

# BSBWHS403

Contribute to implementing and maintaining  
WHS consultation and participation  
processes



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| <b>ASSESSMENT FOR BSBWHS403</b> |
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|                                      |              |
|--------------------------------------|--------------|
| <b>Student name</b>                  | Shanal Singh |
| <b>Date of assessment submission</b> | 20/02/2020   |

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|-----------------------------------|----------------------------------------------------------------------------------|
| <b>Trainer/Assessor's name</b>    |                                                                                  |
| <b>Date of assessment marking</b> | <a href="#">Click here to enter a date.</a>                                      |
| <b>Outcome for unit</b>           | <input type="checkbox"/> Competent<br><input type="checkbox"/> Not Yet Competent |

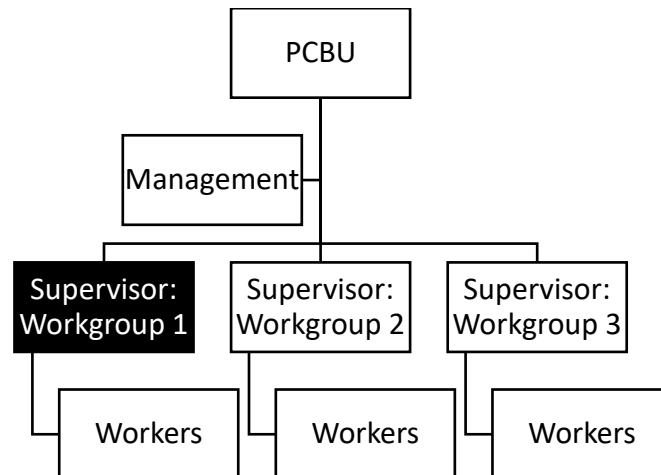
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| <b>TASK INSTRUCTIONS</b> |
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- The assessment for this unit of competency consists of the following:
  - **A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
  - **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
  - **Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

| ACTIVITY OVERVIEW                          | REQUIRED FOR SUBMISSION     |
|--------------------------------------------|-----------------------------|
| 1. Roles, duties, rights, responsibilities | • Workbook response (below) |
| 2. Contribution to processes               | • Workbook response (below) |
| 3. Training to achieve effectiveness       | • Workbook response (below) |
| 4. Improvement of processes                | • Workbook response (below) |

## ACTIVITIES

For the following activities, you will assume the role of a workgroup supervisor in a workplace of your choosing (see example organisational chart below).



Name a workplace and workgroup that you are (or hypothetically are) the supervisor for:

|                          |                 |
|--------------------------|-----------------|
| <b>Name of workplace</b> | L&D contracting |
| <b>Workgroup</b>         |                 |

### ACTIVITY 1

Identify three (3) individuals and parties involved in WHS consultation and participation processes in your nominated organisation (one of these must be yourself).

For each individual/party:

