

OPERATIONAL PROCEDURE EXE/OP-12

OCCUPATIONAL SAFETY AND HEALTH ISSUE RESOLUTION



PURPOSE

The Shire of Donnybrook Balingup has in place a consultation procedure to deal with safety concerns, should they arise. If a safety issue arises that cannot be resolved satisfactorily, the steps explained below should be followed. The Shire of Donnybrook Balingup actively promotes consultation and encourages that regular and consistent two-way communication occurs during each step of the resolution process.

GUIDELINE/PROCEDURES

1. Step 1 - Active Consultation

The Shire of Donnybrook Balingup encourages and promotes active consultation between the employee and employer and therefore requires that the first point of communication occurs with the employee's direct supervisor. This will allow the supervisor to give support to the employee and take appropriate action to resolve the issue in an agreed and appropriate timeframe.

2. Step 2 - Seek Intervention

Should the matter remain unresolved or unsatisfactorily actioned, the employee should seek the intervention of the elected Occupational Safety and Health Representative. The Occupational Safety and Health Representative should raise the issue with the supervisor and discuss ways in which the issue can be resolved in an agreed and appropriate timeframe.

3. Step 3 – Manager Resolution

Should the matter remain unresolved or unsatisfactorily actioned, the Occupational Safety and Health Representative should pass the issue onto the Manager for resolution in an agreed and appropriate timeframe.

4. Step 4 – OSH Committee Resolution

Where an incident has been witnessed, a Witness Statement form must be completed in full by the witness or witnesses. The Witness Statement Form shall be held on the central filing system and recorded in the Incident Register.

Related Policies:	OSH Policy	Related Procedure:	N/A
Responsible Department:	Executive Services	Reviewer:	OSH Officer
Initial Creation Date:	13/01/2020	Review Frequency:	Biannual
		Next Due:	2022
Review Version	Version Date:	Synopsis:	Synergy Record No.
Version 1	13/01/2020	New OP	NPP4718

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5. Step 5 – CEO Resolution

Should the matter remain unresolved or unsatisfactorily actioned, the issue should be escalated to the CEO for action in an agreed and appropriate timeframe.

6. Step 6 – Contact Worksafe WA

If the matter is not resolved and there is a risk of imminent or serious harm or injury, the Occupational Safety and Health Representative or the CEO may contact Worksafe WA. Worksafe may:

- take no action;
- issue an improvement or prohibition notice; or
- take evidence for prosecution.

DEFINITIONS

Improvement Notice is a provisional improvement notice (PIN) is a notice issued by an elected safety and health representative about a safety and health issue in the workplace.

Prohibition notice is a prohibition notice will be issued where the inspector is of the opinion that there is a risk of imminent and serious injury or harm to the health of a person. This is a written direction that prohibits the relevant activity from continuing.

LEGISLATION

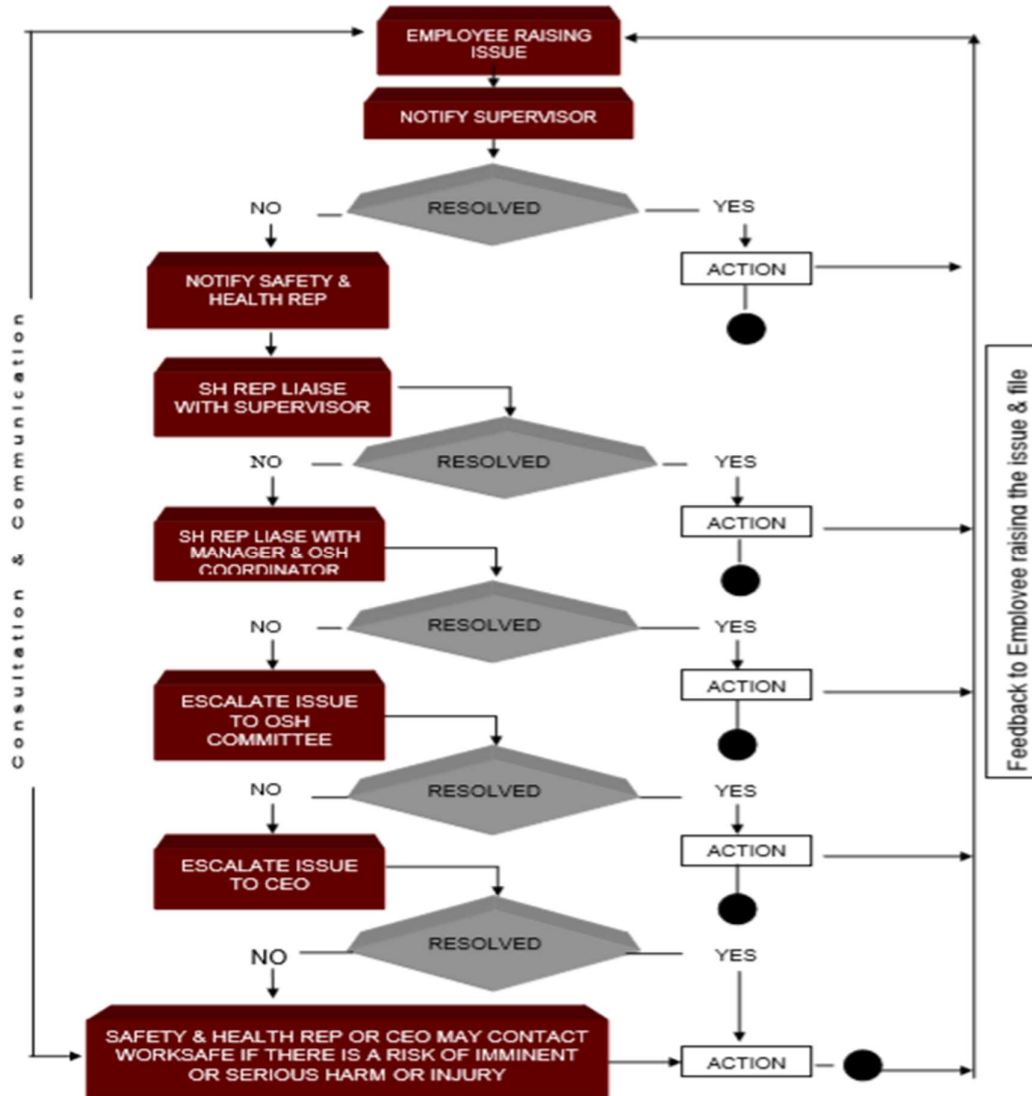
- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*

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OSH Issue Resolution Flowchart



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