

# CONSULTATION

As a business owner or employer, you are required by law to consult with workers who may be directly affected by a health and safety matter. It's also a great way to improve and maintain health and safety in your workplace.

## WHAT

Consultation is a two-way process between you and your workers.

You must:

- share relevant information with your workers
- allow your workers to express their views and contribute to decision making
- let your workers know the outcome of decisions that affect them
- consult with health and safety representatives.

Consultation does not guarantee agreement between you and your workers.

## WHEN

Consultation must occur when:

- identifying hazards and assessing risks
- deciding on ways to eliminate or minimise risks
- proposing changes that may affect the health and safety of your workers
- making decisions about workplace facilities
- making decisions about the procedures for:
  - consulting with your workers
  - resolving workplace health and safety issues
  - monitoring the health of your workers
  - monitoring the conditions at any workplace under your management or control
  - providing information and training for your workers.

## HOW

Consultation can occur by using any, or all, of the following:

- health and safety representatives
- health and safety committees
- other arrangements with your workers, including:
  - toolbox talks
  - regular scheduled meetings where health and safety matters are on the agenda
  - one-off meetings
  - briefing sessions
  - face-to-face discussions.

### Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety in NSW. It may include some of your obligations under some of the legislation that SafeWork 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](http://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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