



Outcomes from the Health and Safety Management Arrangements (HSMA) workshop - 2007 Customer Seminars

Methods of consultation could include ... (full response list)

Providing information:

- staff bulletins;
- subject matter experts;
- road shows;
- summaries for mgt to discuss with staff;
- noticeboards;
- mail-out (people away from office);
- union bulletins;
- aerial drops;
- awareness program;
- visible information;
- brief managers;
- centralized communication;
- discussion paper;
- FAQ's;
- hardcopy for remote areas;
- staff survey / questionnaire;
- sufficient time to consider;
- matrixes;
- research what methods are used elsewhere; and / or
- use established consultative arrangements.

Meetings (face to face):

- branch meetings;
- consultative committee (establish one);
- employees representatives;
- focus groups;
- HSC involvement;
- HSR groups;
- information sessions/ meetings;
- joint working party (mgt and employees);
- local consultative forums;
- participative consultation;
- site consultation;



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- site reps involved;
- team discussions / meetings;
- toolbox talks;
- union agreement / reps consulted;
- workshop;
- staff forums;
- management cascading;
- management commitment to consultation;
- HR section to direct info sessions; and / or
- department representatives.

Electronic:

- CEO video;
- daily bulletin;
- dedicated on line OHS Assistant;
- dedicated site mailbox;
- electronic newsletter;
- email individuals / groups;
- national feedback line;
- phone hook-ups;
- pop ups on computer;
- screen savers;
- video conferencing;
- intranet / internet (HSMA info prominent);
- link to Comcare website; and / or
- electronic learning packages.

Promotional material (booklets):

- posters;
- flyers / information sheets;
- in house magazine;
- newsletters;
- competitions; and / or
- suggestion boxes.

Ends.