**Pro-Forma Consultation Email**

Dear [Insert Manager Name],

Good afternoon/morning [employer/manager name].

I write in my capacity as the elected health and safety representative (HSR) of [organisation/DWG].~~,~~ As you would be aware under s.35 of the OHS Act you have a duty to consult with the health and safety representative and employees when doing a number of things that are directly affected or likely to be directly affected. To comply, you must share information with the HSRs and workers, give us an opportunity to express our views and take those views into account process. So far as is reasonably practicable you must give this information to HSRs before distributing it more widely.

I am concerned that there has been a failure to meet the above obligations in relation to [insert detail of a lack of/insufficient consultation] / [failure to consult]

*Refer to our Safety Consultation Checklist to see what good consultation looks like.*

Consultation is critical as it allows for employees to contribute to the systems of work that keep us all safe. This has long-term benefits; workplaces that take health and safety, including consultation, seriously have healthier and happier workers. This also translates into more productive workplaces and less lost hours due to sick leave and injuries.

I’m requesting that we meet as soon as is practicable so that I, on behalf of my DWG, can be consulted on above.

[Name]

Health and Safety Representative, [DWG name]