



Australian Government

Assessment Requirements for BSBWHS502 Manage effective 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 1.0.

Performance Evidence

Evidence of the ability to:

- implement the legal and organisational requirements for work health and safety (WHS) participation and consultation
- manage effective WHS consultation and participation processes including development, implementation, monitoring and review, in consultation with others
- review the effectiveness of existing WHS participation and consultation processes, identifying gaps and areas for improvement and positive performance indicators
- develop new or improved WHS participation and consultation processes that achieve required improvements and integrate with existing systems
- develop an action plan for implementation of new or improved WHS participation and consultation processes
- provide advice, support and monitoring to others during implementation of new or improved WHS participation and consultation processes and recommending changes to the plan as required

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify appropriate communication networks, processes and formats
- outline Commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material in general, and in particular the parts relating to:
 - duties of PCBU's, officers, workers and inspectors
 - duty holders
 - consultation, participation and representation
 - discriminatory, coercive and misleading conduct

- workplace entry by WHS permit holders
- describe formal and informal communication and consultation processes, and key personnel related to communication
- explain how the characteristics and composition of the workforce impact on WHS risk and the management of WHS, including:
 - communication skills
 - cultural background and diversity
 - gender
 - labour market changes
 - language, literacy and numeracy levels of the workforce
 - structure and organisation of the workforce, including part time, casual and contract workers; shift rosters; and geographical location
 - workers with specific needs and limitations
 - workplace culture in relation to alcohol and other drug use
- list internal and external sources of WHS information and data, and how to access them
- identify key personnel, including change agents, within workplace management structure
- describe organisational culture as it impacts on the work team
- summarise relevant organisational WHS policies, procedures, processes and systems
- describe the roles and responsibilities of individuals and parties under WHS legislation
- outline the training needs of health and safety committees, and health and safety representatives.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- workplace policies and procedures
- reports from other parties consulted about design, implementation, management and review processes
- relevant Acts, regulations, codes of practice, standards and guidelines
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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