

Work Health and Safety Consultation

The Commitment

At Coffs Harbour Education Campus North Coast TAFE, Southern Cross University and Coffs Harbour Senior College are committed to providing for the health, safety and welfare of all people at the campus. To this end each of the partners will endeavour to ensure that everyone involved in work communicates with each other to identify hazards and risk, discusses health and safety concerns and works together to find solutions. This includes cooperation between the people who manage or control the work and those who carry out the work or who are affected by the work.

This commitment extends to employees at all levels and to volunteers, contractors, visitors and other persons undertaking business or work at the campus.

In implementing safety practices and systems at Coffs Harbour Education Campus employees and others undertaking work will be consulted to ensure that everyone associated with the work has a shared understanding of what the risks are, which workers will be affected and how the risks will be controlled.

The consultation arrangements have been established to enable effective consultation to occur and to promote safety and health at Coffs Harbour Education Campus.

Concerns and questions raised by workers will be responded to in a reasonable timeframe. To assist workers in understanding the reasoning behind a decision or course of action they will be provided with feedback and other relevant information.

Work Health and Safety (WHS) Teams

The role of each of the partner's Work Health and Safety Management Team is to provide advice and assistance about Work Health and Safety policy and programs.

At any time, any WHS matter may be raised directly with a member of the WHS management team or a senior manager of the campus. These management teams will consult with relevant employees and workplace managers and assist in facilitating solutions to health and safety matters.

Consultation Arrangement

At Coffs Harbour Education Campus elected Health and Safety Representatives (HSRs) are the principle means of consultation in the workplace. HSRs are the primary mode for workers to have their voices heard on WHS matters.

The Campus has also agreed to informal procedures ensuring those who do not have ready access to a HSR are still involved in consultation and information sharing.

Work Groups/Units

During the consultation process it was agreed that there will be three work groups represented on the Campus. These workgroups are the employees of:

1. North Coast TAFE

2. Southern Cross University
3. Coffs Harbour Senior College, and

and others undertaking work at Coffs Harbour Education Campus.

Health and Safety Representative(s) (HSRs)

During the consultation process it was agreed that Southern Cross University and Coffs Harbour Senior College would each elect a single HSR and North Coast TAFE would elect two HSRs to enable adequate consultation, and that no Deputy HSRs are required.