- a) Explain what their roles, duties, rights and responsibilities are regarding consultation and participation
- b) Identify the documents (Act/Regulation/Codes of practice, policies and procedures) which impose these roles, duties, rights and responsibilities
- c) Identify how you would communicate with the individual/party to inform them about their roles, duties, rights and responsibilities (i.e. method of communication and in what timeframe)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Your role</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Site Engineer, and Site Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Roles, duties, rights and responsibilities regarding consultation and participation</b>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Talk to workers, and principal contractor management regarding WHS matters.</li> <li>• Listen to their concerns onsite regarding WHS issues and advise my concerns.</li> <li>• Seek and share views and information with all management.</li> <li>• Attend Prestart/ Toolboxes, and consider what workers say and discuss with supervisor before making decisions.</li> <li>• Ensure workers are advised of the outcome of WHS consultation in a timely manner.</li> </ul> |
| <b>Documents which outline roles, duties, rights and responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Site specific Safety Management Plan.</li> <li>• Safe work method statement for all tasks conducted on-site.</li> <li>• Registers (Hazardous substances, Worker Competency,</li> <li>• Toolbox/ prestart</li> </ul>                                                                                                                                                                                                                                                        |
| <b>Communication method and timeframe</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Daily on-site Pre- starts</li> <li>• Weekly/ per incident Toolbox meetings.</li> <li>• Daily Sub-contractor meetings.</li> <li>• Monthly internal Company meetings.</li> <li>• Use-of company data drive/ emails to clarify and provide a two-way communication between all management personal.</li> </ul>                                                                                                                                                                |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Individual/Party 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Merlinda Huston, General Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Roles, duties, rights and responsibilities regarding consultation and participation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Review the WHS performance of workers on-site and management and drive continuous improvement.</li> <li>• Provide guidance and direction on WHS management from and executive position.</li> <li>• Produce, maintain and review safety systems and processes on a regular basis.</li> <li>• Monitor/ mitigate any organisational and industry related safety risks.</li> <li>• Authorise publication and review of safety documentation</li> <li>• Allocate resources to ensure effective hazard and risk management</li> <li>• Support managers and workers in implementing WHS initiatives</li> <li>• Seek assurance that WHS risk management systems are in place and are effective</li> </ul> |
| <b>Documents which outline roles, duties, rights and responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Safe Work Method Statement.</li> <li>• Environmental Management Plan.</li> <li>• WHS Management Review Guidelines</li> <li>• WHS Emergency Plan</li> <li>• WHS Internal Audit Report Template</li> <li>• Manager WHS Induction</li> <li>• Worker WHS Induction</li> <li>• Incident management plan</li> <li>• Preventing and Responding to Workplace Bullying</li> </ul>                                                                                                                                                                                                                                                                                                                          |

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| <b>Communication method and timeframe</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Monthly internal Company meetings.</li> <li>• Use-of company data drive/ emails to clarify and provide a two-way communication between all management personal.</li> <li>• Arrange internal meetings in the office to update staff of all new policy's, procedures etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Name of Individual/Party 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Keith Hilton – Construction manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Roles, duties, rights and responsibilities regarding consultation and participation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Identifying hazards and assess risks arising from work occurring on-site.</li> <li>• Make informed/ educated decisions regarding ways to eliminate or minimise any risks.</li> <li>• Make informed decisions about the adequacy of facilities for the welfare of workers.</li> <li>• Propose efficient changes that may benefit the health and safety of workers.</li> <li>• Making decisions about the procedures for resolving health and safety issues.</li> <li>• Monitoring the health of workers or workplace conditions, information and training or consultation with workers.</li> <li>• Carrying out any other activity prescribed by the WHS Regulations.</li> </ul> |
| <b>Documents which outline roles, duties, rights and responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Site specific Safety Management Plan.</li> <li>• Safe work method statement for all tasks conducted on-site. .</li> </ul> <p>Registers (Hazardous substances, Worker Competency Registers (Hazardous substances, Worker Competency</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Communication method and timeframe</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Daily on-site Pre- starts</li> <li>• Weekly/ per incident Toolbox meetings.</li> <li>• Daily Sub-contractor meetings.</li> <li>• Monthly internal Company meetings.</li> <li>• Arrange internal meetings in the office to update staff of all new policy's, procedures etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |

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|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 1</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

## ACTIVITY 2

Identify two (2) WHS consultation and participation processes that may exist in your workplace for sharing WHS information (in addition to work team meetings).

For each process:

- a) Briefly describe the process
- b) Explain your role in the setting up and running of this process
- c) Describe how you communicate with individuals and parties about what these processes are
- d) Describe how you support the participation of individuals and parties in these processes

### Name of process

Work team meetings

### Describe process

The work team meeting is not formally scheduled, but usually it's a few minutes or hours every week within the office management.

Counterintuitively, this meeting reduces needless communication as well as less important issues being brought up in formal meeting. Since these meeting are held regularly specific time every week/day, usually workers hold off on scheduling one-off meetings for small things that could wait for the next the one-on-one.

### Your involvement in set up and running of process

Before every meeting, an informal agenda is created outlining the points to be discussed.

Taking a few minutes to do this for each meeting makes a big difference in the outcome of the success of the projects; It helps topics such a safety, environment, and productivity stay on track.

