



Employee Involvement and Consultation on OH&S Matters

Power and Water Corporate Procedure

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1 Purpose

This procedure documents guidelines for employee involvement and consultation on OH&S matters at Power and Water Corporation as required by OH&S Management Systems standard AS 4801.

2 Scope

This procedure will apply to all Power and Water Business Units and locations.

3 References

- 3.1 Power Water Corporation: Management Systems Review Procedure.
- 3.2 Power and Water Corporation :Operational Risk Assessment Procedure
- 3.3 Power and Water Corporation: Job Safety and Environmental Analysis Work Instruction.
- 3.4 Power and Water Corporation: IMS Communication Procedure
- 3.5 Power and Water Corporation: OH&S Committees Structure Procedure
- 3.6 Standards Australia, (2001), AS/NZS 4801:2001 Occupational Health and Safety Management Systems-Specification with guidance for use.

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4 Responsibilities and Authorities

Role / Title	Responsibility
Managing Director	<ul style="list-style-type: none"> Approves Procedure Ensures there is effective involvement and consultation at Power and Water.
Business Unit General Manager	<ul style="list-style-type: none"> Ensures applicable issues from Business Unit meetings are discussed and resolved at the Business Unit Management meeting. Ensures agreed action items from EMC meetings are communicated and implemented at Business Unit level.
Area Manager	<ul style="list-style-type: none"> Ensures applicable issues from EMC meetings are discussed at a shared workplace Management meeting, and passed on to relevant Business Units.
Business Unit Branch/Section Manager	<ul style="list-style-type: none"> Conducts regular section meetings to ensure OH&S, Environment, and Quality issues can be discussed, resolved or progressed.
Business Unit Coordinators and Team Leaders	<ul style="list-style-type: none"> Conducts regular section meetings to ensure OH&S, Environment, and Quality issues can be discussed, resolved or progressed.

5 Definitions

Business Unit (BU):	Refers to a PWC Business Unit.
Business Unit/Service Coordinator:	Power and Water employee whose role is to ensure required resources, (human and other), are available and managed in order to complete assigned work tasks
Business Unit Team Leader	Power and Water employee who, as part of a work team, assumes responsibility for completion of that team's work assignments.
Executive Management Committee, (EMC)	Power and Water's executive management group who direct and control the organisation at the highest level.
General Manager (GM):	Refers to the General Manager of a PWC Business Unit.
Managing Director (MD):	Refers to the Managing Director of PWC.
PWC:	Refers to Power and Water Corporation
Area Manager	Refers to Power and Water employees responsible for administrative management of shared workplaces at Ben Hammond Complex, Alice Springs, Tennant Creek, and Katherine.
Shall:	Mandatory
Should:	Advisory or discretionary

6 Records

- 6.1 Relevant documentation relating to employee involvement and consultation shall be maintained in Power and Water's registry system as defined in the relevant procedures.

7 Attachments

8 Involvement

Relevant Power and Water employees shall be involved in the development, implementation and review of policies and procedures for hazard identification, risk assessment and control of hazards and risks. Involvement will include but not be limited to:

- Participation in periodic operational task based risk assessments, (Refer Procedure Operational Risk Assessment).
- Participation in job safety and environment analysis processes prior to commencement of hazardous tasks, (Refer Work Instruction Job Safety and Environment Analysis):
- Participation in OH&S safety committees as elected workplace representatives described in Section 10
- Participation in problem solving teams or OH&S committee sub-committees formed to analyse and resolve specific OH&S issues raised by committees (Refer Section 10).

Relevant employees shall be determined by the Business Unit General Manager or Branch/Section Manager, as appropriate.

9 Consultation

Power and Water employees shall be consulted on any significant changes that affect workplace OH&S or impact the workplace environment.

Employees shall be consulted using a combination of appropriate communication channels, described in the IMS Communication Procedure.

All employees shall have the opportunity to attend a regular workplace communication meeting that provides feedback and allows input on quality, environment, or OH&S issues, (Refer IMS Communication Procedure). Consultation and involvement on OH&S matters is also available through Power and Water's OH&S Committee structure.

10 OH&S Committee Structure

A process shall be in place to enable employees to select those who will represent them in OH&S matters and to inform them as to who their OH&S representatives and management representatives are. OH&S committee members shall receive appropriate training to undertake effectively their involvement in the development, implementation, and review of OH&S arrangements, (Refer OH&S Committee Structure Procedure).