

GUIDE SHEET

Consultation

Which of the following apply to your workplace?

<p>6</p> <p>What consultation arrangements would you expect to be in place for discussing workplace bullying?</p>	<p><input type="checkbox"/> If consultation arrangements are in place and working effectively, tick the green box.</p>	<p><input type="checkbox"/> If consultation arrangements are in place but not working effectively, tick the orange box.</p>	<p><input type="checkbox"/> If no consultation arrangements are in place, tick the red box.</p>
<ul style="list-style-type: none"> The bullet points under each response list examples to help inform your selection. Tick the corresponding response in the bullying prevention improvement tool once you have considered the list of examples. 	<ul style="list-style-type: none"> Formal arrangements, such as Health & Safety Committees (HSC) and Health & Safety Representatives (HSR), are in place. The formal arrangements that are in place are always used to discuss bullying issues. 	<ul style="list-style-type: none"> Formal arrangements such as HSRs and HSC are in place but are not used effectively, eg ad hoc safety meetings, ad hoc consultation, workers informed but not consulted, accurate safety records not kept. 	<ul style="list-style-type: none"> No effective consultation arrangements are in place.

Consultation

Talk with a cross section of workers to determine whether:

<p>7 Are workers involved in decisions and the development of bullying procedures?</p>	<p>■ If workers are regularly consulted and involved in decisions and the development of procedures, tick the green box.</p>	<p>■ If workers are sometimes consulted and involved in decisions and the development of procedures, tick the orange box.</p>	<p>■ If workers are never consulted and involved in decisions and the development of procedures, tick the red box.</p>
<ul style="list-style-type: none"> • The bullets points under each response list examples to help inform your selection. • Tick the corresponding response in the bullying prevention improvement tool once you have considered the list of examples. 	<ul style="list-style-type: none"> • There is a forum where workers can raise bullying issues (eg regular workplace meetings, regular HSC meetings, HSR can be approached, workshops, suggestion boxes and surveys). • HSRs and workers are consulted when identifying bullying risks. • HSRs and workers are consulted when decisions are being made to develop policies and procedures for the identification, assessment and control of bullying risks. • HSRs and workers can comment on draft procedures for managing bullying and complaint handling procedures? • HSRs and workers are consulted when the organisation is making decisions about reviewing and improving its bullying policy and procedures. 	<ul style="list-style-type: none"> • There is sometimes a forum where workers can raise bullying issues (eg regular workplace meetings, regular HSC meetings, HSR are approached). HSRs and workers are sometimes consulted when identifying bullying risks. • HSRs and workers are sometimes consulted when policies and procedures are developed for the identification, assessment and control of bullying risks. • HSRs and workers can sometimes comment on draft procedures for managing bullying and handling complaints. • HSRs and workers are sometimes consulted when the organisation is making decisions about reviewing and improving its bullying policy and procedures? 	<ul style="list-style-type: none"> • There is no forum where workers can raise bullying issues. HSRs and workers are never consulted when policies and procedures are developed or reviewed.

Consultation

Talk with a cross section of workers to determine whether:

<div style="background-color: black; color: white; padding: 10px; text-align: center; font-size: 24px; font-weight: bold;">8</div> <div style="padding: 10px;">Are workers views valued and considered</div>	<div style="background-color: #5cb85c; color: white; padding: 5px; text-align: center; font-size: 18px; font-weight: bold;">■</div> <div style="padding: 10px;">If workers' views are valued and considered, tick the green box.</div>	<div style="background-color: #f0ad4e; color: white; padding: 5px; text-align: center; font-size: 18px; font-weight: bold;">■</div> <div style="padding: 10px;">If workers' views are sometimes valued or considered, tick the orange box.</div>	<div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-size: 18px; font-weight: bold;">■</div> <div style="padding: 10px;">If workers' views are never considered, tick the red box.</div>
<ul style="list-style-type: none"> The bullets points under each response list examples to help inform your selection. Tick the corresponding response in the bullying prevention improvement tool once you have considered the list of examples. 	<ul style="list-style-type: none"> Workers are consulted when bullying risk assessments are undertaken. Workers are consulted when decisions are made about implementing bullying risk control measures. Workers' views are considered when decisions are made about providing information and training on bullying prevention (eg workers can comment on draft documents; there are pilot roll-outs of training sessions). HSRs and workers are consulted when changes are planned in the workplace and their feedback is sought throughout the change process. 	<ul style="list-style-type: none"> Workers are sometimes consulted when bullying risk assessments are undertaken. Workers are sometimes consulted when decisions are made about implementing bullying risk control measures. Workers' views are sometimes considered when decisions are made about providing information and training on bullying prevention (eg workers can comment on draft documents; there are pilot roll-outs of training sessions). HSRs and workers are sometimes consulted when changes are planned in the workplace and their feedback is sometimes sought throughout the change process. 	<ul style="list-style-type: none"> Workers are never consulted when bullying risk assessments are undertaken. Workers are never consulted when decisions are made about implementing bullying risk control measures. Workers' views are never considered when decisions are made about providing information and training on bullying prevention (eg workers can comment on draft documents; there are pilot roll-outs of training). HSRs and workers are never consulted when changes are planned in the workplace and their feedback is never sought throughout the change process.

Disclaimer

This publication may contain occupational health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website (www.legislation.nsw.gov.au).

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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