RECORD OF CONSULTATION

DATE

HSR NAME

EMPLOYER REP NAME

TIME

DWG

EMPLOYER REP TITLE

WHO WAS PRESENT AT THE MEETING?

I RECEIVED ALL INFORMATION PRIOR TO THE MEETING (PLEASE TICK)

WHAT IS THE OHS ISSUE/CONSULTATION TOPIC BEING DISCUSSED?

ISSUE

☐ S21(1) BREACH: FAILURE TO PROVIDE A SAFE WORKPLACE

 DETAILS

☐ S35(1): FAILURE TO CONSULT

☐ OTHER

WHAT ARE THE PROPOSED SOLUTION(S)?

HSR PROPOSED SOLUTION(S)

EMPLOYER PROPOSED SOLUTION(S)

SOLUTION AGREED

YES

NO

SOLUTION AGREED

YES

NO

WHAT ARE THE AGREED NEXT STEPS?

☐ Pursuant to s60(2) of the Occupational Health and Safety Act 2004 (Vic) (the Act), a copy of this record was given to the Employer Representative named above as evidence of the consultation that was undertaken to attempt to resolve the health and safety issue.

☐ I hereby advise the Employer Representative that if the issue is not remedied, I may choose to exercise my right to issue a Provisional Improvement Notice under s60(1) of the Act or take alternative action in accordance with the Act.

SIGNED BY THE HSR: