

# BSBWHS403

Contribute to implementing and maintaining  
WHS consultation and participation  
processes



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**ASSESSMENT FOR BSBWHS403**

|                                      |                                                                                  |
|--------------------------------------|----------------------------------------------------------------------------------|
| <b>Student name</b>                  |                                                                                  |
| <b>Date of assessment submission</b> | <a href="#">Click here to enter a date.</a>                                      |
| <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 |

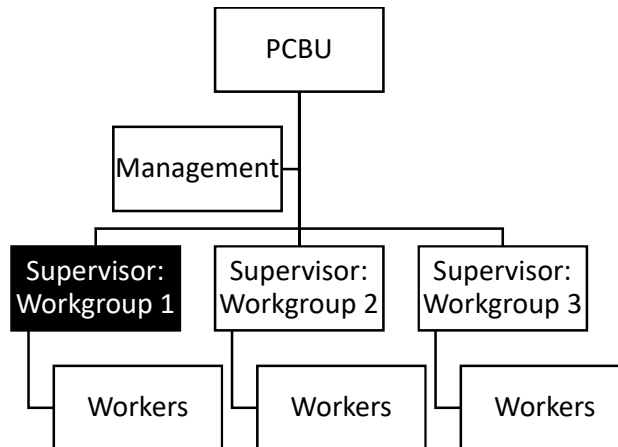
**TASK INSTRUCTIONS**

- 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 | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |
| 2. Contribution to processes               | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |
| 3. Training to achieve effectiveness       | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |
| 4. Improvement of processes                | <ul style="list-style-type: none"> <li>Workbook response (below)</li> </ul> |

## 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> | The Landscape Construction Company |
| <b>Workgroup</b>         | Crew for landscape project         |

### 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>                                                                                                                                                                                |
| Supervisor                                                                                                                                                                                      |
| <b>Roles, duties, rights and responsibilities regarding consultation and participation</b>                                                                                                      |
| Conducting daily site inspections<br>Risk assessment used as a checklist<br>Consulting with workers formally and informally<br>Delivering of toolbox talks<br>Report incidents to the regulator |
| <b>Documents which outline roles, duties, rights and responsibilities</b>                                                                                                                       |
| Company Safety Management Plan<br>Induction documents<br>Role descriptions                                                                                                                      |
| <b>Communication method and timeframe</b>                                                                                                                                                       |
| General induction training<br>Job descriptions<br>Consistent refresher training                                                                                                                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Individual/Party 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| PCBU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Roles, duties, rights and responsibilities regarding consultation and participation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| PCBU is a key duty holder in relation to consultation and participation and under Section 47 PCBU's must consult with workers or can result in a penalty.<br>PCBU's should:<br>Consult with workers<br>Report incidents to regulator<br>Attend meetings and participate in discussions with all parties and individuals                                                                                                                                                                                                                                                   |
| <b>Documents which outline roles, duties, rights and responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Safety Management Plan<br>Work Health and Safety Act 2011 (QLD)<br>Interpretive Guideline – The meaning of 'Person Conducting a Business or Undertaking'(can be found on Safe Work Australia website)<br>Model Code of Practice Work Health and Safety Consultation, Co-operation and Co-Ordination                                                                                                                                                                                                                                                                       |
| <b>Communication method and timeframe</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Meetings – monthly or as soon as changes occur in the workplace that may affect the PCBU in regard to WHS.<br>Regular toolbox talks – these can occur immediately after an WHS issue has been raised and maybe not resolved so that participation and consultation can be encouraged in the resolution process, an incident has occurred, updates in legislation or changes in the workplace or workplace safety documents. This then outlines the duties, rights, roles and responsibilities of PCBU's.<br>Emails – as soon as WHS issues arise or changes need to occur |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Individual/Party 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Worker                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Roles, duties, rights and responsibilities regarding consultation and participation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Consultation is essential to ensure WHS compliance and effective implementation of legal requirements.</p> <p>Workers have the right to raise all concerns with regard to health and safety, provide feedback.</p> <p>They can be involved in committees and informal discussions.</p> <p>Consistently involving themselves in training and providing opinions to better whs compliance and procedures within the company.</p> <p>Workers are encouraged to bring hazards to the attention of management through toolbox talks or completing Hazard, Observation, Incident or Non-Conformance form.</p> |
| <b>Documents which outline roles, duties, rights and responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Safety Management plan</p> <p>Safety Management Plan</p> <p>Work Health and Safety Act 2011 (QLD)</p> <p>Model Code of Practice Work Health and Safety Consultation, Co-operation and Co-Ordination</p>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Communication method and timeframe</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>General induction training</p> <p>Job descriptions</p> <p>Consistent refresher training including toolbox training and talks.</p> <p>Safety Management Plan which is onsite identifies all roles and duties and rights which should be read and revised on site regularly.</p>                                                                                                                                                                                                                                                                                                                          |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <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:

