**ECU Checklist for Work Health and Safety Consultation with other PCBU’s**

This checklist facilitates consultation between ECU and other PCBUs where a shared work health and safety duty exists.

Further information is available from the ECU WHS Consultation and Communication Guideline.

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| **Shared Duty Holder and Arrangement Details** | |
| **Edith Cowan University** | ***[Organisation]*** |
| **School/Centre:** | ***[Organisation]*** **Contact:** |
| **ECU Contact:** |  |
|  |  |
| **Location / Facility:** |  |

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| **Context and Identification of Hazards** | | | |
| Overview of shared arrangement (e.g. shared facility, workplace integrated learning placement, research collaboration). | | | |
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| What activities will you, as persons conducting a business or undertaking (PCBU) each be doing? | | | |
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| Which workers will be involved in the activity? | | | |
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| Who else may be affected by the activity? | | | |
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| Could the activities of others introduce or increase hazards or risks? | | | |
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| What does each duty holder know about the hazards and risks associated with their activity? | | | |
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| What information may be needed by another duty holder for health and safety purposes? | | | |
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| **Shared WHS Arrangements to be Agreed** | **Applicable?** | | **Outcome**  [Document who will be responsible for operationalising this item and how] |
| **Yes** | **No** |
| Which duty holder has overall control of the workplace from a health and safety perspective? |  |  |  |
| Which organisation’s health and safety policies, processes and procedures will be used for the activities to be conducted? |  |  |  |
| How are risks assessed and what controls are in place?  Is a documented risk assessment required? |  |  |  |
| How will hazards and controls be communicated to the workers or others that may be exposed to the hazard? |  |  |  |
| How will workers report hazards and incidents? Will one of the parties’ reporting system be used? Who is responsible for the responding to and investigating hazards and incidents? How will hazards and incidents be reported to either party and when? |  |  |  |
| Is there a need to conduct periodic workplace inspections to identify hazards?  When will this occur and who will complete them?  How will the outcomes be communicated and issues resolved? |  |  |  |
| Is either party using plant or equipment?  Who will be responsible for provision, inspection, maintenance and any required registration? |  |  |  |
| What information, training and induction will be provided to workers and who is responsible for delivering and monitoring this? |  |  |  |
| What are the emergency management procedures for the work area? Who is responsible for ensuring:   * workers are inducted and trained in these procedures * fire fighting equipment is available and maintained * first aid equipment and trained first aiders are present? |  |  |  |
| Will hazardous substances be used and what approvals are required before they are brought in by either party?  Which party will ensure that these are recorded on the relevant chemical management database (e.g. ChemAlert) managed in accordance with requirements (e.g. storage)? |  |  |  |
| Are there any regulatory requirements, certifications or qualifications required for specific activities that must be met e.g. biosecurity approvals, radiation licences and who is responsible for ensuring these are in place prior to the work commencing? |  |  |  |
| Who is responsible for financial considerations such as:   * provision of training * provision of personal protective equipment * maintenance and calibration of equipment * other, please specify? |  |  |  |
| How will we share ongoing information on health and safety matters e.g. regular meetings or reporting? |  |  |  |
| Other relevant discussion points ***[Add if necessary]*** |  |  |  |
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| **Actions Required**  *Where actions are required to operationalise the shared WHS arrangements.* | | | |
| **Required Action** | **Responsible Person** | **Date Required** | **Date Completed** |
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| **Confirmation of outcomes** | | | | | | | |
| We have discussed the consultation required to ensure that we as shared duty holders are meeting the requirements of Section 46 of the Work Health and Safety Act 2020 (WA) and that the outcomes documented above reflect how WHS will be managed as part of the work to be undertaken. | | | | | | | |
| **ECU Representative (Officer or Delegate)** | | | | | | | |
| Name: |  | Position: |  | Signature: |  | Date: |  |
| ***[INSERT ORGANISATION NAME]* Representative** | | | | | | | |
| Name: |  | Position: |  | Signature: |  | Date: |  |