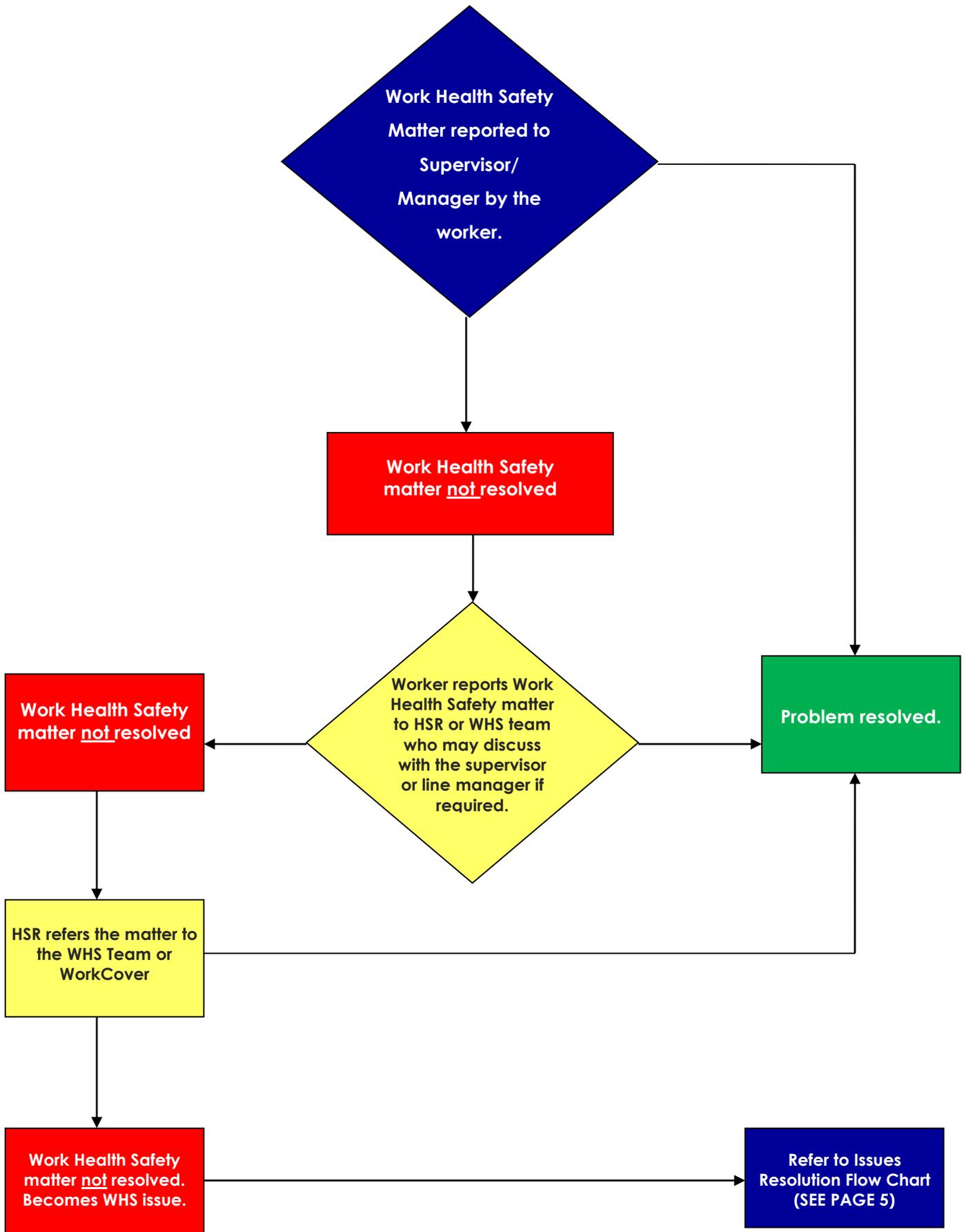
HSRs will:

- Represent the work groups in consultations on health and safety matters at work.
- Act as a point of contact and a direct line of communication between the worker and each organisation on Work Health and Safety Issues.
- Work cooperatively with the Work Health and Safety Teams, CHEC Manager of Administration, and other Senior Campus Managers to resolve specific work health and safety issues that arise.
- Investigate health and safety issues and complaints from members of the work groups.
- Enquire into anything that appears to be a risk to the health and safety of members of the work groups.
- Assist in the rapid resolution to health and safety issues at the local level.
- Monitor measures taken by the CHEC Manager of Administration and other Senior Campus Managers, the Department of Education and Communities – Schools, North Coast TAFE and Southern Cross University in relation to health and safety issues that impact on the work groups.
- Foster a strong commitment to safety by workers.
- HSRs are elected to support a work group for a three year term.

Identification and Communication of Work Health and Safety Matters

- All employees and others undertaking work have a collective and individual responsibility for workplace safety.
- All Health and Safety issues/concerns should be raised, in the first instance, with your Supervisor/Manager.
- If unable to resolve matters by themselves, staff should raise any hazards or health and safety concerns with their supervisor or HSR so the matter can be properly addressed.

Flow Chart – Identification and Communication of Work Health Safety Matters



Alternative consultation arrangements will be used to assist the Manager of Administration and the Senior Manager of North Coast TAFE, Southern Cross University or Coffs Harbour Senior College at the campus to consult with those who do not have ready access to a HSR, particularly volunteers and contractors who have an ongoing work role at the Campus.

