

BSBWHS413

CONTRIBUTE TO IMPLEMENTATION AND MAINTENANCE OF WHS CONSULTATION AND PARTICIPATION PROCESSES

ASSESSMENT SUMMARY

The assessment activities for *BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name

Task	Assessment Results	
Workbook	☐ Satisfactory	☐ Not Yet Satisfactory
Quiz	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name

Assessor Signature

Unit Competence Determination Date

[Click here to enter a date.](#)

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QUIZ INSTRUCTIONS

- This quiz will occur under standard assessment conditions.
 - An oral assessment may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the document by the assessor.

Participant name

Kerry Uok

Participant signature

KU

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
4		Satisfactory	Not Yet Satisfactory
		☐	☐

ASSESSOR COMMENTS

1. Identify the following workplace consultation and participation processes:

2. List the following workplace consultation and participation processes:

3. List the following workplace consultation and participation processes:

4. List the following workplace consultation and participation processes:

5. List the following workplace consultation and participation processes:

6. List the following workplace consultation and participation processes:

7. List the following workplace consultation and participation processes:

8. List the following workplace consultation and participation processes:

9. List the following workplace consultation and participation processes:

10. List the following workplace consultation and participation processes:

1. True or False (Tick your response): Individuals and parties involved in WHS consultation and participation processes may include external bodies, such as unions and WHS inspectors.

Answer

☒	True
☐	False

☐

2. Which of the following are types of WHS consultation and participation processes? Tick all that apply.

Answer

Choice	Possible Answers
☒	Health and safety committees
☒	Internal involvement in inspections and audits
☒	Team meetings
☒	Planning committees

☐

3. True or False (Tick your response): Training for effective WHS consultation and participation can be as simple as teaching workers how to use computers to access WHS information and data.

Answer

☒	True
☐	False

☐

4. Which of the following may constitute barriers to the implementation and effectiveness of WHS consultation and participation processes? Tick all that apply.

Answer

Choice	Possible Answers
☒	Consultation meetings being too long and boring
☒	Language, literacy and numeracy levels of the workforce
☒	Workplace culture related to WHS
☒	Having separate work sites

☐

BSBWH5413
CONTRIBUTE TO IMPLEMENTATION AND
MAINTENANCE OF WHS CONSULTATION AND
PARTICIPATION PROCESSES

WORKBOOK INSTRUCTIONS

- This workbook will occur under standard assessment conditions.
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- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the document by the assessor.

Participant name

Kerry Hope

Participant signature

K Hope

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

Number of activities	Number of activities answered correctly	Task outcome (Tick)	
5		Satisfactory	Not Yet Satisfactory
		☐	☐

ASSESSOR COMMENTS

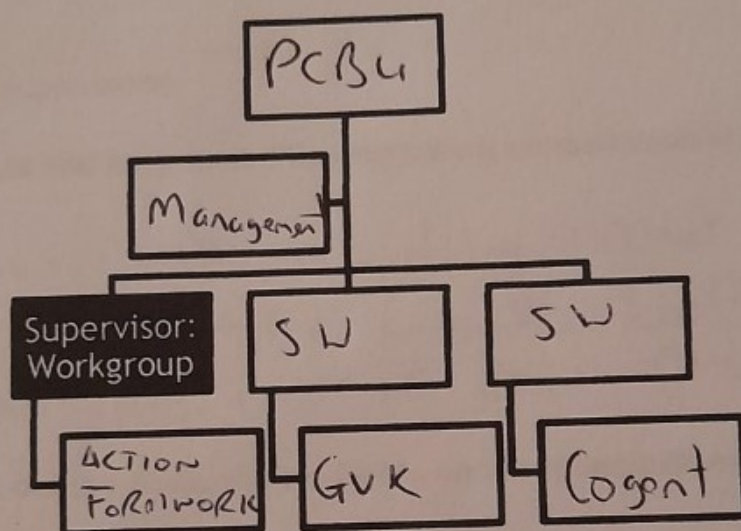
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NOTE

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.

