**Consultation Map**

This Consultation Map provides guidance for incorporating effective consultation mechanisms in each stage of the risk management process. As consultation features heavily in health and safety laws, this Map is aligned with [Safe Work Codes of Practice and Guidelines](https://www.safeworkaustralia.gov.au/system/files/documents/1911/work-related_psychological_health_and_safety_a_systematic_approach_to_meeting_your_duties.pdf). For more detailed guidance on consultation, you are encouraged to refer to Safe Work Australia reference material, or other material produced by the safety regulator of your State/Territory.

| Stakeholder | Who | What could it involve? |
| --- | --- | --- |
| Workers | * All workers
* Health and Safety Representatives
* Health and Safety Committees
* Ensure engagement with a diverse group from different divisions, levels, demographic characteristics, shift distributions and geographical locations
 | * Focus groups or small groups from different business units
* Workplace surveys
* WHS committee meetings
* Team meetings or toolbox meetings
* Individual conversations with people
* Regular ‘floor walks’ and talking to workers
* Sharing information on risks
* Other opportunities to share experiences, opinions and concerns
* Contribute to decision making
* Advising of outcomes
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| A note on surveys: * You can create your own workplace survey or engage an external survey provider, which will often give you the option to work with a Psychologist or People Scientist to customise a survey that best suits your organisation.
* If developing your own survey, it is good practice to ensure the questions are valid and reliable measures for the matters you seek to consult on. The survey questions used by the [*Australian Human Rights Commission in the 2018 National Survey; Everyone’s business: Fourth national survey on sexual harassment in Australian workplaces*](https://humanrights.gov.au/our-work/sex-discrimination/publications/everyones-business-fourth-national-survey-sexual), may be a useful resource to adapt for your organisation’s survey on the nature and prevalence of sexual harassment.
* Care must be taken to maintain anonymity and create a safe and supportive environment where people can speak freely and are not at risk of further harm by doing so. For example, asking workers to share their observations rather than their personal experience in a focus group discussion is a more appropriate and effective strategy.
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| Other businesses | Other businesses with which your workers interact or that operate within the same shared premises. These may include: * Consultancies or labour hire firms
* Onsite food vendors
* Suppliers and 3rd party service providers
* Other businesses that share common areas with your organisation, such as bathrooms, kitchens, reception areas, car parks, stairwells.
 | * Exchange information to find out who is doing what to prevent sexual harassment.
* Work together in a cooperative and coordinated way to effectively prevent and respond to sexual harassment.
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| External stakeholders | * Clients, customers
* Investors or shareholders
* NGOs
* Community interest groups
* Government
* Regulators
 | * 1:1 interviews
* Client focus groups,
* Client or customer feedback channels (e.g. NPS verbatim, complaints, social media sentiment, client governance meetings)
* Proxy adviser engagement
* Annual General Meetings
* ESG or Corporate sustainability benchmarks (e.g, S&P Corporate Sustainability Assessment, Sustainalytics, ISS ESG)
* Engagement with Safe Work Australia
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