**Duty to Consult**

The OHS Act places a duty to consult on Simwen Consulting Group.

Under the duty, employer must consult with their employees to enable them to contribute to the making of decisions affecting their health, safety

and welfare at work [Act: 13].

The purpose of the duty to consult is to ensure there is meaningful and effective

consultation about matters that may affect employees’ health, safety and welfare so

there is reduced injury and disease.

Relevant information about OHS and welfare should be shared with employees. The views of the employees are valued and taken into account.

Occupational Health and Safety items in Simwen Consulting Group would include the following:

Ergonomic (material handling, posture, etc)

Office environment

Fire hazard

First aid

Slips and trips

Lighting

**When to Consult**

As required by the Occupational Health and Safety Act 2004, Simwen Consulting Group will consult with its employees when any of the following are undertaken:

* When making decisions about procedures for consultation.
* When risks to health and safety arise from work or when risks are assessed or reviewed
* When decisions made about how to control those risks.
* When introducing or altering procedures for monitoring those risks.
* When proposed changes to the premises, methods of work or substances used at work, will affect health, safety or welfare.

**Who to Consult**

The OHS Act requires employers to adopt an OHS consultation arrangement to assist

with meeting their duty to consult. The OHS Act provides three options:

1. An **OHS Committee** comprised of employer and employee representatives.

2. **OHS Representatives** elected by employees.

3. **Other Agreed Arrangements** agreed to between the employer and their employees.