### How you communicate with individuals and parties about process

Verbal communication is usually the method of communication, as meeting as such are usually informal. Where, tangible record keeping is not taken of conversations that are taking place.

Discussions are usually taken on the spot, and resolutions implemented their forth

### How you support participation of individuals and parties in process

Essentially, I ensure safety, environmental, and management issues onsite are talked about within these management meeting.

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of process 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Internal management meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Describe process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Prior to every meeting an agenda is made by the contract manager illustrating current jobs, future jobs as well as any issues on site, or management.</p> <p>The meeting is held in the main office meeting room.</p>                                                                                                                                                                                                                                                                                        |
| <b>Your involvement in set up and running of process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| A formal invite is issued out to all management staff (Supervisors, Forman's, Quality Assurance engineers, general manager, Contracts manager, and directors. The invites are issued formally either via email or my phone and are arranged once a month during union RDO's to ensure that all management staff will be present.                                                                                                                                                                                |
| <b>How you communicate with individuals and parties about process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>Verbal communication is usually the method of communication, with each issue the being discussed tangible record keeping is taken of conversations that are taking place. Resolutions for these issues are designated for each person and must be resolved before each monthly meeting.</p> <p>Decision are usually discussed with everyone within the meeting and are usually taken after hearing everyone's input on the issue. These resolutions are to be implemented their fourth after the meeting</p> |
| <b>How you support participation of individuals and parties in process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Each member is required to listen, engage, and ask how you can be helpful. Use this opportunity for any clarification that needs to happen.                                                                                                                                                                                                                                                                                                                                                                     |

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| <b>Name of process 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Pre-Start/ Toolbox Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Describe process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>The toolbox meeting is held with every personal on-site to discuss issues relating to the site. They are conducted on weekly basis, or whenever issues are to be discussed, usually with all personal onsite attend these meeting and are signed off me all.</p> <p>The prestart meetings are held every morning with all personal onsite to dictate what each induvial worker is to do for that day. This outlines jobs specific to the day and who is to complete it, as well as outlining any Safety issues or environmental controls that must be implemented</p> |
| <b>Your involvement in set up and running of process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Any safety issues brought to the attention of L&D management, Safety team, supervisors or management is to be discussed with the workers on-site if it directly involves them.                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>How you communicate with individuals and parties about process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| The Pre-starts are conducted every morning with all personal onsite that day. The day prior the supervisor informs the workers that a toolbox will be held to discuss the specified issues they are held after the Prestarts.                                                                                                                                                                                                                                                                                                                                            |
| <b>How you support participation of individuals and parties in process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| As management I ensure that everything talked about within the meeting is documented to ensure that if the issue arises again, we have a record that we have discussed it with the workers.                                                                                                                                                                                                                                                                                                                                                                              |

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|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 2</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

### ACTIVITY 3

Refer back to the two (2) individuals and parties (other than yourself) that you identified in Activity 1.

- Identify what is required for them to effectively be involved in consultation and participation
- Outline what training may be provided to assist in the improvement of their consultation and participation
- Explain how you could be involved in the delivery of the training you have identified

#### Name of Individual/Party 1

Merlinda Huston, General Manager

#### Required for effective involvement in consultation and participation

- Assessment of written reports on the effectiveness of WHS participation and consultation processes
- Demonstration of the provision of advice and support to individuals and parties to enable their effective involvement
- Direct questioning combined with review of portfolios of evidence and third-party reports of on-the-job performance of workers
- Observation of performance
- Observation of Costing and feasibility study on individuals.
- Evaluation of action plans for developing consultation and participation processes

#### Training that may be provided to assist

WH&S Course

#### Your involvement in delivery of training

**WH&S training** provides you with important tips on preventing accidents, minimising risks and forming plans to help access the risks and develop ways of reducing the risks before an accident happens.

