



Australian Government

Assessment Requirements for BSBWHS602 Facilitate WHS activities

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:

- identify and engage with key work health and safety (WHS) personnel and stakeholders including:
 - liaising and negotiating individually and in groups, formally and informally
 - reviewing and improving effectiveness of working relationships
 - applying ethics relating to professional practice
- communicate effectively with key WHS personnel and stakeholders including:
 - identifying communication needs and requirements
 - identifying and implementing suitable communication strategies, tools and methods
 - reviewing and improving effectiveness of communication
- work effectively with key WHS personnel and stakeholders including:
 - determining and gaining agreement on roles, functions and responsibilities
 - fulfilling, and supporting others to fulfil, roles, functions and responsibilities
 - reviewing and improving effectiveness of own and others' work
- work with WHS and other professionals including:
 - identifying issues beyond scope of own competencies
 - identifying suitable expertise to address these issues
 - collaborating on scoping of work
 - facilitating and supporting work
 - evaluating work to ensure it meets requirements and tasking action for remediation
- develop a comprehensive brief or case to engage a WHS or other professional to address an identified WHS issue.

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:

- outline the benefits, limitations and use of a range of communication strategies and tools appropriate to the workplace
- outline ethics related to professional practice
- detail formal and informal communication and consultation processes, and key personnel related to communication
- identify key WHS personnel and stakeholders
- describe language, literacy and cultural profile of the work team
- describe legal liability in relation to providing advice
- outline nature of workplace processes (work flow, planning and control) and hazards relevant to the workplace
- describe organisational behaviour and culture as they impact on WHS and on change
- describe organisational culture as it impacts on the work team
- identify organisational WHS policies, procedures, processes and systems
- describe particular WHS issues requiring WHS and other professional expertise to be addressed
- summarise roles and responsibilities in relation to communication and consultation for health and safety committees, health and safety representatives, line management, workers and inspectors
- summarise roles, functions, skills and knowledge of WHS and other professionals
- outline workplace policies, procedures, processes, systems, activities, actions and arrangements that support and enable effective consultation on, and participation in, effective WHS management.

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
- organisational documentation, information and data
- 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>