

HEALTH AND SAFETY CONSULTATION ENGAGEMENT PROCEDURE

Section	University Services
Contact	Director Occupational Health & Safety, Wellbeing
Last Review	November 2023
Next Review	November 2025
Approval	Director Occupational Health & Safety, Wellbeing

Purpose:

The purpose of this document is to define how workers at Massey University will be engaged and consulted on changes that may impact their health and safety, or the management of risks associated with their work.

Scope:

This procedure applies to consultation and engagement with workers in relation to health and safety matters at Massey University. It applies to consultation on the following aspects of health and safety:

- Design of procedures and processes that impact the management of health and safety.
- Changes to the methods for control of risks
- Methods of meeting legislative requirements
- Worker participation and representation systems; and
- Health, safety and wellbeing strategy and annual planning (including objectives and targets)

Definitions:

Worker: an individual who carries out work in any capacity for a PCBU. This may be an employee, contractor, subcontractor, apprentice or trainee, or volunteer.

Stakeholder: means any person who has a material interest in the outcome of any change or process and may include workers, unions, officers, or any other person associated with Massey University

Stakeholder Identification and Assessment:

Before designing or engaging on any change processes relating to health and safety, all key stakeholders will be identified, and an assessment undertaken to determine:

- The relationship between the stakeholder and the issue being addressed.
- How any change may impact the stakeholder
- The needs and expectations of the stakeholders

- The degree of acceptance or resistance that the stakeholder may experience.
- Any required intervention or mitigation required to address possible stakeholder issues.

This stakeholder assessment will be held by the person undertaking the activity and will be updated regularly as further information becomes available (proposed solutions, changes to stakeholder impacts, changes of stakeholders, etc.). The stakeholder analysis will be maintained confidentially and only held for the duration of the project.

Collaborative Design:

Where a procedure, process, or control mechanism is being investigated or designed, the stakeholders who are directly impacted by any change must be engaged in the process as early as possible, to ensure that those who undertake work are able to influence the design of that work.

This approach to collaborative design may require short-term working groups to be established that will involve (at a minimum):

- A sample of workers who will be directly impacted by any new process or changes.
- A sample of managers who direct work or design the work to be undertaken where that work is affected.
- A sample of those persons who will be required to design/construct/engineer or maintain any physical attributes of a solution (where required)
- A selection of Health and Safety Representatives from the workgroups affected.
- Health and safety resources.

These parties are to be involved in the following activities:

- Determining the nature of the risk, the problem that requires solving, or the process that requires improvement.
- Considering the level of risk or impacts of the current state.
- Identification of possible solutions or improvements
- Undertaking high-level design activity to enable drafting of procedures or standards (where appropriate)

Consultation:

Prior to approval of anything that is covered by the scope of this procedure, there must be an opportunity for managers and workers to consider and provide feedback on any change. It is not a process for establishing consensus and agreement, it is to ensure that all views are considered, and any potential major issues are identified prior to implementation.

The process for consultation shall include the following:

- Define the purpose of consultation.
- Identification of stakeholders for consultation.
 - Massey University has an established mechanism for consultation with workers, through the elected health and safety representatives and committees at each campus. This forum

should be the primary method by which the university engages and consults with its workers.

- Where other stakeholders have been identified who may be directly impacted by the proposed changes, a representative sample of these stakeholders will be engaged at the same time as the health and safety representatives and provided with an opportunity to provide feedback. It is not necessary to consult with all individuals where a representative sample of stakeholders is deemed to be sufficient.
- Clearly defined and communicated timeframes for feedback.
 - Consider the complexity of the subject matter and ensure that adequate time is provided for stakeholders to understand and determine a response. There may be a trade-off between a need for getting a decision made quickly, and the need to get adequate feedback to ensure that solutions are appropriate and workable.
- Clearly define the mechanisms for feedback – email, voting, physical submission etc.
- Determine the process for providing feedback to consultation.
 - Those who have contributed to the solution, or have been consulted, should be advised of the outcomes of the consultation process and any decisions made as a result of the consultation.

Related documents:

Relevant Legislation

- Health and Safety at Work Act 2015
- Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016

Related Procedures

- Health, Safety & Wellbeing Policy
- Occupational Health and Safety Management Framework