

Consultation and Communication Policy

1 PHILOSOPHICAL BASIS

Birmingham Primary School is committed to providing a workplace with consultative and communication arrangements that allow employees to contribute to decisions that impact upon their health and safety.

2 GUIDELINES

Birmingham Primary School will provide opportunities for effective employee consultation on workplace health and safety hazards, and issues in the workplace. The school will ensure that:

- Consultation on OHS issues shall be meaningful and effective and that employee contributions are valued and taken into account.
- Consultation will not delay the implementation of a policy or a procedure to address an immediate or serious health and safety risk in a timely manner.
- Consultation will be undertaken in a manner consistent with positive supportive working relationships
- DET has the ultimate administrative and operational responsibility for all workplace decisions that affect health and safety provided that these decisions are made in accordance with this policy.

3 IMPLEMENTATION

The school will meet its commitment to Health and Safety by consulting with health and safety representatives and employees so far as is reasonably practicable when making any decision or change in relation to their health and safety in the workplace including:

- Identification of workplace hazards
- Assessment of the risks associated with workplace activities and hazards
- Decisions made in relation to measures taken to eliminate or control workplace risks
- Review of workplace risk assessments
- Introduction of, or alteration to workplace procedures for monitoring workplace risks
- Decisions made in relation to the adequacy of workplace facilities
- Proposed changes to the work premises, systems of work, plant or substances used at the workplace
- Decisions made in relation to changes in job role
- Decisions made in relation to consultation procedures and any legislative requirements

Where OHS issues cannot be resolved directly as a result of using the school's procedures, external assistance may be sought.

All DET and School Council employees, as well as contractors at this school are required to:

- Consult and cooperate with the school and DET on health and safety related matters
- Openly communicate any instances of hazards or incidents in the workplace
- Provide feedback to the school on the effectiveness of established consultation and communication arrangements

4 BUDGET

The Policy will be sourced from the Administration Budget.

5 EVALUATION

The Education Sub-Committee will review the policy within a three year cycle. School Council will be responsible for the ratification of the policy.

This policy was last ratified by School Council: Tuesday 22nd October 2013

This policy was last ratified by Birmingham Staff: Thursday 24th October 2013