#### Name of Individual/Party 2

Keith Hilton

#### Required for effective involvement in consultation and participation

- gather and analyse relevant workplace information and data
- identify areas for WHS improvement
- conduct effective formal and informal meetings and communicate effectively with personnel at all levels of the organisation
- prepare reports for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers
- use language and literacy skills appropriate to the work team and the task
- consultation and negotiation skills to:
  - develop plans
  - implement and monitor designated action

#### Training that may be provided to assist

WH&S Course/ OH&S course

#### Your involvement in delivery of training

The course will ensure the coordination and help maintain the WHS program/system within an organisation, subsequently, ensuring the safety of all employed the company.

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| <b>Outcome for Activity 3</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

#### ACTIVITY 4

Identify three (3) potential barriers to the implementation and effectiveness of WHS consultation and participation processes. For each barrier identified, identify:

- a) A measure that could be implemented to remove the barrier
- b) Explain how you can contribute to the development, implementation and evaluation of this measure.

##### Describe barrier 1

Consultation/ Management

Consultation is a legal requirement and an essential part of managing health and safety risks

##### Measure to remove barrier

- A safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards, and risks
- Talks about any health and safety concerns and works together to find solutions.
- By drawing on the knowledge and experience of your workers, more informed decisions can be made about how the work should be carried out.

##### Contribution to development of measure

I can work with senior management to ensure that the method of communication is appropriate and correctly target the work groups.

##### Contribution to implementation of measure

You can also provide feedback and your recommendations.

Help facilitate any health and safety discussions which improve management safety processes

##### Contribution to evaluation of measure

Monitor communications on-site and within the office environment through meeting and prestart attendance.

As well as monitor discussions during Health and safety meetings.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Describe barrier 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>Contractual arrangements</p> <p>There are many Barrier with how we communicate with each other.<br/>Consultation usually fails due to;</p> <ol style="list-style-type: none"> <li>1) Lack of clarity of message</li> <li>2) Absence of emotional resonance in your message.</li> <li>3) Inaccurate targeting</li> <li>4) Poor timing.</li> <li>5) No genuine feedback processes</li> </ol> <p>.</p> <p>The world constantly bombards us with information: sights, sounds, scents, and so on. Our minds organize this stream of sensation into a mental map that represents our perception or reality. In no case is the perception of a certain person the same as the world itself, and no two maps are identical. As you view the world, your mind absorbs your experiences in a unique and personal way.</p> |
| <b>Measure to remove barrier</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| To overcome filtering barriers, try to establish more than one communication channel, eliminate as many intermediaries as possible, and decrease distortion by condensing message information to the bare essentials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Contribution to development of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Workers and HSR's should establish a relationship with there manager that encourages open and honest discussion and mutual trust across all levels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Contribution to implementation of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Engage people on a emotional level as 'one' (avoid using them mentality) and provide clear messages with concrete examples to help people focus their energies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Contribution to evaluation of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Monitor communications on-site and through meeting and prestart attendance.</p> <p>As well as monitor discussions during Health and safety meetings.</p> <p>Ensure that emails and messages that are transmitted are clear and concise with no area for misinterpretation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b>Describe barrier 3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>Culture.</p> <p>Culture essentially is the environment that is created for our employees. It is the mix of your organisation's leadership, values, traditions, beliefs, interactions, behaviours and attitudes that contribute to environment of your workplace.</p>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Measure to remove barrier</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>To ensure the smooth running of the site, and to make improvements to organisational safety management. For the culture of the company to flourish, it must be imbedded throughout the organisation</p> <ul style="list-style-type: none"> <li>• Arguably the best way to improve your office WHS culture is to invest in your team</li> <li>• Ensure to have a clearly defined safety policy in place, if not, amend.</li> <li>• Conduct a thorough inspection of your workplace and take note of what needs improvement. Get your employees involved by asking them what they think needs to change in terms of WHS</li> </ul> |
| <b>Contribution to development of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Assess how safety within the company is viewed and make strategic improvements to the internal system of shared beliefs and values</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Contribution to implementation of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p>Talk to the personal on-site to ensure that the control measures are being upheld</p> <p>Manage/ Overview the production of the safety policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Contribution to evaluation of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Ensure that all control measure is being upheld.</li> <li>• Attendance at HSC meetings and ensure that all workers are attending the inspections.</li> <li>• Ensure that any WHS suggestions are forwarded to the relevant personnel.</li> </ul>                                                                                                                                                                                                                                                                                                                                           |

