

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