- 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

| Name of process                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work team meetings                                                                                                                                                                                                                                                                                  |
| Describe process                                                                                                                                                                                                                                                                                    |
| Pre-start meetings – review work schedule, potential hazards, safe work practices, required PPE, topics deemed timely by subject matter or events, selected topics emphasising safety, health and environment<br>Toolbox discussions<br>Weekly site meetings<br>Meetings can be formal or informal. |
| Your involvement in set up and running of process                                                                                                                                                                                                                                                   |
| Ensure that pre-start documents are set up and provided to all site supervisors and foremen so that meetings can be conducted following structure and items that require to be discussed.                                                                                                           |
| How you communicate with individuals and parties about process                                                                                                                                                                                                                                      |
| Safety Management Plan outlines the meeting processes<br>Emails can also be sent out for meeting invitation requests and send out agendas to outline the meeting items for discussion and overall goal.                                                                                             |
| How you support participation of individuals and parties in process                                                                                                                                                                                                                                 |
| Workers are encouraged to provide feedback and suggestions at these times.<br>Ensure information is communicated in a way that will interest the team and so that each individual can relate it to their work.                                                                                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of process 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Toolbox talks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Describe process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>Opportunity to highlight and control safety issues at the workplace and may be conducted by any team member. Communicates potential hazards identified, point out dangerous situations and for the work group to have input. Prepared at regular intervals and may include safety alerts, training or other items relating to construction work sites.</p> <p>Toolboxes can be emailed, hand delivered in hardcopies and then discussed in toolbox discussions on site.</p>                                                                                                                                                                                                                                                                                                          |
| <b>Your involvement in set up and running of process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>Draft toolboxes, discuss with the team member who has items for the toolbox and take on any research to ensure the toolbox covers all information required to be sent out to the work group immediately after the alert, a hazard has been identified or any safety issues have been raised. Also discuss health and safety concerns raised by workers with the view to finding reasonable and practical control measures.</p> <p>Discuss with those who will be responsible for communicating the toolbox on site and how it should be communicated.</p>                                                                                                                                                                                                                            |
| <b>How you communicate with individuals and parties about process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>This process is outlined with the Safety Management Plan so that all staff members are aware of the process and who can be involved. This plan is easily accessible on site in project folders and also on the company network.</p> <p>This process can also be communicated at team meetings and also during induction training.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>How you support participation of individuals and parties in process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>Participation is supported by encouraging individuals and parties to raise safety concerns with their supervisor, encourage informal safety discussions on site with supervisors and project managers, as well as team meetings highlighting the importance of raising issues and addressing safety concerns that not all individuals and parties in the workplace may be aware of. Support can also be provided by ensuring all views, opinions and feedback of all individuals and parties are taken into account and documented.</p> <p>Toolbox talks are a great way for workers to raise these issues and contribute to WHS matters. All hardcopy toolboxes are to be signed so that there is a record if proof all workers have read/ discussed/ understood the WHS items.</p> |

