SR CONSULTATION & HS MEETINGS

PURPOSE

The purpose of this system requirement (SR) is to outline the avenues for effective communication and encouraging consultation, cooperation and coordination of duties with persons and groups affected by operations at Laing O’Rourke worksites. This includes (but not limited to) clients, designers, the public, staff, workers, plant operators, subcontractors, supply chain partners, regulatory authorities and industry bodies.

H&S CONSIDERATIONS FOR CONSULTATION

H&S considerations that should be discussed as part of H&S consultation activities include:

- Safety in Design - impact of design on constructability and end-user safety
- Upcoming risks and controls to be implemented - focusing on high consequence risk
- Results of engagement activities including collective insights, positive investigations
- Audit results and actions required
- Changes in process and the working environment that impact upon safety
- Interface coordination
- Safety Alerts and Lessons Learnt from Incident Investigations

This list is not exhaustive and projects / workplaces should consider setting an agenda for meetings that are suitable to the scope of works being undertaken and the risks posed to those being consulted with.

METHODS OF CONSULTATION

When considering the means of consultation with different parties, due consideration should be given to ensuring effective communication, the nature of the decision and those affected by any decisions. Methods of communication include:

- Workshops, including risk assessment workshops or project implementation reviews
- Existing or separate stakeholder consultation forums, including as an agenda for WH&S committee meetings
- Design coordination meetings and risk review meetings
- Briefing sessions with affected workers
- Document review processes
- Written confirmation of information provided
- Hub Safety Board, Senior Leadership Teams (SLT)

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- Monthly Project Reviews
- Formal correspondence, disturbance notices and site instructions
- Daily coordination meetings, Prestarts, Daily Activity Briefings and Toolbox Talks
- Induction, collective insights, positive investigations
- Management site visits
- Regular team meetings with key personnel
- Work, health and safety bulletins (internal/external)
- Monthly reports
- Online forums, portals and social media (consult with corporate communications team prior)
- Daily informal discussions
- Health and Safety Committee meetings

Specific formalised consultation mechanisms utilised on the projects should be documented within the Construction Health and Safety Plan.

**HEALTH & SAFETY REPRESENTATIVES (HSRs) AND HEALTH & SAFETY COMMITTEE (HSC)**

Laing O’Rourke will encourage the election of Health and Safety Representatives (HSRs) from the project workforce. The process for the establishing work groups and electing HRSs is outlined in E-G-8-0955 WHS Representation and Consultation. It also outlines training requirements, the functions and powers of HSRs and Laing O’Rourke’s obligations.

E-G-8-0955 WHS Representation and Consultation also outlines the process establishing and running a Health & Safety Committee (HSC). As part of establishing the HSC Laing O’Rourke and workers must agree the terms of the HSC Constitution (refer to E-T-8-0954 H&S Committee Constitution).

Once the Health and Safety Committee is established, the project or workplace management team should consult with it on all WHS issues, for example:

- Assessing or reviewing risks to the environment, health and safety arising from work
- Making decisions about measures to eliminate or control risks
- Introducing or altering the procedures for monitoring risks (including health surveillance procedures)
- Making decisions about the adequacy of facilities for the welfare of employees
- Proposing changes to work premises, systems, methods, plant or substances that may affect the environment, safety or health
- Analysing incident investigations
- Making decisions about the procedures for consultation on the project
- Conflict resolution
- Design changes and purchases relevant to work health and safety risks

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HSC meetings are to be recorded using E-T-8-0953 Minutes of Health and Safety Committee Meeting.

**PIT CREWS**

Pit Crews differ from other standard communication and consultation forums. The objective of the Pit Crew is to engage with the workforce to obtain feedback and solutions. Pit Crews identify areas of focus and provide information that assists Project Leaders to narrow the gap between work as imagined versus work as done. They also assist in developing project initiatives that continually improve positive performance. Refer to SR Next Gear for more information.

**REGULATIONS AND CODES**

Work Health & Safety Act 2011 (ACT, NSW, QLD), 2012 (SA) and 2016 (NT)
- Part 5 Consultation, representation and participation

Work Health & Safety Regulation 2011 (QLD, ACT), 2012 (SA) and 2017 (NSW, NT)
- Chapter 2 Representation and participation

Occupational Safety and Health Act 1984 (WA)
- Part IV - Safety and health representatives and committees

Occupational Safety & Health Regulation 1996 (WA)
- Division 12 – Construction Industry – consultation on hazards and safety management

Occupational Health and Safety Act 2004 (VIC)
- Part 4—Duty of Employers to Consult
- Part 7—Representation of Employees

Occupational Health and Safety Regulations 2017 (VIC)
- Part 2.1 General Duties (2.1.5 How to involve HSRs in consultation), and Part 2.2 Issue Resolution

Rail Safety National Law as it applies in SA, NT, Tasmania, NSW, ACT, WA and Victoria

Relative Rail Safety legislation that applies in the remaining States not covered by the Rail Safety National Law

Safe Work Australia Code of Practice and Guide

Work Health & Safety Consultation, Co-operation and Co-ordination Code

Worker Representation and Participation Guide

Rail Safety Codes of Practice, Standards and Guidelines as issued by the Office of the National Rail Safety Regulator, Rail Industry Safety Standards Board or Rail Industry organisation as appropriate

**FORMS AND TEMPLATES**

E-T-8-0953 Minutes of Health and Safety Committee Meeting

E-T-8-0954 Health and Safety Committee Constitution

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E-G-8-0955 WHS Representation and Consultation
E-T-8-0970 Safety Inspection

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