|  |  |
| --- | --- |
| **WHS Procedure Title:** | nication |
| **WHS Procedure No.** |  | **Authorised Date** | 03 March 2024 |
| **Review:** | 02March 2025 | 01March 2026 | 07March 2027 | 05March 2028 |

# Purpose and Scope

This procedure outlines requirements for consultation with all parties involved e.g. Workers, other persons whilst on site. This procedure applies to all parties whilst on Sub Branch sites.

## Sub Branch sites

Sub Branch Sites include:

* Main Sub Branch Office located in Club Ltd premises;
* Gardens and Park Office;
* Ingleburn RSL Sub Branch Memorial Gardens;
* Sister Helen FJC Haultain Memorial Park;
* Sub Branch Bus;
* Offsite areas e.g. Service Members/Auxiliary homes, Hospitals, Nursing homes

# Context

Ingleburn RSL Sub Branch has a Duty under the WHS Legislative Framework To Consult with their workers, coordinate and cooperate with other PCBUs and their representatives in consultation.

# Reporting

All consultation undertaken must be guided by this procedure and recorded in Sub Branch Monthly Meeting Minutes and kept on record for 5 years.

**Sub Branch tools**:

Monthly Meeting minutes, Corrective Action Register, Injury/Illness Register, Asbestos Register

**RECORD**

**Consultation with other duty holders – Its LAW.**

Start consulting as early as possible with other WHS stakeholders e.g. Club Ltd, Salute, Police, Suppliers, Schools, Scouts, Public Representatives and other persons e.g. State medical – First aiders

Agreed Consultation arrangements

Sub Branch Monthly Meeting minutes; Sub Branch Website Administration; Soldiers 5;
Site Specific Induction; Work Activity Induction

**HOW TO CONSULT**

ALL STAKEHOLDERS:

Sub Branch workers, club Ltd workers, visitors, RSL auxiliary, Suppliers, RSLNSW, Contractors, NSW Regulator

**WHO TO CONSULT**

RISK MANAGEMENT

Identification & Assessment of Hazards and risks;

Making Decisions about ways to eliminate or minimise risks

**WHEN TO CONSULT**