|                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of process 2</b>                                                                                                                                                                                                                                                                                                                                                               |
| Health & Safety Committee                                                                                                                                                                                                                                                                                                                                                              |
| <b>Describe process</b>                                                                                                                                                                                                                                                                                                                                                                |
| The formation of committees can be initiated at any time during a project to discuss and resolve WHS issues and facilitate the consultation process on WHS matters on site. They are made up of selected company personnel, senior contractor's representatives, safety personnel and workers.<br>The WHS committee will agree on an agenda, meeting times and reporting requirements. |
| <b>Your involvement in set up and running of process</b>                                                                                                                                                                                                                                                                                                                               |
| Helping to establish a health and safety committee and promote its discussions and recommendations.                                                                                                                                                                                                                                                                                    |
| <b>How you communicate with individuals and parties about process</b>                                                                                                                                                                                                                                                                                                                  |
| Safety Management Plan<br>Toolbox<br>Emails<br>Provided at general induction                                                                                                                                                                                                                                                                                                           |
| <b>How you support participation of individuals and parties in process</b>                                                                                                                                                                                                                                                                                                             |
| Informal discussions<br>Encourage involvement and input from all parties – feedback, opinions                                                                                                                                                                                                                                                                                          |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <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

PCBU

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

Contribute feedback, consult with works to achieve solution and outcomes.  
A PCBU can facilitate with the exchange of information and encourage meetings to share points of view and suggestions.

#### Training that may be provided to assist

Training can be provided to PCBUs through meetings and discussions identifying ways in communication and consultation procedures should be implemented within the company. Investigations should also recognise the principals and training provided on the topic – to check if the system is effective in its purpose.  
Training is ongoing and regularly refreshed to meet different issues or changes in procedures.

#### Your involvement in delivery of training

To assist in development of project specific consultation with construction management, workers, contractors and sub-contractors.  
Development training programs and meetings.  
Also arranging for external trainers to come in to train PCBUs on dealing with issues.

#### Name of Individual/Party 2

Worker

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

Workers to be effectively involved in consultation and participation need to be given the opportunity and encouraged to provide feedback and input in regard to WHS matters and internal procedures/ SWMS, etc.

Workers need to be encouraged to have informal discussion amongst themselves or with site managers so that their opinions and feedback can be acknowledged and used to create better procedures or solve WHS matters.

Workers with concerns about hazards that they may identify, or with ideas of Workers with concerns about hazards that they may identify, or with ideas of improvement, are to be encouraged to approach their relevant Site Manager as their first point of contact. This is an important link for the effective implementation of health and safety program and consultation processes.

In the first instance, the person should discuss the issue with the person/s concerned in an attempt to reach a satisfactory and immediate resolution.

Actively asking questions for better understanding.

### Training that may be provided to assist

Site specific induction  
 Legislation requires proof of general H& S induction PRIOR to an individual being permitted to commence construction work ie. White card  
 Work activity training – licences and tickets  
 High Risk Works or safety items that require further guidance – safety management plan will guide, Codes of Practices, SWMS, policies  
 Hazardous materials training – SDS, Risk assessment  
 Toolbox training

Training can be done via email, face-to-face, online, or may need to get someone else in to run training

### Your involvement in delivery of training

Provide access for online training  
 Conduct on-the-job learning or workplace-based training  
 Arrange any accreditation trainers for required training  
 Training is included in the General Induction and includes various mediums (toolbox alks, prestart meetings, noticeboards, SWMS reviews and training, etc) that are and may be used to facilitate and encourage two-way feedback and participation by all. Ongoing training is provided and refreshers are provided regularly.  
 Occasionally incidents where investigation findings identify work crew issues with discrimination, bullying, cultural, learning and other similar challenges. In these circumstances' worker training will be an important tool towards prevention of a recurrence of the event.  
 Investigations should also recognise the principals and training provided on the topic – to check if the system is effective in its purpose.

### Outcome for Activity 3

- ☐ Satisfactory  
☐ Not satisfactory

### Trainer/Assessor comments

#### ACTIVITY 4

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

- 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

Geography – various work site locations  
No processes in place can cause lack of participation and consultation, little to no feedback or contribution to company's WHS matters, little knowledge of company policies and procedures or no awareness of updates or changes to legislation or company WHS issues

