



Australian Government

**Assessment Requirements for BSBWHS310
Contribute to WHS issue-resolution
processes**

Release: 1

Assessment Requirements for BSBWHS310 Contribute to WHS issue-resolution 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:

- on at least two occasions, contribute to a WHS issue-resolution process in a work area.

During the above, the candidate must contribute to:

- identifying standards, WHS laws, and organisational policies and procedures relevant to the process
- identifying possible participants and their roles and responsibilities
- using suitable methods to communicate with participants in the issue-resolution process
- providing support to others about WHS issue-resolution tools, techniques and strategies
- recording WHS issues and outcomes.
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Knowledge Evidence

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

- sources of WHS information and data, and how to access them
- standards and legislative requirements applicable to WHS issue resolution, including:
 - information provision
 - data collection
 - consultation
 - reporting
 - recordkeeping
 - privacy and confidentiality
- organisational policies, procedures, processes and systems relating to WHS agreements and issue resolution

- roles and responsibilities of individuals and/or parties involved in performance evidence under WHS laws
- WHS issue-resolution tools, techniques and strategies.
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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, procedures and plans
- relevant standards, WHS laws, licensing requirements
- workplace equipment and resources required for the performance evidence
- opportunities for interaction with others
- case studies and, where possible, actual workplace situations requiring issue resolution.

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>