

Managing Health, Safety and Wellbeing Consultation, Cooperation and Coordination

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1.0 Purpose

This standard outlines the mandatory requirements for undertaking consultation, cooperation and coordination on health, safety and wellbeing (HSW) matters at Griffith University. This standard aims to minimise risks to personnel and ensure continuing legislative compliance.

2.0 Scope

This standard applies to all staff, students, contractors and other relevant personnel in management roles and engaged by Griffith University to undertake their work, research or study.

3.0 Standard

3.1 Management Requirements

Management must give workers who are, or are likely to be, directly affected by a matter relating to workplace health, safety and wellbeing (HSW) a reasonable opportunity to express their views or raise issues.

Management must:

- Provide them with relevant HSW information
- Raise HSW matters
- Get their input on:
 - Identifying hazards and assessing risks.
 - Making decisions about ways to eliminate risks.
 - Decisions regarding the adequacy of facilities.
 - Proposed changes that may affect HSW.
 - Decisions on HSW procedures.

3.2 Health and Safety Representatives

A work group can request to appoint a Health and Safety Representative (HSR) following the Work Health and Safety (WHS) Act.

Management must:

- Commence negotiations with staff to agree work groups and numbers of HSRs within 14 days of the request from the work group.
- Facilitate an HSR election for all vacancies.
- Inform all work group members of the election outcome.
- Display a list of HSRs in the workplace.
- Provide or ensure training is provided to HSRs, including providing costs and reasonable time in normal working hours to undertake that training.
- Consult on work health and safety matters with any HSRs for the work group.
- Provide resources, facilities and assistance to enable the HSR to carry out their functions.
- Allow a HSR to exercise their powers and functions during their ordinary working hours.
- Notify the regulator of all current and changes to HSRs.

3.3 Communicating through Health, Safety and Wellbeing Committees

All staff can raise issues or communicate HSW information through the relevant HSW Committee. When doing so, staff must:

- Identify the appropriate HSW Committee by referring to the **University Health, Safety and Wellbeing Committee** intranet page.
- Submit the issue in writing to the Committee secretary for tabling.
- Follow the roles and responsibilities outlined in:
 - The **University Health, Safety and Wellbeing Constitution** (Tier 1 HSW Committee)
 - **Tier 2 HSW Committee Terms of Reference**, or
 - The relevant sub-committee or specialist advisory committee terms of reference.

3.4 Communicating through Meetings

Management must:

- Conduct regular HSW briefings with their staff to communicate HSW information. This must as a minimum cover the hazards and risks associated with their work activities, and
- Maintain a record.

3.5 Communication, Cooperation and Coordination

Where internal and/or external organisations are co-Griffith University sharing spaces or facilities, management must ensure that:

- HSW information is shared, including HSW hazards and risks, and
- All reasonable steps are taken to cooperate and coordinate work with regard to HSW to ensure HSW risks are mitigated.

4.0 Definitions

Health and Safety Representative (HSR) refers to a worker who has been elected by their work group under the WHS Act to represent them on health and safety matters.

Management refers to any leader or supervisor organising work and / or supervising staff.

Tier 2 Committee refers to the Griffith University individual organisational group Health, Safety and Wellbeing committees:

- Arts, Education and Law HSW Committee
- Campus Life HSW Committee
- Central Elements HSW Committee
- DVC (Research) HSW Committee
- Griffith International HSW Committee
- Griffith Health Group HSW Committee
- Griffith Business School HSW Committee
- Griffith Sciences HSW Committee
- HSW Functional Leadership Team

Tier 3 Committee refers to any Griffith University local area committee other than defined as Tier 2. WHS Act refers to the Work Health and Safety Act 2011 (Qld).

University Health, Safety and Wellbeing Committee or **Tier 1 Committee** refers to top level HSW Committee and the Griffith University Biosafety Committee (UBC).

Work group is determined by negotiation between managers and workers who will form that work group. The process is fully defined in section 52 of the WHS Act.

5.0 Information

Title	Managing Health, Safety and Wellbeing Consultation, Cooperation and Coordination Standard
Document number	2024/0001050
Purpose	This standard outlines the mandatory requirements for undertaking consultation, cooperation and coordination on health, safety and wellbeing (HSW) matters at Griffith University. This standard aims to minimise risks to personnel and ensure continuing legislative compliance.
Audience	Staff
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal: 3: Good Health and Well-Being
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Policy advisor	Associate Director, Health & Safety Standards and Assurance
Approving authority	Director, Health and Safety

6.0 Related Policy Documents and Supporting Documents

Legislation	<i>AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance and use</i> <i>AS/NZS ISO 45003:2021 Occupational health and safety management — Psychological health and safety at work — Guidelines for managing psychosocial risks</i> <i>Managing the risk of psychosocial hazards at work Code of Practice 2022 (Qld)</i> <i>Work Health and Safety Act 2011 (Qld)</i>
Policy	Health, Safety and Wellbeing Policy
Procedures	N/A
Local Protocol	N/A
Forms	N/A