##### Measure to remove barrier

Better access to WHS information – intranet or network system for company WHS updates and access to company policies, procedures, training and other requirements. Weekly Toolbox talks, and the use of emails and hazard alerts can also be used to communicate WHS information and data which can be communicated through the intranet, emails and toolbox meetings. WHS information can be also be accessed on site in site folders for discussion at site inductions/ pre start meetings.  
Suggestion boxes, surveys and checklists are also great ways to allow everyone in the company to provide feedback and raise issues that can also assist the company in developing consultation and participation.  
Ensure everyone is involved in safety audits and hazard identification

##### Contribution to development of measure

Discuss with management what information needs to be communicated – create intranet/ newsletters  
Responsible for toolbox training and sending emails  
Responsible for keeping up to date with legislation and delivering this to all employees  
Responsible for development of safety systems, procedures and policies

##### Contribution to implementation of measure

Formal and informal training of those responsible for communicating the WHS information  
Development of induction documents, site safety documents

##### Contribution to evaluation of measure

Can assess the following to determine if the measure is effective or if changes need to be made:  
Types and number of WHS suggestions  
The number of hazard control methods implemented  
Attendance to HSC meetings  
The quota of HSR positions filled

|                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Describe barrier 2</b>                                                                                                                                                                                                                                                                                                                          |
| <p>Management - lack of consultation between management and workers can result in:<br/>                     Lack of understanding of how other roles and activities by each person can affect hazards and risks<br/>                     People just assume someone else is looking after the WHS matter</p>                                       |
| <b>Measure to remove barrier</b>                                                                                                                                                                                                                                                                                                                   |
| <p>Changes to structure, format and timing of communications<br/>                     Informal discussions can be an effective way to learn any communication issues there may be within the workplace as well as encourage more participation<br/>                     Ensure everyone is involved in safety audits and hazard identification</p> |
| <b>Contribution to development of measure</b>                                                                                                                                                                                                                                                                                                      |
| <p>Can discuss with management to ensure that methods of communication are appropriate and are targets the work group correctly.</p>                                                                                                                                                                                                               |
| <b>Contribution to implementation of measure</b>                                                                                                                                                                                                                                                                                                   |
| <p>Encourage open and honest discussion between all staff members including managers on WHS issues.<br/>                     Facilitate meetings regularly to ensure participation and cooperation</p>                                                                                                                                             |
| <b>Contribution to evaluation of measure</b>                                                                                                                                                                                                                                                                                                       |
| <p>Provide regular feedback and guidance once it is implemented.</p>                                                                                                                                                                                                                                                                               |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Describe barrier 3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Dispute resolution procedures - this is unresolved disputes in the company.<br/>                     These can result in additional costs to the company, a damaged reputation, lost productivity and many more.</p>                                                                                                                                                                                                                                           |
| <b>Measure to remove barrier</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Changes to procedures<br/>                     Follow the fair work Ombudsman's guide to develop a dispute resolution process best suited for you company. Recommendations include:<br/>                     Disputes need to be resolved quickly<br/>                     Disputes need to be resolved fairly<br/>                     Disputes need to be handled sensitively<br/>                     Processes need to be understood by every employee</p> |
| <b>Contribution to development of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>Developing a conflict resolution process that is clear and can be understood by all staff members will assist with avoiding unnecessary conflict or prevent unavoidable conflict from escalating.<br/>                     Follow WHS Act 2011 QLD and also WHS Regulations for procedure set out and guide</p>                                                                                                                                                |
| <b>Contribution to implementation of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Drafting information and processes in a way that can be communicated effectively<br/>                     Provide training on processes</p>                                                                                                                                                                                                                                                                                                                    |
| <b>Contribution to evaluation of measure</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Evaluate measure to remove barrier by monitoring dispute resolutions when they occur to determine how effective the process is – if disputes are being resolved or not, are they being resolved in a timely matter.<br/>                     Request feedback from each person involved and ask for contribution for changes</p>                                                                                                                               |

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

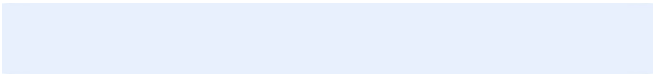
## QUIZ

| 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 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"/> |

|                                  |                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------|
| <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>                                                     | <a href="#">Click here to enter a date.</a>                                                                                                                                                                 |                          |
| <b>Comments</b>                                                 |                                                                                                                                                                                                             |                          |

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