



Australian Government

**Assessment Requirements for BSBWHS413  
Contribute to implementation and  
maintenance of WHS consultation and  
participation processes**

# Assessment Requirements for BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation 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 each of the following, as applicable to own role and work area:
  - implementing and maintaining work health and safety (WHS) consultation and participation to ensure that required personnel are encouraged to participate
  - communicating information and data about WHS consultation and participation processes
  - explaining to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding WHS consultation and participation processes
  - creating opportunities for feedback on consultation and participation processes
  - identifying barriers to, and opportunities for improving, effectiveness of WHS consultation and participation processes, and to implement and maintain improvement measures.
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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:

- requirements under WHS laws for consultation and participation processes, training requirements, and the roles and responsibilities of individuals and parties required to participate
- essential components of WHS consultation processes
- organisational policies and procedures for:
  - identifying and communicating WHS consultation and participation information
  - documenting consultation barriers, opportunities and feedback

- storing WHS information and data
- internal and external sources of WHS information and data, and procedures for accessing them
- key principles, uses and components of the hierarchy of control measures that assist with implementing and maintaining WHS consultation and participation processes
- methods for obtaining feedback from individuals and/or parties on consultation and participation processes.
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## Assessment Conditions

Assessment must comply with WHS laws, 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:

- workplace equipment, technology, software and consumables required to access information about WHS laws
- WHS laws, organisational documentation, and personnel required to demonstrate the performance evidence
- case studies and, where possible, real situations
- opportunities for interaction with others.

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>