

# CONSULTING WITH YOUR WORKERS ABOUT COVID-19

## INFORMATION FOR EMPLOYERS

### IT'S TIME TO TALK

COVID-19 is changing the way we live and work. It has and will continue to have a significant impact on persons conducting a business or undertaking (PCBU), workers, officers and anyone with duties under the work health and safety laws.

We all have a role to play in creating a safe working environment. As a PCBU, you need to provide a safe workplace for workers and make decisions to eliminate or reduce workplace risk.

A safe workplace is more easily achieved when everyone involved communicates with each other to identify hazards and risks, talks about health and safety concerns and works together to find solutions. If you are a PCBU, you can make more informed decisions about working safely by drawing on the knowledge of your workers.

So, start a conversation; consulting with your workers will help improve the health and safety of your workplace.

### IT'S TIME FOR ACTION


As a PCBU, you have a legal obligation to consult with your workers and their representatives on health and safety matters, including matters relating to COVID-19. This means you must consult when:

- assessing the risk that COVID-19 presents to the health and safety of workers and others at your workplace
- deciding on the control measures you will use to eliminate or minimise the risk of exposure to COVID-19
- deciding on the adequacy of your workplace facilities for the welfare of your workers (e.g. hand washing facilities), and
- proposing other changes to the workplace as a result of COVID-19 which may affect health and safety.

If you and your workers have agreed on consultation procedures, then you will need to follow those procedures. If your workers are represented by a health and safety representative (HSR), they must be included in the consultation process.

Consultation can be done in many ways such as through emails, video conferences or over the phone.





As the PCBU, you need to let your workers raise their work health and safety issues and express their concerns. You must take these into account when making decisions and also advise them of your decision.

You must also consult, cooperate and coordinate with other businesses you work with, or share premises with, about work health and safety practices when they interact with your workers.

### **NEED MORE INFORMATION?**

Legal information is available at [Work Health and Safety Consultation, Cooperation and Coordination Code of Practice](#).

Industry specific work health and safety guidance and tools is available at [Safe Work Australia COVID-19 hub](#).

General health advice and the Public Health Directions in the ACT is available on the [COVID-19 website](#).

### **NEED TO CONTACT US?**

Visit our [website](#) or contact WorkSafe ACT on 13 22 81 or email [WorkSafe@worksafe.act.gov.au](mailto:WorkSafe@worksafe.act.gov.au).

