



Australian Government

Assessment Requirements for BSBWHS305 Contribute to WHS issue resolution

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:

- prepare to contribute to work health and safety (WHS) issue resolution including:
 - identifying relevant Acts, regulations, codes of practice and workplace policies and procedures
 - identifying possible participants and their roles and responsibilities
 - recording WHS issues
 - communicating WHS issues with participants
 - providing advice and support to others about issue resolution tools, techniques and strategies
 - identifying and responding to other preparations that might be needed
- progress the WHS issue resolution process by:
 - communicating effectively to make a contribution
 - supporting and advising others to contribute according to workplace procedures and processes
 - contacting external participants when appropriate to help resolve of issues
- disseminate the results of the WHS issue resolution using appropriate methods and formats
- contribute to keeping records of WHS issue resolution and outcomes.

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 sources of WHS information and data, and how to access them

- explain the legislative requirements for WHS issue resolution, information provision, data collection, consultation and reporting
- identify organisational policies and procedures for WHS agreements and issue resolution
- list and describe roles and responsibilities of individuals and parties under WHS legislation
- describe types of issue resolution tools, techniques and strategies.

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
- relevant Acts, regulations, codes of practice, licensing requirements and standards
- office equipment and resources
- interaction with others
- case studies and, where possible, real situations.

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>