

16.22 WHS CONSULTATION & ISSUE RESOLUTION

16.22.1 INTRODUCTION

The Diocese recognises its responsibility to consult with all workers and any other people who are working for the Diocese or who are directly affected by a health and safety matter.

16.22.2 PURPOSE

To ensure effective and timely consultation and issue resolution methods are utilised by all workers and other duty holders involved with the Diocese's work and activities, where reasonably practicable.

The Diocese is committed to ensuring a consultative approach to managing WHS with all workers. Given the Diocese's work and activities, that is primarily engaged in a voluntary capacity, with diverse geographical locations of Diocesan sites, the following consultation arrangements have been agreed and implemented. Each parish will appoint a Parish Council Safety Delegate, who may be either an employee of the Diocese or a volunteer.

16.22.3 LEGISLATIVE REQUIREMENTS

- WHS Act 2011 (NSW)
- WHS Regulations 2011 (NSW)
- Code of Practice – Work Health and Safety Consultation, Cooperation & Coordination

4.0 PROCEDURE

WHS Consultation may be initiated in two ways

The Diocese proposes changes to the Parish which may affect health and safety of workers (Stage 1) AND/ OR a worker identifies an issue, concern or suggestion (Stage 2)

Stage 1 The Diocese proposes changes to the workplace/parish which may affect health and safety of workers

Step 1 Consult with each Parish Council Safety Delegate and/or advise the WHS Officer to raise proposed change via regular communication methods.

Consultation will occur when:

- Identifying hazards and assessing risks to health and safety arising from the work carried out or to be carried out by the Diocese
- Making decisions about ways to eliminate or minimise those risks
- Making decisions about the adequacy of facilities for the welfare of workers
- Proposing changes that may affect the health or safety of workers
- Making decisions about the procedures for:
 - consulting with workers;
 - resolving work health or safety issues at the workplace;
 - monitoring the health of workers;
 - monitoring the conditions at any workplace under the management or control of the person conducting the business or undertaking;
- Providing information and training for workers; and
- Investigating incidents.

Step 2 Review and record any feedback obtained from the WHS Delegate.

Whilst all feedback will be considered as part of the consultation process, consensus on decisions is not required by the Diocese to make a final decision.

Stage 2 Worker identifies an issue, concern or suggestion

Step 1 Worker to discuss the issue, concern or suggestion with their Parish Council Safety Delegate

Step 2 The Parish Council Safety Delegate shall liaise with the WHS Officer regarding the raised issue/concern/suggestion.

Pending the nature of the matter, this may be raised further with the Diocese for greater clarification and discussion.

Step 3 The Parish Council Safety Delegate shall, where reasonably practicable, ensure the worker receive feedback following consultation with relevant parties.

Step 4 The Diocese shall review and record any feedback obtained from the Parish Council Safety Delegate

Whilst all feedback will be considered as part of the consultation process, consensus on decisions is not required by the Diocese to make a final decision.

Stage 3 Issue not resolved

Step 5 If a worker does not believe an issue or concern has been adequately addressed via the Diocese's consultation mechanisms, a WorkCover inspector may be contacted to provide final resolution.