Maintenance & Cleaning Contractors and Service Providers will raise WHS matters at the regular contract review meetings with either the Manager Administration or the CHEC Facilities Officer managing the contract or Licence Agreement.

Visitors may contact the CHEC Campus Facilities Officer directly to consult on work health and safety matters.

Communication may also be face to face, by email, various management and staff meetings or newsletters and websites.

Unresolved Issues

A health and safety issue is a matter concerning workplace risks/hazards/risk management that has not been able to be resolved locally after discussions between employees and others undertaking work and workplace managers. There should be no undue delay in addressing health and safety matters in the workplace.

Health and safety issues will be resolved at the local level wherever possible through a cooperative approach.

There are strict time times that must be met in resolving work health and safety issues.

The work health and safety issues resolution procedure of the employing organisation should be followed.

These procedures can be found at:

TAFE:

<https://detwww.det.nsw.edu.au/workhealthandsafety/whs-consultation-issues-resolution/issue-resolution/tafe>

SCU:

<http://scu.edu.au/admin/hr/index.php/187/>

Senior College:

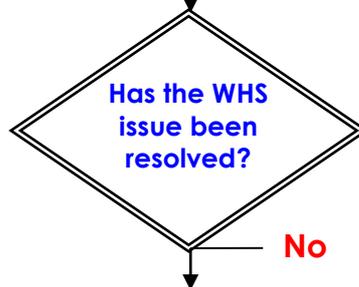
<https://detwww.det.nsw.edu.au/workhealthandsafety/whs-consultation-issues-resolution/issue-resolution/dec-schools-corporate>

Work Health Safety Issues Resolution Flowchart

WHS matter is unresolved locally and escalates as a WHS issue.

Step 1: Employee or other person undertaking work, or health and safety representative raises health and safety issue with workplace manager/supervisor/manager or through the workplaces' agreed consultation arrangement.

Step 2: Workplace manager or delegate uses agreed consultation arrangement (e.g. meets with HSR) to try to resolve issue as soon as possible but at the latest within 5 working days, with advice and support from WHS staff where required. If the workplace manager becomes aware before then that the issue cannot be resolved at the local level then the issue is to be escalated.



Yes

Step 3: Issue resolved, communicated and documented through issue resolution notice.

No

ESCALATE TO WHS TEAMS

SCU

WHS Team HR
Manager:
0266 20 3651

NCTAFE

Incident and Injury
Hotline: 1800 811 523 or
Fax to WHS Directorate:
02 9707 6233

Senior College

Incident and Injury
Hotline: 1800 811 523 or
Fax to WHS Directorate:
02 9707 6233

Step 4: WHS Team/WHS Directorate and relevant senior officers received notification and work with all parties to resolve the issue as soon as possible, but at the latest within 10 working days.

Step 5: Steps taken to resolve the issue are communicated and documented through the issue resolution notice.

If an internal resolution cannot be reached, the parties may seek assistance from WorkCover or the Union for appropriate action in accordance with the regulation.

**Issues are resolved when there is an agreement on actions and controls to minimise or eliminate risks to be undertaken within an agreed timeframe.

##The issue should be escalated sooner than the prescribed maximum time when knowledge, training or resources are not sufficient for resolving the issue and hence minimising or eliminating the risk so far as is reasonable practicable.

HSR Meetings

HSRs will as a group meet twice yearly with the Manager Administration

Additional meetings will be convened by the Manager Administration at the request of a HSR as and when needed.

Minutes will be recorded, filed electronically and circulated to the WHS Managers of each of the work groups

Review of Consultation Arrangements

It was agreed to monitor and review these WHS consultation arrangements on an ongoing basis to ensure that consultation with all employees and others undertaking work is effective and that all safety issues are being addressed.

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| Name: Workplace Manager | Steve Laidley |
| Signed: | (Campus Executive Members) Dianne Marshall David Lynch Megan Hill |
| Date: | |