# Template Email to labour hire providers regarding consultation and shared OHS duties to labour hire workers

Dear [name]

Following [changes](https://www.worksafe.vic.gov.au/duty-labour-hire-providers-and-host-employers-consult-cooperate-and-coordinate) on 22 March 2022 to the *Occupational Health and Safety Act 2004* (OHS Act)regarding the definition and management of labour hire workers, we consider [person name(s)/all placed workers from your organisation] to be [an employee/employees] of the school for the purposes of OHS management.

As an employer, we have included [person name(s)/all placed workers from your organisation] in all aspects of safety information sharing, and in the following OHS management system processes as part of our duty of care:

[Edit/delete as applicable]

|  |  |
| --- | --- |
| * OHS induction and communication processes
* OHS representation and the ability to participate in health and safety representative elections, OHS committees
* Access to OHS documentation e.g. policies, procedures, student support plans etc.
 | * Emergency management processes
* Incident and hazard reporting processes
* Any OHS risks or hazards specific to their work
* Provision of amenities and facilities
* Access and egress processes
* OHS consultation processes
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If you have feedback or anything further to add regarding the safe management of the employee, please advise the school as soon as possible.

Part of this arrangement also includes a duty between your organisation, as a labour hire provider, and our school, as a host employer to consult, co-operate and coordinate activities with each other regarding shared OHS duties and safety of the employee.

This process may be ongoing throughout the term of the labour hire arrangement, including when changes are made to the employment circumstances such as work location or role. This may be necessary to exchange information or co-ordinate to implement shared health and safety arrangements.

Thank you for your support in ensuring our workers are as safe as possible.

Kind regards,

[Principal]