



SAFETY *Matters*

How Consultation Works

- Identify the Safety Matter of interest to you.
- Review the information provided on the Discussion Board and in supporting links relating to this matter.
- Provide your view about the safety matter and offer suggestions or solutions
 - Review and consider the contributions posted by others
 - Remember matters upon which you are posting feedback can also be discussed with Health and Safety Representatives and / or Health and Safety Services
- Post your feedback on the Discussion Board before the consultation period closes.
- Receive an email notification confirming your contribution to the Safety Matters Discussion Board and timeframes within which all information will be reviewed, considered and feedback provided.
- Monitor your emails for advice of other consultation opportunities which may arise relating to the matter you have provided feedback on. For matters which are complex and/or there is a high level of feedback received, additional consultation opportunities may be made available. These may include forums like consultation workshops.
- Receive an update of the outcome of the consultation process once all consultation feedback has been reviewed and considered by the business.

Note: The Safety Matters Discussion Board is one of a number of mechanisms which exist within DFES to support consultation around safety. Other mechanisms including but not limited to direct liaison with supervisors / management, Health and Safety Representatives, and the Occupational Safety and Health Committee will continue and play an important role in us working together to keep ourselves and others safe.