Consultation, Co-operation and Co-ordination Statement

If you require assistance with understanding any aspect of this document, please contact your State WHS Admin.

Purpose

WHS legislation requires Robert Walters to consult, co-operate and co-ordinate with all relevant persons, so far as is reasonably practicable, on matters that directly affect or are likely to directly affect the health and safety of our workers. Robert Walters recognises the benefits of consultation, cooperation and coordination in the identification and management of WHS matters, in line with its statutory obligations.

Scope

This Statement outlines the consultation, co-operation and co-ordination methods applicable to all Robert Walters' workers working on Robert Walters' premises or at host employer (Client) sites.

Who we consult, co-operate and co-ordinate with

- Workers (employees, temporary workers, and anyone else carrying out work for Robert Walters), to promote awareness of health and safety obligations, new or additional risks in the workplace, new or changed procedures, WHS contact points and for input into matters that affect them
- Clients – to establish relationships and manage the contract for recruitment services; notification of notices or regulator advices (where applicable)
- Union representatives (if applicable)
- Other shared duty holders involved in our activities or those of our workers – to ensure the elimination or minimisation of risks to health and safety

We consult with workers and other duty holders when

- Identifying hazards and assessing risks arising from work carried out or to be carried out by workers
- Making decisions about ways to eliminate or minimise those risks
- Making decisions about the adequacy of facilities for the welfare of workers
- Proposing changes that may affect the health or safety of workers, including changes to work practices, systems, workplace
- Communicating results of management reviews, continual improvement processes, incident outcomes and audit actions
- A regulatory notice has been received where relevant to the matter
- Making decisions about procedures for consulting with workers (including: resolving work health and safety issues; consulting with workers on work health and safety; monitoring worker health and workplace conditions under our management or control; and providing information and training for workers); and
- Required by relevant laws or regulations

How we consult, co-operate and co-ordinate

- As a group in monthly Health and Safety Committee meetings
- Formal and informal reporting processes
- Written communication – emails, @Workplace

- WHS & Wellbeing magazine / newsletter
- WHS noticeboards / contractor hub
- Team meetings
- Calls/meetings with candidates, workers and clients (for temporary workers)

What is required when we consult, co-operate and co-ordinate

As far as reasonably practicable, Robert Walters shall ensure:

- Relevant work health and safety information is shared with workers that take into account the complexity, frequency and urgency of issues to be consulted
- Workers are given a reasonable opportunity to express their views and to raise health or safety issues
- Workers are given a reasonable opportunity to contribute to the decision-making process relating to the health and safety matter. Workers are encouraged to ask questions, raise concerns, report problems, make recommendations, and be part of the problem-solving process
- The views of workers are taken into account
- Workers are advised of the outcome of any consultation in a timely manner
- Workers are entitled to representation in respect of WHS matters, if they are represented, consultation will include that person eg. a health and safety representative

Specific Responsibilities

A comprehensive list of WHS roles and responsibilities is provided in the document *WHS Structure, Roles & Responsibilities.*

Record Keeping

The following records are maintained in accordance with WHS legislation:

- Minutes of Health and Safety Committee meetings
- WHS Risk Assessments
- WHS Performance Reports
- Emails
- Database records – event/activity history
- Client contracts
- Training records
- Incident/Injury Records
- Minutes of team meetings
- Regulator notifications and documents

Review

This Statement will be reviewed annually by Robert Walters' senior leadership team and/or otherwise in line with corporate or legislative changes.

Definitions

WHSMS Definitions and Glossary

Reference

WHSMS Library