

Tool 1: Checklist for engaging with workers on health and safety

You might find this checklist helpful when you need to consult with your workers on health and safety matters.

Activity	Yes	No
1 Venue <ul style="list-style-type: none"> Is the venue convenient and a suitable size for the numbers attending your meeting? 	<input type="checkbox"/>	<input type="checkbox"/>
2 Timing <ul style="list-style-type: none"> Has the meeting been scheduled at a suitable time for people taking part? Has sufficient meeting time been allocated for discussion and to exchange points of view? 	<input type="checkbox"/>	<input type="checkbox"/>
3 Information <ul style="list-style-type: none"> Are people clear about the purpose of the meeting? Has the relevant information been distributed to people before the meeting? 	<input type="checkbox"/>	<input type="checkbox"/>
4 Goals <ul style="list-style-type: none"> Are the health and safety issues for consultation clearly defined? Does everyone feel there is a full consultation process and they have involvement in the process? 	<input type="checkbox"/>	<input type="checkbox"/>
5 Methods <ul style="list-style-type: none"> Do those who wish to express their views and raise health and safety concerns have the opportunity to do so? 	<input type="checkbox"/>	<input type="checkbox"/>
6 Recording <ul style="list-style-type: none"> Are all health and safety needs and ideas clearly recorded? Are people's contributions recognised? 	<input type="checkbox"/>	<input type="checkbox"/>
7 Decisions <ul style="list-style-type: none"> Are all decisions made after options are fully explored? Are all decisions reported to the PCBU? 	<input type="checkbox"/>	<input type="checkbox"/>
8 Actions <ul style="list-style-type: none"> Are the plans for action fully documented, and reported to the PCBU? 	<input type="checkbox"/>	<input type="checkbox"/>
9 Monitoring <ul style="list-style-type: none"> Do the plans for action include a means of monitoring implementations? Are review dates decided on, and relayed to all participants? 	<input type="checkbox"/>	<input type="checkbox"/>