



Australian Government

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.

Application

This unit describes the skills and knowledge required to work effectively with key work health and safety (WHS) personnel and stakeholders and with WHS and other professionals.

This unit involves identifying and engaging with key personnel and stakeholders and selecting communication strategies to provide them with required information and tools. It also covers facilitating and evaluating the effectiveness of collaborative work with WHS and other professionals.

It applies to individuals who are required to coordinate and facilitate WHS activities.

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 and engage with key WHS personnel and stakeholders	1.1 Apply knowledge of workplace and organisation to identify key WHS personnel and stakeholders 1.2 Liaise and negotiate with key WHS personnel and stakeholders individually and in groups, formally and informally

ELEMENT	PERFORMANCE CRITERIA
	1.3 Review effectiveness of working relationships with key WHS personnel and stakeholders, and make changes to achieve any required improvements 1.4 Apply ethics relating to professional practice principles and ethics in working with others
2 Communicate effectively with key WHS personnel and stakeholders	2.1 Identify WHS information and communication needs and requirements of key WHS personnel and stakeholders 2.2 Identify and implement communication strategies using appropriate tools and methods 2.3 Review effectiveness of communication strategies and make changes to achieve any required improvements
3 Work effectively with key WHS personnel and stakeholders	3.1 Determine WHS roles, functions and responsibilities of self and key WHS personnel and stakeholders 3.2 Collaborate with key WHS personnel and stakeholders to gain agreement on roles, functions and responsibilities 3.3 Fulfil own WHS roles, functions and responsibilities and support others to fulfil their WHS roles, functions and responsibilities 3.4 Review own effectiveness and that of others and work with others to achieve required improvements
4 Work with WHS and other professionals	4.1 Recognise scope of WHS competencies of self and others 4.2 Identify particular WHS issues beyond own role, responsibilities and competencies requiring WHS and other professional expertise 4.3 Identify appropriate types and sources of expertise required to address particular WHS issues 4.4 Collaborate with WHS and other professionals to identify and agree on scope of work to be undertaken, types of services required and how they will work with self and others 4.5 Facilitate and support the work to be undertaken 4.6 Evaluate work undertaken to ensure requirements were met, taking action as required

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	3.1, 4.3	Evaluates and integrates information and ideas to construct meaning from a range of familiar, and some unfamiliar, texts and text types to identify key WHS personnel and stakeholders
Writing	1.2, 2.2, 3.1	- Drafts and develops required documentation, matching style of writing to purpose and audience - Uses appropriate vocabulary, grammatical structure and organisational conventions to document roles and strategies
Oral communication	1.2, 1.3, 2.1, 2.2, 3.4, 4.4, 4.5	- Participates in discussions using language appropriate to the audience - Applies active listening and questioning skills to extract main ideas from oral texts
Navigate the world of work	1.4, 3.1	Recognises and follows explicit and implicit protocols and meets expectations associated with own role
Interact with others	1.2, 1.3, 2.1, 2.2, 2.3, 3.2, 3.3, 4.4, 4.5	- Selects appropriate communication channels, protocols and conventions for working with WHS personnel and stakeholders - Recognises the importance of building to establish effective working relationships with WHS personnel and other stakeholders - Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role on occasion
Get the work done	1.1, 1.3, 2.1, 2.2, 2.3, 3.3, 3.4, 4.1, 4.2, 4.4, 4.6	- Uses logical planning processes, and an increasingly intuitive understanding of context, to identify and work effectively with multiple stakeholders - Considers whether, and how, others should be involved, often using consultative or collaborative processes as an integral part of the decision making process - Uses systematic, analytical processes in complex, non-routine situations, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria when reviewing effectiveness of working with others - Applies formal problem solving processes when identifying needs and requirements of WHS personnel and stakeholders - Uses familiar digital systems and tools to access,

		organise, analyse and display information relevant to role
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS602 Facilitate WHS activities	BSBWHS602A Facilitate WHS activities	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 BSBWHS602 Facilitate WHS activities

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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

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