Executive Officer

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Deputy Chairperson, WHS Committee

Date: 16 / 2 / 2016

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REVIEW HISTORY

Version No:	Issue Date:	Description of Change:
1.0	29/6/2010	New Document
2.0	21/10/2010	Terminology changes to reflect 2012 WHS Act and Regulations. Examples include: OHS to WHS and employee to worker where appropriate
2.1	29/10/2013	Inserted issue date for version 2 and amend small error in the issue date in the footer
3.0	16/02/2016	Changed vision statement to Organisation purpose in first paragraph. Updated WorkCover references to Return to Work SA. Changed minimum review timeframe from 2 years to 3 years