

## POLICY DOCUMENT - WHS

12.16.39

<b>Policy Name</b>	<b>WHS CONSULTATION &amp; COMMUNICATION</b>
<b>Policy No.</b>	12.16.39
<b>Version:</b>	4
<b>Responsible Department:</b>	Executive Services
<b>Last Review Date:</b>	14 January 2019
<b>Next Review Date:</b>	14 January 2022
<b>Applicable Legislation:</b>	South Australian Work Health & Safety Act 2012 South Australian Work Health & Safety Regulations 2012 Local Government Act 1999
<b>Related Documents:</b>	WHS Consultation and Communication Procedure – OSPRO5
<b>Reference:</b>	Australian Standard 4801 (Note: AS/NZS 4801 is likely to be superseded by ISO 45001:2018 in 2018/2019)  Return to Work SA Work Health and Safety Standards for self-insured employers  Return to Work SA Self-insured workplace health and safety evaluation guidelines  Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination

### 1. POLICY

The City of Port Lincoln is committed to achieving a high level of pro-active Work Health and Safety (WHS) management in line with Council's Strategic Vision to be a "progressive, vibrant and safe Regional City that is an attractive place in which to live and work".

To facilitate this, the Organisation is dedicated to provision of a Consultation and Communication system that allows for provision of:

- relevant, clear and current information on WHS matters to relevant workers, their representatives and duty holders so far as is reasonably practicable
- systems 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 Council’s Communication and Consultation system are:

- WHS Consultation and Communication Policy
- WHS Consultation and Communication
- WHS Employee Survey Processes.

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;
- adherence to this policy and the supporting procedures and take appropriate action where non-compliances are found.

**2. RESPONSIBILITIES**

The Executive Management Team is accountable for checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

Leaders are accountable for:

- bringing this policy and supporting procedures to the attention of affected workers;
- monitoring, through their supervisory activities, that the policies and procedures are adhered to;
- 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.

**3. REVIEW**

This WHS Communication and Consultation Policy shall be reviewed by The City of Port Lincoln WHS Committee at minimum within three (3) years of last review date or more frequently if legislation or organisational needs change.

SIGNED:	.....	.....
	Acting Chief Executive Officer	Chairperson, WHS Committee
	Date: 7/3/19	Date: 7/3/19