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| ***POLICY AND PROCEDURE – WHS001.5***  ***WORKPLACE HEALTH AND SAFETY CONSULTATION*** |

**POLICY STATEMENT**

Community Connectionis firmly committed to consulting across the organisation. Consultation includes sharing of information, giving employees a reasonable opportunity to express views through consultation, and taking those views into account before Community Connection makes decisions on health and safety matters.

It is a requirement of the Workplace Health and Safety Act and good business practice to consult, so far as is reasonably practicable, with employees who carry out work who are (or are likely to be) directly affected by a work health and safety matter.

Community Connectionwill consult when proposing any changes to the work environment that may affect employee’s health and safety and when making decisions about what facilities are needed. We will also consult if there are any changes to the workplace that may affect the adequacy of the facilities.

#### **PROCEDURE**

*To enact this policy, Community Connection**will:*

* Include WH&S on all meeting agendas. This will be to give employees an opportunity to raise any matters of concern, share information, and resolve issues as they arise;
* Ensure all employees understand the need to report incidents, injuries, near misses and hazards as soon as practical; and
* Ensure all employees understand how to report all WH&S matters.

*Goals*

This policy and procedure support the Work Health and Safety Policy and demonstrates the commitment of the employees of Community Connection to health and safety compliance.

#### Application of this Policy

All employees must be willing to cooperate to ensure that the intent of the policy is always implemented.

#### Visitors and Contractors

On entering a Community Connection worksite, visitors and contractors agree to always abide by the intent of the policy and procedure in relation to any task, activity or duty being carried out, or while simply entering the organisation for consultation.

**RELATED POLICIES, PROCEDURES AND GUIDELINES**

*Human Services Quality Framework*

* Human Services Quality Standard 1 – Governance and Management
* Human Services Quality Standard 6 – Human Resources
* WHS001.4 – Work Health and Safety

**RELATED LEGISLATION**

* Fair Work Act (2009) QLD
* WH&S Act (2011) QLD

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| **DATE OF BOARD ENDORSEMENT** | 07/02/2019 |
| **LAST REVIEW DATE** | 07/02/2019 |
| **NEXT REVIEW DATE** | This policy and procedure will be reviewed on an 18-month basis.  However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy and procedure will be reviewed immediately and amended accordingly. |