

# APPENDIX B - CONSULTATION CHECKLIST

Consultation compliance	Yes /No	Chapter in Code
Do I have one or more consultation arrangements in place after consultation with my workers?		4
Do the consultation arrangements include workers other than my employees such as contractors or labour hire workers who are part of my workforce?		4, 5
Do I use my consultation mechanism when I: <ul style="list-style-type: none"> <li>■ identify hazards and assess risks?</li> <li>■ make decisions to control risks?</li> <li>■ make decisions about welfare facilities?</li> <li>■ propose changes to the work, including purchasing new or used plant or new substances or materials?</li> <li>■ develop and review safety policies and procedures?</li> </ul>		2
When I consult with my workers on these issues do I: <ul style="list-style-type: none"> <li>■ Inform them of what I intend to do (eg purchase a new piece of equipment)?</li> <li>■ Share relevant information about the issue with them?</li> <li>■ Give them a reasonable opportunity to respond?</li> <li>■ Discuss any of their safety concerns?</li> <li>■ Take into account the views they express?</li> <li>■ Advise them of my decision and the reasons for it?</li> </ul>		3
If workers are represented by a health and safety representative, do I: <ul style="list-style-type: none"> <li>■ Include the representative in all health and safety consultations?</li> <li>■ Make myself available for the representative to raise and discuss health and safety matters with me?</li> </ul>		4
Do I consult other duty holders who share responsibility for a health and safety matter with me? <ul style="list-style-type: none"> <li>■ Do I co-operate and co-ordinate activities with them?</li> </ul>		5