

# Workplace Consultation Policy

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## Our commitment

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PK Plumbing and Gasfitting is committed to providing appropriate training to all workers on the, skills and competencies necessary to work in a way that is safe for them and for others.

## General Policy

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It is the policy of PK Plumbing and Gasfitting to ensure the health, safety and welfare of all workers and to encourage participation through workplace consultation regarding all safety issues in accordance with the *Work Health & Safety Act 2011* and *Work Health & Safety Regulation 2011*.

As a Contractor, PK Plumbing and Gasfitting is responsible for the day-to-day health, safety and welfare of all workers and visitors. PK Plumbing and Gasfitting also has the duty to consult with workers and other duty holders on the procedures that should be followed to eliminate or reduce work-related injury and illness and to promote health and well-being.

This is not only a legal responsibility - there are very real benefits for PK Plumbing and Gasfitting to implement and maintain a consultative approach. It ensures that a safe and healthy work environment, and work practices, programs and procedures are actually created and maintained by the people who must work within these systems and be guided by them.

Workplace consultation explained simply

- That consultation takes place before the agenda is set and decisions are made
- PK Plumbing and Gasfitting is facilitative and listens
- Workers are pro-active, and are encouraged to suggest ideas
- Training is provided for workers in risk assessment, and in communication skills
- That communication is interactive, genuine and collaborative
- People work together with trust and mutual respect
- PK Plumbing and Gasfitting is open and receptive to worker participation
- Information which is relevant is provided to workers
- There are opportunities for one-to-one communication with workers and there is clear, ongoing feedback
- Outcomes of the consultation process result in improvements to the systems for managing safety in the workplace

PK Plumbing and Gasfitting will consult through workers through one of the following methods

- Health & Safety Committee
- Health & Safety Representative/s
- Another agreed alternative form of consultation'.

## What sorts of things should PK Plumbing and Gasfitting consult with workers about?

Consultation is required under the WHS Act 2011 when:

- Risks are being assessed, and when risk assessments are being reviewed;
- Decisions are being made about measures to eliminate or control risks;
- Introducing or changing procedures used to monitor the risks (eg. health surveillance);
- Decisions about facilities for welfare of workers;
- Changes are proposed which could affect health, safety, or welfare. This includes changes to premises, systems of work, and methods of work, plant or substances used for work;
- deciding about consultation arrangements to be used;

Examples would include safety inspections, training, processes, how work is being conducted, risk controls, etc.

## Implementation and evaluation

PK Plumbing and Gasfitting will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our organisation structure and operations.

**Policy authorised by: Philip Kenny (Director)**

Signature: 

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