

# WORKPLACE CONSULTATIVE ARRANGEMENTS

## Facilitator Guide



| Timings | Facilitator Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Resources          |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 2 hours | Discuss the assessment criteria and learning outcome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Slide 1<br>Slide 2 |
|         | <p><b>DISCUSS</b></p> <p><i>Refer work health and safety consultation, co-operation and co-ordination COP 2011 – s1.1 who has duties in relation to consultation, co-operation and co-ordination?</i></p> <p>Discuss who has duties, including:</p> <ul style="list-style-type: none"> <li>• Consulting with workers</li> <li>• Consulting, co-operating and coordinating activities with other duty holders</li> </ul> <p><b>DISCUSS</b></p> <p><i>Refer work health and safety consultation, co-operation and co-ordination COP 2011 – s1.2 why is consultation important?</i></p> <p>Discuss why consultation is important</p> | Slide 3            |
|         | <p><b>DISCUSS</b></p> <p><i>Refer work health and safety consultation, co-operation and co-ordination COP 2011 – s2 when to consult with workers</i></p> <p>Discuss when to consult with workers including;</p> <ul style="list-style-type: none"> <li>• 2.1 managing risks</li> <li>• 2.2 deciding on welfare facilities</li> <li>• 2.3 making changes</li> <li>• 2.4 developing procedures</li> </ul>                                                                                                                                                                                                                           | Slide 4<br>Slide 5 |
|         | <p><b>DISCUSS</b></p> <p><i>Refer work health and safety consultation, co-operation and co-ordination COP 2011 – s3 what is effective consultation</i></p> <p>Discuss what is effective consultation including;</p> <ul style="list-style-type: none"> <li>• 3.1 sharing information</li> <li>• 3.2 Providing reasonable opportunities to express views and contribute</li> <li>• 3.3 taking views into account</li> <li>• 3.4 advising outcomes of consultation</li> <li>• 3.5 to what extent should you consult?</li> <li>• 3.6 must consultation be documented?</li> </ul>                                                     | Slide 6            |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
|  | <p><b>DISCUSS</b></p> <p><i>Refer work health and safety consultation, co-operation and co-ordination COP 2011 – 4.3 consulting using health and safety representatives and committees</i></p> <p><i>Refer Student Notes – Agreement on work groups</i></p> <p><i>Refer Student Notes – Determining work groups</i></p>                                                                                                                                                                                                                                                                                                   | <p>Slide 7<br/>Slide 8</p>  |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – Health and Safety Representatives</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Slide 9<br/>Slide 10</p> |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – Issuing PINS</i></p> <p><b>NOTE: This is a brief overview only. Advise participants that detailed information regarding HSR's and PINS is available on the WorkSafe website.</b></p> <p><a href="https://www.worksafe.qld.gov.au/injury-prevention-safety/managing-risks/health-and-safety-representatives-and-health-and-safety-committees/provisional-improvement-notice-pins">https://www.worksafe.qld.gov.au/injury-prevention-safety/managing-risks/health-and-safety-representatives-and-health-and-safety-committees/provisional-improvement-notice-pins</a></p> | <p>Slide 11</p>             |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – Providing a list of health and safety representatives</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Slide 12</p>             |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – Issue resolution – default resolution procedure</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Slide 13</p>             |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – direct unsafe work to cease</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Slide 14</p>             |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – Entry permit holder</i></p> <p>Discuss entry permit holder including;</p> <ul style="list-style-type: none"> <li>• Right of entry</li> <li>• Entry to inquire into suspected breaches</li> <li>• Entry to inspect employee records or information held by another person</li> <li>• Entry to consult and advise workers</li> <li>• Conditions of entry</li> <li>• Dealing with disputes</li> </ul>                                                                                                                                                                      | <p>Slide 15</p>             |

|  |                                                                                                                                                                                                                                                                                                               |          |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|  | <ul style="list-style-type: none"> <li>Prohibitions relating to WHS Entry permit holders</li> <li>Revoking WHS entry permits</li> </ul>                                                                                                                                                                       |          |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – Inspectors role – requesting an inspector to be appointed to make a decision on an issue or assist in resolving an issue at work workplace</i></p>                                                                                                          | Slide 16 |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – issues an inspector can decide</i></p>                                                                                                                                                                                                                      | Slide 17 |
|  | <p><b>DISCUSS</b></p> <p><i>Refer Student Notes – issues an inspector can assist in resolving</i><br/> <i>Refer Student Notes – Inspector's role</i></p>                                                                                                                                                      | Slide 18 |
|  | <p><b>ACTIVITY</b></p> <p><i>Refer work health and safety consultation, co-operation and co-ordination COP 2011 – Appendix C – Consulting, co-operating and coordinating activities</i></p> <p>Have participants go through the examples in groups and see if they could think of any additional measures</p> | -        |

| Version | Date       | Author |
|---------|------------|--------|
| 1       | 30/06/2018 | WHSQ   |