**AFEI Member Template: Consultation Statement**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

***[Place on Organisation Letterhead]***

Consultation Statement

At [insert name of organisation], we are committed to protecting the health and safety of our workers. We recognise the importance of consultation, giving every worker the opportunity to actively participate in workplace safety issues affecting their work.

Participation in workplace safety includes:

* Being informed of business changes that may affect safety.
* Participating in important safety decisions.
* Being included in risk assessments and safe work process development.
* Being involved in the investigation of safety incidents.
* Being involved in finding solutions to safety issues.

We review our consultation arrangements every two years. At present, our agreed consultation methods include:

[Delete ones not relevant – add others as required to be very specific]

* Monthly Safety Committee Meetings.
* Health and Safety Representatives.
* Monthly Safety Team Meetings.
* Weekly Safety Meetings.
* Weekly Toolbox Talks.
* Health and Safety Noticeboard.
* Hazard and Risk Management Program.

In addition to the above consultation methods, all workers are encouraged to report safety issues to their direct managers.

Management will follow-up these concerns so they are suitably investigated and discussed with workers to obtain, where possible, an agreed resolution.

[Insert Name]

[Insert Title]

[Insert Date]