Philosophy:
Doncaster Gardens Primary School is committed to providing its workplace with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety. Workplace health and safety benefits significantly from effective consultation. Employees are often best placed to identify health and safety hazards and issues in the workplace. Consultation and communication can also help build commitment to health and safety.

Guidelines:
- Consultation on OHS issues shall be meaningful and effective and employee contributions valued and taken into account;
- Consultation will not delay the implementation of a policy or procedure to address an immediate or serious health and safety risk in a timely manner;
- Consultation will be undertaken in a manner consistent with positive supportive working relationships; and
- The Department of Education and Training (DET) has ultimate administrative and operational responsibility for all workplace decisions that affect health and safety provided that these decisions are made in accordance with this policy.

Implementation:
**DGPS will meet its commitment to Health & Safety by:**
Consulting with health and safety representatives and employees so far as is reasonably practicable when making any decision or change in relation to their health and safety in the workplace including the following:
- identification of workplace hazards;
- assessment of the risks associated with workplace activities and hazards;
- decisions made in relation to measures taken to eliminate or control workplace risks;
- review of workplace risk assessments;
- introduction of, or alteration to procedures for monitoring workplace risks;
- decisions made in relation to the adequacy of workplace facilities;
- proposed changes to the work premises, systems of work, plant or substances used at the workplace;
- decisions made in relation to changes in job roles; and
- decisions made in relation to consultation procedures, and any legislative requirements.

Where OHS issues cannot be resolved directly as a result of using the local/established OHS issue resolution procedure, external assistance may be sought.

Evaluation:
- This policy will be reviewed every three years as part of the policy review cycle