**Template letter to other duty holders**

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Dear **[*Addressee*]**

**Work Health and Safety – consultation requirement**

As you may be aware, the Work Health and Safety (WHS) legislation has taken effect in Western Australia as of 31 March 2022.

A key feature of the WHS Act is a duty on Persons Conducting a Business or Undertaking (PCBU) involved in multi-party activities and where they share responsibility for WHS to consult, co-operate and coordinate with each other on WHS matters.

This duty requires Edith Cowan University (ECU) and **[*insert organisation’s name here*]** to work effectively together for the health and safety of all people involved in or affected by our work. The duty is relevant not only to **[*insert organisation’s name here*]** and ECU, but may also require us to consider the impact of our activities on others.

In essence, the duty requires ongoing communication and consultation between all of those involved in work activities in order to provide an understanding of the hazards and risks associated with the work and to determine who is best suited to take action to eliminate those risks.

For existing arrangements insert:

[*Many of the arrangements that we already have in place with you are either directed at or provide the means for consultation, co-operation and communication. ECU is treating the introduction of the WHS as an opportunity to confirm these existing arrangements and ensure that we are doing as much as is reasonably practicable to protect health and safety*]

Taking into account the nature of our relationship, ECU considers the following list of topics to be those requiring consultation:

**[List topics]**

Please let us know if there are any other matters that you consider should also require consultation.

In order to discuss and agree upon the WHS considerations, we would like to **[Insert proposed details of consultation process e.g. schedule a meeting]**