



Australian Government

BSBWHS403 Contribute to implementing and maintaining 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.

Application

This unit describes the skills and knowledge required to contribute to setting up, running and improving work health and safety (WHS) consultation and participation processes that are prescribed in legislation. It also covers contributing to communicating relevant information identifying and delivering related training and improving the consultation and participation processes.

This unit applies to individuals whose job role includes contributing to implementing and maintaining WHS consultation and participation processes in their work area and job role.

This unit applies to people who work in a broad range of WHS roles across all industries.

NOTE: 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 the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

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

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Identify individuals and parties involved in WHS consultation and	1.1 Apply knowledge of relevant parts of WHS Acts, regulations, codes of practice, policies and procedures to identify individuals and parties with roles, duties, rights and responsibilities regarding WHS

ELEMENT	PERFORMANCE CRITERIA
participation processes	consultation and participation 1.2 Identify what these roles, duties, rights and responsibilities are and, in line with own job role and work area, communicate this information to individuals and parties 1.3 Identify roles, duties, rights and responsibilities as they apply to own job role and work area
2 Contribute to WHS consultation and participation processes	2.1 Identify workplace WHS consultation and participation processes 2.2 Contribute to setting up and running these processes as appropriate to own job role and work area 2.3 Communicate to individuals and parties what these processes are and promote and support the participation of individuals and parties as appropriate to own job role and work area
3 Contribute to processes for communicating and sharing WHS information and data	3.1 Identify consultation and participation processes for communicating and sharing WHS information and data 3.2 Contribute to and participate in these processes, as appropriate to own job role and work area
4 Contribute to identifying and meeting training requirements for effective WHS consultation and participation	4.1 Identify training requirements for individuals and parties necessary for effective WHS consultation and participation 4.2 Contribute to the delivery of required training as appropriate to own job role and work area
5 Contribute to improving WHS consultation and participation processes	5.1 Contribute to the identification and assessment of barriers to the implementation and effectiveness of WHS consultation and participation processes 5.2 Contribute to the development, implementation and evaluation of measures to remove these barriers

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 2.1,	Interprets and analyses complex WHS legislative and

	3.1, 4.1	organisational texts
Writing	1.2, 2.2, 2.3, 4.1, 4.2, 5.1, 5.2	• Uses structure, layout and language suitable for audience to draft and document WHS legislative and organisational information • Records required WHS information using appropriate organisational formats
Oral communication	1.2, 2.2, 2.3	• Uses structure and language suitable for audience to provide WHS legislative and organisational information • Uses questioning and active listening to identify and discuss training requirements and barriers to WHS consultation processes
Navigate the world of work	1.1-1.3	• Takes responsibility for adherence to legal and regulatory responsibilities in relation to WHS role and responsibilities • Keeps up to date on changes to WHS legislation or regulations
Interact with others	2.2, 2.3, 3.1, 3.2, 4.2, 5.1, 5.2	• Understands what to communicate, with whom and how in 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	2.1, 2.2, 3.1, 4.1, 5.1, 5.2	• Applies formal processes when organising consultation processes, producing plans with logically sequenced steps, reflecting some awareness of time and resource constraints and the needs of others • Implements actions as per plans, making slight adjustments as necessary and addressing some unexpected issues • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria • Uses formal and informal processes to monitor implementation of measures and reflect on outcomes • Uses familiar digital systems and tools to access, organise, analyse and present information

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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes	BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes

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Performance Evidence

Evidence of the ability to:

- explain clearly and accurately to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding work health and safety (WHS) consultation and participation processes
- contribute, as appropriate to job role and work area, to:
 - setting up and running WHS consultation and participation processes to ensure that relevant individuals and parties understand and can participate in the processes
 - identifying training needs to support the WHS consultation and participation processes and providing learning opportunities, coaching and mentoring as appropriate to needs
 - communicating information and data about WHS consultation and participation processes
 - identifying barriers to effective WHS consultation and participation and developing, implementing and evaluating measures to remove the barriers.

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 requirements under WHS legislation and organisational policies and procedures for consultation and participation processes and the individuals and parties who need to participate
- describe possible barriers to the implementation and effectiveness of WHS consultation and participation processes and strategies to remove them
- identify internal and external sources of WHS information and data and how to access them

- describe training requirements for individuals and parties necessary for effective WHS consultation and participation processes

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:

- office equipment and resources
- relevant Acts, regulations, codes of practice, standards and guidelines
- workplace documentation and personnel.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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