



Australian Government

**Assessment Requirements for BSBWHS309
Contribute effectively to WHS
communication and consultation processes**

Release: 1

Assessment Requirements for BSBWHS309 Contribute effectively to WHS communication and consultation processes

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- contribute to two different work health and safety (WHS) communication and consultation processes.

During the above, the candidate must:

- communicate WHS information to others
- raise WHS issues in meetings and follow up on outcomes
- take appropriate actions to assist with removing any barriers to communication and consultation processes identified during above processes
- support others to raise relevant WHS issues.
-

Knowledge Evidence

The candidate must demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- purpose of organisational WHS policies, procedures, processes and systems
- organisational WHS obligations relating to communication and consultation
- commonwealth and state/territory WHS laws and publications relating to:
 - identifying and recording key stakeholders
 - WHS communication and consultation processes
- organisational policies and procedures relating to:
 - consultation and communication methods, and processes for revising them
 - addressing barriers to effective WHS consultation and participation processes, including barrier reporting protocols
 - recording and communicating WHS discussions

- elements of WHS communication and consultation:
 - potential barriers to WHS consultation and participation processes, and methods to overcome them
 - roles and responsibilities of WHS personnel
 - how the consultation process influences and is related to workplace information management procedures, processes and systems
 - methods to engage others with workplace procedures, and information sourcing and sharing.
-

Assessment Conditions

Assessment must comply with WHS laws, and WHS legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- organisational policies, standard operating procedures, plans and procedures with information about compliance requirements required to demonstrate the performance evidence
- required WHS laws and data files to contribute to WHS communication and consultation processes
- opportunities for interaction with others
- workplace equipment and resources required for the performance evidence.

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>