



Australian Government

Assessment Requirements for BSBWHS304 Participate effectively in WHS communication and consultation processes

Release: 1

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Modification History

Release	Comments
Revision 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- participate in work health and safety (WHS) communication and consultation processes, including communicating WHS information to others
- raise WHS issues in meetings and follow up on outcomes
- take appropriate actions to remove barriers to communication and consultation processes
- support others to raise relevant WHS issues.

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:

- describe the purpose of organisational WHS policies, procedures, processes and systems
- outline the key requirements of relevant commonwealth and state/territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications
- describe potential barriers to WHS consultation processes and how the barriers may be overcome
- explain the roles and responsibilities of WHS personnel
- describe how the consultation process influences and is related to workplace information management procedures, processes and systems
- describe methods to engage others with workplace procedures, and information sourcing and sharing.

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:

- organisational policies, standard operating procedures, procedures and plans with information on compliance requirements
- relevant Acts, regulations, codes of practice, licensing requirements, standards
- relevant WHS data files
- appropriate office equipment and resources.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>