



Consultation and Communication Policy





CONSULTATION AND COMMUNICATION POLICY

Name of Council	District Council of Franklin Harbour
Responsibility:	Work Health & Safety
Version:	4.1
Effective date:	13 March 2019
Last revised date:	29 July 2015
Minutes reference:	
Next review date:	July 2022
Applicable Legislation:	South Australian Work Health and Safety Act, 2012 South Australian Work Health and Safety Regulations, 2012 Local Government Act, 1999
Related Policies:	
Related Procedures:	Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination AS/NZS 4801 (Note: AS/NZS 4801 is likely to be superseded by ISO 45001:2018 in 2018/2019) DCFH WHS Consultation and Communication Procedures

POLICY

The District Council of Franklin Harbour (organisation) 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.

In order 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.
- 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 the organisation 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 organisation's consultation and communication system are:

- WHS Consultation and Communication Procedures
- WHS Consultation Cooperation and Coordination Procedures
- WHS Employee Survey Processes

The organisation 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 take appropriate action where non-compliances are found.



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RESPONSIBILITIES

The 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.

REVIEW

This WHS Consultation and Communication Policy shall be reviewed by the District Council of Franklin Harbour WHS Committee at minimum within Thirty six (36) months of Issue Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

Signed: 

CEO

Date: 21/3/19



Chairperson, Health and Safety Committee (HSC)

Date: 21/3/19