

# Hazard Identification, Risk Assessment, Control and Evaluation Policy and Procedure

## Consultation and Communication PROCEDURE

### Aim of this Procedure

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To outline the consultation and communication arrangements in place at Resurrection Catholic Primary School, as well as the process to follow for the resolution of OHS issues / concerns.

Resurrection Catholic Primary School is committed to consulting with employees on OHS issues / concerns and changes that affect their workplace including:

- Risk Assessments for new and existing tasks and activities;
- OHS Policies and Procedures (development and review of existing);
- Proposed changes to the work premises, systems of work, plant or substances used.

### Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- Implementing a system which enables consultation with all staff.
- Ensuring all health and safety information is suitably communicated to all staff.
- Reviewing this procedure every 3 years to ensure it remains current and up-to-date.

Health and Safety Representatives (HSR) are responsible for:

- Bringing health and safety issues raised by staff to the school leadership team.
- Following the [OHS Issue Resolution process](#) when a health and safety issue / concern is raised or identified.
- Attending OHS Committee meetings, where established.

Employees are responsible for:

- Brining health and safety issues / concerns to their Health and Safety Representative (HSR), or in absence of a HSR to the school leadership team.
- Following the [OHS Issue Resolution process](#) when a health and safety issue / concern is raised or identified.
- Complying with this procedure.

### Procedure

#### Consultation

All employers have a duty under the OHS Act to consult with employees on health and safety matters. This could be when a change is made in the workplace that will have an effect on the health and safety of employees, or when new hazards or risks are identified for an existing or proposed task or activity.