

OHS Consultation and Issue Resolution Policy

1. Policy Statement

The Uniting Church in Australia, Synod of Victoria and Tasmania is committed to consulting with employees and their representatives to ensure prompt and effective OHS issue resolution

2. Objective

To ensure effective and compliant OHS issue resolution

3. Scope

This policy applies to all Synod workplaces

4. Application

Where an issue, including identification of a risk or hazard arises in relation to OHS, the Synod will:

- a) identify the parties appropriate to the issue resolution process;
- b) In Tasmania, representatives of any other organisation (PCBU) involved in the matter must be included in consultation;
- c) make provision for the parties to meet and attempt to resolve the issue;
- d) take prompt action to attempt to resolve the issue;
- e) ensure that a meeting between a management representative and a Health and Safety Representative occurs as soon as is practicably possible;
- f) take into account any relevant factors including:
 - the degree and immediacy of the risk;
 - whether the hazard or risk can be isolated;
 - the number and location of employees affected by the hazard or risk;
 - whether appropriate temporary measures can be taken to deal with the hazard or risk;
 - whether monitoring of the hazard should be undertaken;
 - length of time required to correct the hazard or risk permanently;
 - allocation of responsibility for ensuring the removal of the hazard or risk takes place.
- g) ensure that the results of any agreement are communicated to employees, all relevant parties and the OHS /WHS Committee;

5. Related Policies and Procedures

OHS Policy (UCAVT-OHS-PO-01)

Synod Occupational Rehabilitation and Return to Work Policy – Vic (UCAVT-OHS-PO-02)

Synod Occupational Rehabilitation and Return to Work Policy – Tas (UCAVT-OHS-PO-03)

Incident Reporting Flowchart (UCAVT-OHS-SP-02)

6. References

Occupational Health and Safety Act 2004 (Vic)

Work Health and Safety Act 2012 (Tas)



OHS ISSUE RESOLUTION FLOW CHART Person identifies **Definitions** OHS/WHS issue/hazard Person If the issue/hazard is life threatening and is unable to fix the Employee, Contractor, Volunteers, immediately stop work issue/hazard themselves Congregation members, Visitor **Senior Contact Person** Person informs their Manager, Minister, or the most senior Senior Contact Person person at the time of incident. **Senior Contact Person** Note: If there is no Completes the Incident / Near Miss Report Form. HSR/ESR then management addresses (If considered to be a life threatening issue, the issue directly with complete form after safety has been established) staff. Yes No Senior Contact Person advises the HSR/ESR Issue Consultation held with all parties to be documented Resolved **Senior Contact Person** Completed Action Plan (list actions taken Yes Issue or planned to prevent recurrence) on the Resolved Incident / Near Miss Report Form No Refer the matter to the OHS Team SynodOHS@victas.uca.org.au or 130 Lonsdale St. Senior Contact person communicates Melbourne 3000. resolution to all parties involved and Consultation held with all parties to be documented. advises in writing of outcomes and controls. Yes Issue Resolved No Senior Contact person to then forward a copy of completed forms and any other OHS Team will refer the matter to the Senior related documentation to the OHS Team Leadership Team OHS SynodOHS@victas.uca.org.au or 130 130 Lonsdale St. Melbourne 3000. Lonsdale St. Melbourne 3000 Consultation held with all parties to be documented. Yes OHS team to record and file Issue documentation as per privacy Resolved standard No Yes Issue referred to a End of Issue WorkSafe Inspector for determination.