

# Health and Safety Management System (HSMS)

## Element 2 Consultation and Communication

### 1. Intent and Scope

The University ensures that our consultative arrangements are aligned with legislative requirements and International Standard ISO 45001 Occupational Health and Safety Management Systems.

The University provides opportunities for effective consultation and communication on decisions to consider a wide range of ideas about health, safety and wellbeing issues in the workplace and how best to collaboratively operationalise any proposed change.

To support communication of change that may affect the health, safety and wellbeing of workers, the health and safety committees will provide a vehicle for consultation and involvement of stakeholders across the organisation.

The University commits to monitoring Committee performance, effectiveness and engagement and will provide oversight to encourage continuous improvement.

This Element applies to all staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

### 2. Key Commitment and Actions

- Consultation processes with organisational units are documented to provide rationale behind the decision-making process.
- Mechanisms are in place for effective communication, consultation and participation between employers and workers to raise awareness of health, safety and wellbeing programs of work and best practice; and to identify and resolve safety issues as a key element in the strategy to prevent exposure to risk and injuries.
- Management supports and monitors the establishment, maintenance and effectiveness of the University Health and Safety Committee (UHSC) and local Health and Safety Committees (HSC) representing the Colleges and Divisions, to drive continuous improvement.

### 3. Associated Guidelines and Related Documents

[HSG 2.1 Consultation and Communication](#)

[HSG 2.2 Health and Safety Committees](#)

#### 4. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
2	October 2016	Manager Health and Safety	All	Element 8 Consultation and Communication
3	June 2023	CPCO	All	<ol style="list-style-type: none"><li>1. Renumbered from Element 8 to Element 2</li><li>2. Updated all content in Intent and Key Commitment and Actions, including feedback from staff consultation</li><li>3. Added new/renamed Associated Guidelines</li><li>4. Added Amendment History</li><li>5. Amended document control header and footer</li></ol>