

WHS CONSULTATION STATEMENT

Purpose

Zeal Futures is committed to protecting the health and safety of all Staff, Hosted Employees and Students. This policy affirms Zeal Futures commitment to undertaking effective consultation to protect the health and safety of all stakeholders.

Effective consultation with employees on matters affecting their work health and safety is a requirement under the Work Health and Safety Act 2011 (NSW WHS Act) and a principal component of Zeal Futures WHS Framework.

Scope

All Zeal Futures Staff, Hosted Employees, Students and Stakeholders (including Host Employers and Contractors) shall adhere to this statement when accessing our premises, programs, or undertaking work as a representative of Zeal Futures.

Responsibilities

All Zeal Futures Staff, Hosted Employees, Students and Stakeholders (including Host Employers and Contractors) are responsible for health and safety.

All Staff, Hosted Employees and Students are made aware of their Safety Representative during induction.

Document Owner

Group HR & Safety Manager

Consultation Statement

Employee and Student involvement in effective consultation is critical for ensuring a safe workplace. Zeal Futures will consult with Staff, Hosted Employees and Students in implementing and improving systems and processes designed to enhance and protect their health, safety, and welfare. Safety Representatives will be trained to promote safety and health in the workplace and all employees are encouraged to participate in consultation.

Board WHS Committee

This WHS Committee provides oversight, guidance and review of Work Health and Safety at Zeal Futures. Where a WHS issue requires review of policy or procedure, the Committee will respond to recommendations within a time frame agreed by the Committee, set according to the level of Risk.

Consultation with Workers (Staff, Hosted Employees and Students)

To facilitate consultation with its workforce and other stakeholders Zeal Futures has:

- A WHS standing agenda item at regular team meetings
- Elected Representatives from our Staff, Hosted Employees and Students to serve on the Health, Safety and Wellbeing Committee
- Committed to consulting at an individual level with workers and students when proposed changes directly affect their work, health and safety. This is undertaken via regular team meetings with staff, monitoring visits with hosted employees and toolboxes with students.

Through these mechanisms, Zeal Futures will consult when

- Proposing changes that may affect the health and safety of our workers and students
- Making decisions about the adequacy of facilities for the welfare of workers and students
- Identifying hazards and assessing risks from the work carried out or to be carried out
- Making decisions about ways to eliminate or minimise those risks
- Making decisions about procedures for:
 - Consulting with workers and students
 - Resolving health and safety issues
 - Monitoring health of workers and students
 - Monitoring the conditions of the workplace
 - Providing information and training for workers

All Staff, Hosted Employees and Students are notified of Zeal Futures consultation arrangements during induction. Should any employee or student have queries or concerns regarding Zeal Futures consultation, the employee or student will be directed to the HR & Safety Team.

Host Employers

As joint PCBU's under the WHS Act 2011, Zeal Futures are committed to effective consultation with our Host Employers; to work collaboratively in ensuring the safest possible working environment for our apprentices and trainees. Consultation with Host Employers occurs during WHS Inspections, Monitoring Visits and when WHS issues are identified either by Zeal Futures employees or in response to Incident Reports and Investigations.

Related Document

[Drug and Alcohol Policy](#)

[Drug and Alcohol Procedure](#)

[Emergency Management Procedure](#)

[Employee Assistance Program](#)

[Environmental Policy](#)

[Fatigue Management Procedure](#)

[Health Surveillance Procedure](#)

[Heat Stress Management Procedure](#)

[Incident Management Procedure](#)

[PPE Procedure](#)

[Rehabilitation Policy](#)

[Rehabilitation Procedure](#)

[Risk Assessment Procedure](#)

[Smoke Free Workplace Policy](#)

[WHS Consultation Statement](#)

[WHS Management Plan](#)

[Work Health and Safety Policy](#)

[WHS Management System](#)

[WHS Risk Management Procedure](#)

[Workers Compensation Admin. Procedure](#)

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.

Document History

Version	Prepared By	Approved By	Date	Description
1.0	A Malloy	Board of Directors	24/02/2023	First release
2.0	A Malloy	Boad of Directors	23/05/2024	Updated