**How The Consultation Process Works**

When a health or safety issue is raised by a company, employee or the OHS Committee, health and safety representatives will meet with members of a workplace and discuss how to fix the problem. They will gather feedback from the affected parties and report their findings during meetings of the OHS Committee.

Employees should immediately inform their supervisor that the company is suffering from health and safety concerns and they would like the issue solved as soon as possible. If the supervisor is unavailable the issue should be referred to either the health and safety representative or an OHS Committee member.

**How To Ensure Effective Consultation**

To have effective consultation, management must listen to the views of employees and inform them of any changes that have been made in the workplace due to issues discussed during consultation. There are key areas that

should be addressed in every OHS Committee meeting to ensure effective communication.

It is important to write down what is agreed upon at each OHS Committee meeting. The minutes shall reflect the Agenda

items, taking care to include:

• Date, time, persons attending meeting

• Issues raised

• Topics discussed

• Actions to be taken, by whom and by when

• Any workplace inspections (that have occurred or are to occur)

• Planned changes discussed

• OHS consultation feedback

• Information required to be obtained for next meeting

• Unresolved issues

• Actions previously taken