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|----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Activity 4</b>    | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

## QUIZ

| QUESTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CORRECT                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p>1. Individuals and parties involved in WHS consultation and participation processes may include external bodies, such as unions and WHS inspectors.</p> <p><input checked="" type="checkbox"/> True</p> <p><input type="checkbox"/> False</p>                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| <p>2. Which of the following are types of WHS consultation and participation processes? Select all that apply.</p> <p><input checked="" type="checkbox"/> Health and safety committees</p> <p><input checked="" type="checkbox"/> Internal involvement in inspections and audits</p> <p><input checked="" type="checkbox"/> Team meetings</p> <p><input checked="" type="checkbox"/> Planning committees</p>                                                                                                             | <input type="checkbox"/> |
| <p>3. Training for effective WHS consultation and participation can be as simple as teaching workers how to use computers to access WHS information and data.</p> <p><input checked="" type="checkbox"/> True</p> <p><input type="checkbox"/> False</p>                                                                                                                                                                                                                                                                  | <input type="checkbox"/> |
| <p>4. Which of the following may constitute barriers to the implementation and effectiveness of WHS consultation and participation processes? Select all that apply.</p> <p><input checked="" type="checkbox"/> Consultation meetings being too long and boring</p> <p><input checked="" type="checkbox"/> Language, literacy and numeracy levels of the workforce</p> <p><input checked="" type="checkbox"/> Workplace culture related to WHS</p> <p><input checked="" type="checkbox"/> Having separate work sites</p> | <input type="checkbox"/> |

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| <b>Outcome for Quiz</b>          | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b> |                                                                                    |

**PRACTICAL TASK**

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated or real.

| TASKS                                                                                                                                                                                                          | VERIFIED                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| A. Conduct a meeting with a PCBU, using appropriate language, to identify requirements for WHS consultation and participation, as identified in Acts, regulations, codes of practice, policies and procedures. | <input type="checkbox"/>                                                               |
| B. Highlight the roles of those within the organisation (including duties, rights and responsibilities) regarding WHS consultation and participation.                                                          | <input type="checkbox"/>                                                               |
| C. Identify and discuss WHS consultation and participation processes, and highlight potential barriers.                                                                                                        | <input type="checkbox"/>                                                               |
| D. Offer solutions to barriers, evaluating and considering time/resource constraints and the needs of others.                                                                                                  | <input type="checkbox"/>                                                               |
| E. Use questioning and active listening to identify and discuss PCBU's views on barriers to WHS consultation and participation processes.                                                                      | <input type="checkbox"/>                                                               |
| F. Use questioning and active listening to identify and discuss PCBU's views on training requirements for effective WHS consultation and participation.                                                        | <input type="checkbox"/>                                                               |
| G. Write down adjustments to offered solutions, as necessary, addressing PCBU's views on barriers and training requirements.                                                                                   | <input type="checkbox"/>                                                               |
| <b>Name of observer</b>                                                                                                                                                                                        |                                                                                        |
| <b>Role of observer<br/>(Confirm their suitability to sign)</b>                                                                                                                                                | <input type="checkbox"/> Trainer/Assessor<br><input type="checkbox"/> Other (specify): |
| <b>Phone number of observer</b>                                                                                                                                                                                |                                                                                        |
| <b>Email address of observer</b>                                                                                                                                                                               |                                                                                        |
| <b>Signature of observer</b>                                                                                                                                                                                   |                                                                                        |
| <b>Date</b>                                                                                                                                                                                                    | Click here to enter a date.                                                            |
| <b>Comments</b>                                                                                                                                                                                                |                                                                                        |

|                                   |                                                                                    |
|-----------------------------------|------------------------------------------------------------------------------------|
| <b>Outcome for Practical Task</b> | <input type="checkbox"/> Satisfactory<br><input type="checkbox"/> Not satisfactory |
| <b>Trainer/Assessor comments</b>  |                                                                                    |