



WHS CONSULTATION & COMMUNICATION POLICY

Version No	4.0
Issued	30/4/2019
Next Review	April 2024
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 values, behaviours and key initiatives within the LGA strategic plan.

To facilitate this, the organisation is dedicated to provision of a Consultation and Communication 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.
- 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.
- Systems to facilitate worker participation and representation.

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

- WHS Consultation and Communication Procedure
- Health and Safety Committee meeting and minutes

The Council 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; and
- Adherence to this Policy and the supporting procedures and to 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 they are adhered to; and
- 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](#)

AS/ NZS 4801 : 2001 Occupational Health and Safety Management Systems – specification with guidance for use. (Note: AS/ NZS 4801 is likely to be superseded by ISO 45001: 2018 in 2018/ 2019)

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

ISO 19011 – Guidelines for auditing management systems

REVIEW

This WHS Consultation and Communication Policy shall be reviewed by the District Council of Orroroo Carrieton WHS Committee at minimum within five (5) 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).

<p>SIGNED</p> <p>Chief Executive Officer</p> <p>Date: 30 / 04 / 2019</p>	<p>.....</p> <p>Chairperson, H.S. Committee</p> <p>Date: 30 / 04 / 2019</p>
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REVIEW HISTORY

Document History:	Version No:	Issue Date:	Description of Change:
LGAWCS	1.0	Sept 2009	New Document, September 2009
	2.0	5/4/13	Terminology changes to reflect 2012 WHS Act and Regulations. e.g. OHS to WHS, employee to worker
	3.0	17/07/15	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.
	4.0	01/11/2018	Policy updated in line with current LGA strategic plan. Doc. title, Consultation provided first before communication. References updated with current references and weblinks. Minor grammar changes; WHS committee changed to HSC
	4.1	16/01/2019	Updated web links for RTWSA references
DCOC	1.0	29/6/2010	New Document
	2.0	21/10/2010	Terminology changes to reflect 2012 WHS Act and Regulations. e.g. OHS to WHS, employee to worker
	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
	4.0	30/04/2019	Policy updated in line in line with current LGA strategic plan. Doc. title, Consultation provided first before communication References updated with current references and weblinks. Minor grammar changes; WHS committee changed to HSC