

Consultation checklist

Consultation compliance	Yes /No	Chapter in Code
Do I have one or more consultation arrangements in place after consultation with my workers?		4
Do the consultation arrangements include workers other than my employees such as contractors or labour hire workers who are part of my workforce?		4, 5
Do I use my consultation mechanism when I:		2
• identify hazards and assess risks?		
• make decisions to eliminate or minimise risks?		
• make decisions about welfare facilities?		
• propose changes to the work, including purchasing new or used plant or new substances or materials?		
• develop and review safety policies and procedures?		
When I consult with my workers on these issues do I:		3
• inform them of what I intend to do (e.g. purchase a new piece of equipment)?		
• share relevant information about the issue with them?		
• give them a reasonable opportunity to respond and contribute to decision making?		
• discuss any of their safety concerns?		
• take into account the views they express?		
• advise them of my decision and the reasons for it?		
If workers are represented by a health and safety representative, do I:		4
• include the representative in all health and safety consultations?		
• make myself available for the representative to raise and discuss health and safety matters with me?		
Do I consult other duty holders who share responsibility for a health and safety matter with me?		5
Do I identify other duty holders early before commencing work?		
Have I established open communication and consultation methods with other duty holders about the work and related health and safety risks?		
Have I confirmed with other duty holders that our joint duties are met?		