Purpose

This procedure describes:

- the process to be followed by Supervisors and Managers of the University when planning workplace changes that may affect the health or safety of University employees; and
- the process for resolving occupational health and safety issues, as identified by employees of the University in the course of their employment.

Scope

This procedure applies to all employees of the University. It applies to all University premises and to all University activities.

Legislative Context

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)

Definitions

A complete list of definitions relevant to this procedure is contained within the Health and Safety Policy.

A further list of definitions specifically relevant to this procedure is included below:
### Term | Definition
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Management Representative | A member of the management of the University who has been nominated as a Management Representative in accordance with regulation 2.2.2(1) of the OHS Regulations 2007. For the purpose of resolving health and safety issues, Deans/Directors (or Safety Officers where appointed) are the nominated Management Representatives. If the Dean/Director or Safety Officer cannot be contacted within a reasonable time, the relevant Deputy Vice-Chancellor or Chief Operating Officer will be deemed to be the Management Representative for the resolution of that issue.

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### Actions

**1. Fulfilling legal obligations related to the management of workplace changes and health and safety issues**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
<th>STEPS</th>
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</thead>
<tbody>
<tr>
<td>A. Planning a workplace change</td>
<td>Supervisor/Manager</td>
<td>1. Comply with the provisions of the Hazard Identification, Risk Assessment and Control (HIRAC) Procedure.</td>
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<td>2. Share with the employees whose health or safety may be affected by the change information about the proposed workplace change.</td>
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<td>3. Give the employees a reasonable opportunity to express their views about the matter, and take into account those views.</td>
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<td>4. If the employees are represented by Health and Safety Representative(s), involve them in the consultation.</td>
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<td>5. If the proposed workplace change needs to be modified after the HIRAC Review or after consultation with the employees and HSR(s), inform the employees and HSR(s).</td>
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<td>6. If the proposed workplace change includes modifications to the structure of buildings, to emergency evacuation routes or assembly points, to fire protection systems, to rescue or first aid equipment, etc.,</td>
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<td>consult with the Manager – Risk, Health and Safety.</td>
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<tr>
<td>B. Resolving a health and safety issue</td>
<td>Any University employee</td>
<td>1. Report any health and safety issue to your direct Supervisor/Manager and to your Health and Safety Representative, if applicable. Issues may relate to a proposed workplace change as outlined in 1.A. above or any other aspect of your employment at Federation University Australia.</td>
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<tr>
<td></td>
<td>Supervisor/Manager</td>
<td>1. If, as a result of the consultation outlined in 1.A., any of the employees and/or the Health and Safety Representative feel that a health and safety issue exists, handle it in accordance with the following process:</td>
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<td>2. Make every reasonably practicable attempt to resolve the issue to the satisfaction of all parties.</td>
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<td>3. If the issue is resolved and the Health and Safety Representative requests it:</td>
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<td>• detail in writing the issue and all matters relating to its resolution on a Hazard/Near-Miss Report or HIRAC Report Template; and</td>
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<td>• ensure that details of the agreed resolution are communicated to all employees concerned, and to the Manager - Risk, Health and Safety.</td>
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<td>Health and Safety Representative</td>
<td>1. If these attempts are unsuccessful, meet as soon as is reasonably possible and try to resolve the issue. Consider:</td>
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<td>and the Management Representative</td>
<td>• the number and location of employees affected by the issue; and</td>
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<td>• whether appropriate temporary measures are possible or desirable; and</td>
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<tr>
<td>ACTIVITY</td>
<td>RESPONSIBILITY</td>
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<td>• the time that may elapse before the issue is permanently resolved; and</td>
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<td></td>
<td>• who, on behalf of the University, is responsible for performing and overseeing any action agreed necessary to resolve the issue.</td>
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</tbody>
</table>

Management Representative

1. Detail in writing the issue and all matters relating to its resolution on a Hazard/Near-Miss Report or HiRAC Report.

2. Ensure details of the agreed resolution are brought to the attention of the employees affected by the issue, of the Manager - Risk, Health and Safety, and of the relevant Portfolio Health and Safety Coordinating Team.

Health and Safety Representative and/or Management Representative

1. If an agreement cannot be reached, contact the Manager - Risk, Health and Safety.

Health and Safety Representative

1. If, after the involvement of the Manager - Risk, Health and Safety, you still feel the issue has not been satisfactorily resolved, you may:
   • refer the issue for resolution to the relevant Portfolio Health and Safety Coordinating Team;
   • for University-wide or policy matters, refer the issue to the University Health and Safety Policy Committee; or
   • issue a Provisional Improvement Notice (PIN) form, in accordance with section 60 of the Occupational Health and Safety Act 2004.

Supporting Documents

- Health and Safety Policy
- Issue Resolution Flowchart

Forms.

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Responsibility

• The Health and Safety Policy Committee is responsible for monitoring the implementation, outcomes and scheduled review of this procedure
• The Manager – Risk, Health and Safety is responsible for maintaining the content of this procedure as delegated by the Health and Safety Policy Committee

Promulgation

The Employee Consultation and Issue Resolution Procedure will be communicated throughout the University community in the form of:

• an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website;
• an email to current Health and Safety Representatives; and
• an email to the Chairs of Health and Safety Implementation Teams.

Implementation

The Employee Consultation and Issue Resolution Procedure will be implemented throughout the University via

• an Announcement Notice via FedNews website and on the ‘Recently Approved Documents’ page on the ‘Policies, Procedures and Forms @ the University’ website;
• an email to current Health and Safety Representatives; and
• an email to the Chairs of Health and Safety Implementation Teams.

Records Management

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard/Near-Miss Report</td>
<td>Risk, Health and Safety</td>
<td>Manager – Risk, Health and Safety</td>
<td>Seven (7) years after action is completed (provided any individual involved has by then reached the age of 25)</td>
</tr>
<tr>
<td>HIRAC Report</td>
<td>School/Directorate/College/Centre</td>
<td>Dean/Director</td>
<td>Destroy seven (7) years after review was undertaken</td>
</tr>
<tr>
<td>Provisional Improvement Notice (PIN)</td>
<td>Risk, Health and Safety</td>
<td>Manager – Risk, Health and Safety</td>
<td>Destroy ten (10) years after administrative use has concluded</td>
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