



Australian Government

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

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge required to contribute to implementing and maintaining work health and safety (WHS) consultation and participation as prescribed in legislation.

It also covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation.

The unit applies to those working in a broad range of WHS roles across all industries.

NOTES

1. The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>

ELEMENTS	PERFORMANCE CRITERIA
<p>1. Identify individuals and parties, and their roles and responsibilities for WHS consultation and participation</p>	<p>1.1 Apply knowledge of relevant parts of WHS laws, policies and procedures as they apply to WHS consultation and participation</p> <p>1.2 Identify individuals with roles, duties, rights and responsibilities regarding WHS consultation and participation according to organisational policies and procedures</p> <p>1.3 Identify own role, duties, rights and responsibilities regarding WHS consultation and participation as appropriate to work area</p> <p>1.4 Communicate roles, duties, rights and responsibilities to individuals and/or parties according to organisational policies and procedures</p>
<p>2. Contribute to implementing WHS consultation and participation processes</p>	<p>2.1 Identify established organisational WHS consultation and participation processes</p> <p>2.2 Identify required personnel to participate in WHS consultation</p> <p>2.3 Contribute to setting up and implementing WHS consultation processes as appropriate to own role and work area</p> <p>2.4 Create opportunities for participating individuals and/or parties to provide feedback on WHS consultation processes</p> <p>2.5 Document consultation opportunities according to organisational policies and procedures</p> <p>2.6 Promote and support participation of individuals and/or parties in WHS consultation processes as appropriate to own role and work area</p>
<p>3. Contribute to processes for communicating and sharing WHS information and data</p>	<p>3.1 Identify consultation and participation processes for communicating and sharing WHS information and data</p> <p>3.2 Identify training requirements for individuals and/or parties necessary for effective WHS consultation and participation</p> <p>3.3 Contribute to and participate in sharing WHS information and data as appropriate to own role and work area</p> <p>3.4 Create methods to ensure WHS information and data is accessible to required personnel in work area</p>

ELEMENTS	PERFORMANCE CRITERIA
	3.5 Record and store WHS information and data according to organisational policies and procedures
4. Contribute to assessment of WHS consultation and participation feedback processes	4.1 Identify consultation and participation methods for gathering and documenting feedback on processes from individuals and/or parties 4.2 Contribute to assessing opportunities for individuals and/or parties to express their views during consultation and participation 4.3 Document outcomes from assessment of feedback processes and communicate outcomes to relevant stakeholders according to organisational policies and procedures
5. Contribute to improving WHS consultation and participation processes	5.1 Contribute to identifying and assessing barriers to, and opportunities for improving, implementation and effectiveness of WHS consultation and participation processes 5.2 Contribute to developing, implementing and evaluating measures to remove barriers and improve processes 5.3 Communicate improvements to required personnel according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	<ul style="list-style-type: none"> Reviews and interprets WHS legislative and organisational texts
Writing	<ul style="list-style-type: none"> Uses structure, layout and language suitable for audience to draft and document consultation and participation processes Records required WHS information using appropriate organisational formats
Oral communication	<ul style="list-style-type: none"> Uses structure and language suitable for audience to provide relevant WHS organisational information Uses questioning and active listening to identify and discuss feedback requirements, and barriers to and opportunities for improving WHS consultation processes

Skill	Description
Navigate the world of work	<ul style="list-style-type: none"> • Adheres to legal and regulatory responsibilities in relation to own WHS role and responsibilities • Keeps up to date on changes to WHS laws and regulations relevant to own role
Interact with others	<ul style="list-style-type: none"> • Identifies what, with whom and how to communicate in the context of consultation and participation processes • Uses a range of strategies to establish a sense of connection with others • Cooperates with others as part of WHS consultation and participation processes, and contributes to specific activities requiring joint responsibility and accountability • Initiates and contributes to facilitating consultative process, responding, explaining, clarifying and expanding on ideas and information as required
Get the work done	<ul style="list-style-type: none"> • Applies processes when organising consultation processes, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others • Contributes to implementing actions according to plans, making slight adjustments as necessary and addressing unexpected issues • Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria • Uses familiar digital systems and tools to access, organise, analyse and present information

Unit Mapping Information

Supersedes and is equivalent to BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes.

Links

Companion Volume Implementation Guides are available from VETNet -

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