

# Duty to consult, cooperate and coordinate with other duty holders

**/** For PCBUs who share duties in relation to the same matter

Work health and safety (WHS) laws require persons conducting a business or undertaking (PCBUs) to consult, cooperate and coordinate activities with all other persons who have a WHS duty in relation to the same matter, so far as reasonably practicable.

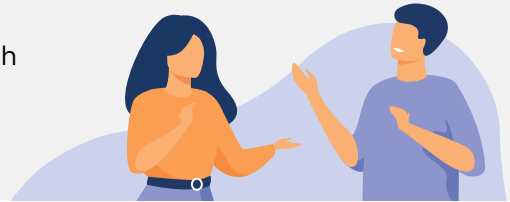


Multiple PCBUs can have the same duty at the same time where they:

- are involved in the same work activity
- share the environment in which work is taking place, or
- oversee the same workers through a contractual arrangement.

Refer to the information sheet '[WHS principle: More than one person has the same duty, at the same time](#)'.

Consulting with other PCBUs will help you work out which WHS duties you share and how you will cooperate and coordinate your activities to manage shared WHS risks.



**Consultation** will help you come to a shared understanding about WHS hazards and risks, who may be affected, and how the risks will be managed.



**Cooperating** means that you engage in a productive way, share information, and respond to reasonable requests from other duty holders to assist them in meeting WHS duties.



**Coordinating** activities means you work together to make sure the controls you each put in place complement each other and effectively manage all WHS risks.

## When to consult

### Start consulting early

Start consulting **before the work begins**. For example:

- when you are planning the work or negotiating contracts
- as soon as you are aware that you will have (or are likely to have) a shared WHS duty, and
- before a new PCBU becomes involved in the work or starts sharing a workplace.

### Continue to consult

**Consult regularly** with other PCBUs while you share a WHS duty. This will help you:

- identify any **changes** to the way work is being performed or the work environment
- identify any **new hazards** that may have been introduced, and
- ensure control measures are implemented and remain effective.

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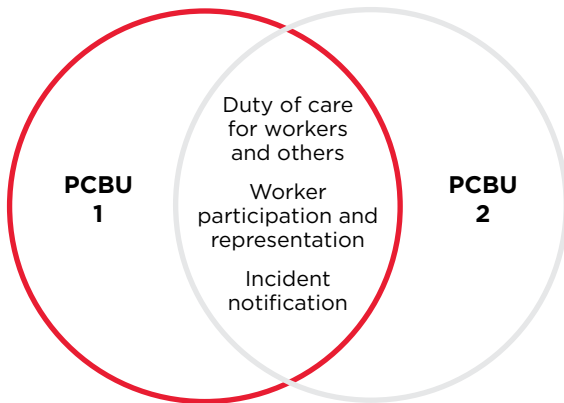


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## What to consult on

**Discuss** your shared WHS duties.

Example of shared duties for PCBUs:



**Identify hazards** involved in the work you share and the shared work environment.

For example, hazards related to:

- the work environment
- plant, tools and equipment
- the design and management of work.

**Consultation also includes:**

- identifying how your combined work activities might **change** the WHS risks
- working together to find ways to **eliminate or minimise WHS risks**, so far as is reasonably practicable
- discussing and reviewing the **current controls** you each have in place to manage WHS risks and determine if any further controls are required to address gaps
- agreeing **who is responsible** for controlling each WHS risk, how this will be done, and by when
- discussing how you will **continue to consult** and manage any new WHS issues that arise, and whether they will be effectively managed by your existing controls
- discussing arrangements for **consulting with workers**
- discussing how you will **respond to health and safety incidents** should they occur, and immediately notify the WHS regulator of any notifiable incidents.

### Consulting with workers and their health and safety representatives

- Each PCBU also has a duty to consult with their workers and any health and safety representatives. You must consult with workers who are (or are likely to be) directly affected by a WHS matter.
- You may need to coordinate with other PCBUs about how you consult with workers to make sure workers are not left out and to limit duplication. For example, several PCBUs might work together to collectively consult with workers at a worksite working on the same project.

**Remember**, consultation should identify:

- workers likely to be affected
- timeframes and resources needed to complete work safely
- how workers will be trained and supervised.

## How to consult

- **Speak with other PCBUs** about health and safety and **share information** when you discuss upcoming work or are negotiating contracts, when you review how work is progressing, and in response to any incidents that occur or new hazards that are identified.
- More **formal arrangements** could include adding health and safety to meeting agendas and agreeing how shared duties will be managed in work contracts.
- It is good practice to **make a record** of any consultation or discussions you have, and agreements you reach, on how work will be carried out and how risks will be managed.