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:

Name of workplace	MIDTOWN CENTRE
Workgroup	ACTION FORMWORK

For the three (3) individuals/parties:

- Explain what their roles, duties, rights and responsibilities are regarding consultation and participation
- Identify the documents (Act/Regulation/Codes of practice, policies and procedures) which impose these roles, duties, rights and responsibilities
- 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)

Your role

Workers (including supervisors)

Roles, duties, rights and responsibilities regarding consultation and participation

Each person with a duty, must as reasonably practicable, consult, cooperate & coordinate activities with all other persons

Documents which outline roles, duties, rights and responsibilities

Division 1 Sect 46

Communication method and timeframe

Division 25 48, 49

Name of Individual/Party 1

Person Conducting Business or Undertaking (PCBU)

Roles, duties, rights and responsibilities regarding consultation and participation

~~Division 2~~

~~Section 47, 48, 49~~

A PCBU must as reasonably practicable consult under the Sections 47, 48, 49 with workers for the business and take into account workers Views

Documents which outline roles, duties, rights and responsibilities

Division 2

Section 47, 48, 49

Communication method and timeframe

Sub 2, Section 52, (2)

Div 2, Section 48

Name of Individual/Party 2

Health and Safety Representatives (HSRs)

Roles, duties, rights and responsibilities regarding consultation and participation

Health & Safety reps for a work group
should represent the workers of a group
in relation to health & safety.

Documents which outline roles, duties, rights and responsibilities

Sub 5 Section 68

Communication method and timeframe

Sub 5 Section 68 2.

Division 5 Section 81

Satisfactory
Outcome



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:

- Briefly describe the process
- Explain your role in the setting up and running of this process
- Describe how you communicate with individuals and parties about what these processes are
- Describe how you support the participation of individuals and parties in these processes
- Identify the ways in which the WHS information shared through each process should be recorded and stored

Name of process

Work team meetings

Describe process

Safety Committee walk

Your involvement in set up and running of process

Met at a set time every week with other HSR's to walk through the Site

How you communicate with individuals and parties about process

Communication methods are by word of mouth & each member is added to What's app

How you support participation of individuals and parties in process

Maintain an open door policy that invites workers to talk about Health & Safety

Recording and storing WHS information

Documented via a group 'what's app' that all safety members are added

Name of process 1

Tool box meeting

Describe process

How you support participation of individuals and parties in process
open Communication via group Chat
Recording and storing WHS information
Information is recorded and views of workers

Satisfactory
Outcome



For the two (2) individuals/parties listed below:

- Identify what is required for them to effectively be involved in consultation and participation
- Outline what training should be provided to assist in the improvement of their consultation and participation, identifying legislative requirements

Name of Individual/Party 1

Person Conducting a Business or Undertaking (PCBU)

Required for effective involvement in consultation and participation

Feedback after every toolbox is recorded and provided to PCBU. Being present at toolbox.

Training that may be provided to assist

Necessary training and knowledge provided as per subject.

Name of Individual/Party 2

Health and Safety Representative (HSR)

Required for effective involvement in consultation and participation

Safety Committee walks on a weekly basis, all members added to a 'whats app'

Training that may be provided to assist

HSR Course.

Satisfactory Outcome



Consider how feedback can be gathered about current WHS consultation and participation processes:

- a) Identify two (2) methods that can be used to gather feedback on the effectiveness of existing WHS consultation and participation processes
- b) Identify which stakeholders in the workplace should receive this information and how it should be documented and communicated to them

Methods for gathering feedback on existing consultation and participation process

Feedback is recorded as per Consultation method. Toolbox, Pre start.

Relevant stakeholders

All employees & PCBU

Documenting and communicating findings

Minutes are recorded via meeting, Printed & Provided to all workers

**Satisfactory
Outcome**



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

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

Describe barrier 1

Lack of Understanding

Measure to remove barrier

Provide training to members

Contribution to development of measure

Consultation of members taking part

Contribution to implementation of measure

Monitor the implementation

Contribution to evaluation of measure

Measure the performance through output & input indicators

Describe barrier 2

Inadequate WHS Info

Measure to remove barrier

Provide each members with newsletters

Contribution to development of measure

Provide ~~Safety~~ ^{Issues} ~~parameters~~ that were recorded.

Contribution to implementation of measure

~~Monitor~~ ^{monitor} the Implementation

Contribution to evaluation of measure

Monitor the outcome to see if the WHS issue has been fully understood.

Describe barrier 3

Communication methods

Measure to remove barrier

ensure there are no distractions, work environment

Contribution to development of measure

Ensure everyone is listening properly

Contribution to implementation of measure

open conversation

Contribution to evaluation of measure

Responses & feedback

Satisfactory
Outcome

