

Consultation

1 Purpose

The purpose of this document is to outline the requirements for consultation in relation to Health and or Safety Matters.

2 Scope

Consultation shall occur where the Health and Safety of a worker or volunteer may be at risk or where relevant health and safety information is required to be communicated. Contractors who are undertaking work unsupervised, shall be provided with a list of known hazards within the scope of works they will undertake.

3 Responsibilities

Health and Safety Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimise, the risk. The person engaging contractors to undertake works is required to have information relating to the hazards made known to them within their scope of works. A team Brief record will be completed relating to the communication of information. Any corrective action will be followed up and signed off by the nominated person.

4 Actions

The person communicating the health and safety information shall use the team brief record and file the record in the Health and Safety Folder.

5 References

Nil

6 Attachments

Doc. No.	Title
	Nil

6.1 Revision History

Issue	Date	Nature of Amendment
1.0		Document Creation