

Health and Safety Consultation and Issue Resolution Procedure

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Purpose

This procedure describes:

- the process to be followed by Supervisors and Managers of the University when planning workplace changes that may affect the health or safety of University employees; and
- the process for resolving occupational health and safety issues, as identified by employees of the University in the course of their employment.

Scope

This procedure applies to all employees of the University. It applies to all University premises and to all University activities.

Legislative Context

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- Work Health and Safety Act 2011 (Qld)

- Work Health and Safety Regulation 2011 (Qld)

Definitions

A complete list of definitions relevant to this procedure is contained within the [Health and Safety Management Procedure](#).

A further list of definitions **specifically** relevant to this procedure is included below:

Term	Definition
Employer Representative	A member of the management of the University who has been nominated as an Employer Representative in accordance with section 73 of the Occupational Health and Safety Act 2004 (Vic) and regulation 23 of the OHS Regulations 2017 (Vic), or a representative of the Person Conducting a Business or Undertaking in accordance with section 80 of the Work Health and Safety Act 2011 (Qld). For the purpose of resolving health and safety issues, Executive Deans/Directors/Heads of Campus (or Safety Officers where appointed) are the nominated Management Representatives. If the Executive Dean/Director/Head of Campus or Safety Officer cannot be contacted within a reasonable time, the relevant Deputy Vice-Chancellor, Pro Vice-Chancellor, Chief Learner Experience Officer or Chief Operating Officer will be deemed to be the Management Representative for the resolution of that issue.

Actions

1. Fulfilling legal obligations related to the management of workplace changes and health and safety issues

	ACTIVITY	RESPONSIBILITY	STEPS
A.	Planning a workplace change	Supervisor/Manager	<ol style="list-style-type: none"> 1. Comply with the provisions of the Hazard Identification, Risk Assessment and Control (HIRAC) Procedure. 2. Share with the employees whose health or safety may be affected by the change information about the proposed workplace change. 3. Give the employees a reasonable opportunity to express their views about the matter and take into account those views. 4. If the employees are represented by Health and Safety Representative(s),

			<p>involve them in the consultation.</p> <p>5. If the proposed workplace change needs to be modified after the HIRAC Review or after consultation with the employees and HSR(s), inform the employees and HSR(s).</p> <p>6. If the proposed workplace change includes modifications to the structure of buildings, to emergency evacuation routes or assembly points, to fire protection systems, to rescue or first aid equipment, etc., consult with the Head – Health, Safety and Wellbeing.</p>
B.	Resolving a health and safety issue	Any University employee	<p>1. Report any health and safety issue to your direct Supervisor/Manager and to your Health and Safety Representative, if applicable. Issues may relate to a proposed workplace change as outlined in 1.A. above or any other aspect of your employment at Federation University Australia.</p>
		Supervisor/Manager	<p>1. If, as a result of the consultation outlined in 1.A., any of the employees and/or the Health and Safety Representative feel that a health and safety issue exists, handle it in accordance with the following process:</p> <p>2. Make every reasonably practicable attempt to resolve the issue to the satisfaction of all parties.</p> <p>3. If the issue is resolved and the Health and Safety Representative requests it:</p> <ul style="list-style-type: none"> • detail in writing the issue and all matters relating to its resolution on a Hazard/ Near-Miss Report or HIRAC Report; and • ensure that details of the agreed resolution are

			communicated to all employees concerned, and to the Head - Health, Safety and Wellbeing.
		Health and Safety Representative and the Management Representative	<ol style="list-style-type: none"> 1. If these attempts are unsuccessful, meet as soon as is reasonably possible and try to resolve the issue. Consider: <ul style="list-style-type: none"> • the number and location of employees affected by the issue; and • whether appropriate temporary measures are possible or desirable; and • the time that may elapse before the issue is permanently resolved; and • who, on behalf of the University, is responsible for performing and overseeing any action agreed necessary to resolve the issue.
		Management Representative	<ol style="list-style-type: none"> 1. Detail in writing the issue and all matters relating to its resolution on a Hazard/Near-Miss Report or HIRAC Report. 2. Ensure details of the agreed resolution are brought to the attention of the employees affected by the issue, of the Head - Health, Safety and Wellbeing, and of the relevant Portfolio Health and Safety Coordinating Team.
		Health and Safety Representative and/or Management Representative	<ol style="list-style-type: none"> 1. If an agreement cannot be reached, contact the Head - Health, Safety and Wellbeing.
		Health and Safety Representative	<ol style="list-style-type: none"> 1. If, after the involvement of the Head - Health, Safety and Wellbeing, you still feel the issue has not been satisfactorily resolved, you may: <ul style="list-style-type: none"> • refer the issue for resolution to the relevant Portfolio Health and Safety Coordinating Team;

			<ul style="list-style-type: none"> • for University-wide or policy matters, refer the issue to the University Health and Safety Policy Committee; or • issue a Provisional Improvement Notice (PIN) form, in accordance with section 60 of the Occupational Health and Safety Act 2004 or division 7 of the WHS Act 2011 (Qld).
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Supporting Documents

- [Health and Safety Management Procedure](#)
- [Hazard/Near Miss Report](#)

Forms.

- [HIRAC Report](#) (DOCX 154.0kb)
- [Issue Resolution Flowchart](#) (PDF 839.6kb)

Responsibility

- The Chief Operating Officer is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- The Head – Health, Safety and Wellbeing is responsible for maintaining the content of this procedure as delegated by the Chief Operating Officer.

Promulgation

The Employee Consultation and Issue Resolution Procedure will be communicated throughout the University community in the form of:

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website;
- an email to current Health and Safety Representatives; and
- an email to the Chairs of Health and Safety Implementation Teams.

Implementation

The Employee Consultation and Issue Resolution Procedure will be implemented throughout the University via

- an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website;
- an email to current Health and Safety Representatives; and
- an email to the Chairs of Health and Safety Implementation Teams.

Records Management

Document Title	Location	Responsible Officer	Minimum Retention Period
Hazard/Near-Miss Report	Health, Safety and Wellbeing Department	Head – Health, Safety and Wellbeing	Seven (7) years after action is completed (provided any individual involved has by then reached the age of 25)
HIRAC Report	Institute/Directorate/College/Centre	Executive Dean/Director	Destroy seven (7) years after review was undertaken
Provisional Improvement Notice (PIN)	Health, Safety and Wellbeing Department	Head – Health, Safety and Wellbeing	Destroy ten (10) years after administrative use has concluded