

BSBWHS302: Apply Knowledge of WHS Legislation in the Workplace

Evidence of Meeting Criteria

1.	Determine the legal framework for WHS in the workplace
1.1	Identify and access current WHS legislation and related documentation relevant to the workplace, occupation and industry.
1.2	Apply knowledge of the relationship between WHS Acts, regulations and codes of practice to assist in identifying WHS legislative requirements in the workplace.
1.3	Identify duty holders .
1.4	Identify legal obligations and duties for who to consult with regarding training of workers and health and safety representatives.
1.5	Identify consequences of non-compliance with WHS Acts, regulations, codes of practice, standards and organisational WHS policies, procedures, processes and systems.
2.	Contribute to activity that reflects WHS legislative requirements
2.1	Contribute to monitoring compliance with legislation.
2.2	Contribute to ensuring that workplace complies with legislation.
2.3	Identify and take appropriate action on non-compliance with legislation.
2.4	Recognise limits of own expertise and legal duties, and access help and advice when required.
3.	Keep up-to-date with legislation and relevant publications
3.1	Use relevant sources to keep up-to-date with legislation and relevant publications .
3.2	Communicate information on relevant legislative changes and relevant publications to others.
Performance Evidence	
Evidence of the ability to:	
	➤ Identify and apply work health and safety (WHS) legislative requirements applicable to the workplace, occupation and industry, including keeping up to date with legislation and relevant publications
	➤ Identify and act on non-compliances with WHS legislation
	➤ Identify duty holders
	➤ Communicate WHS information to others
	➤ Refer issues of non-compliance to responsible persons or authorities and seek advice from appropriate sources.
Foundation Skills	
	Learning ➤ Identifies and evaluates information from formal and informal sources to update knowledge
	Reading ➤ Interprets a range of textual information to determine regulatory and procedural requirements and necessary actions

Student name: Zoe Lwin

Feedback:

Excellent work! You have shown a detailed understanding of WHS legislation in the workplace. The evidence you have provided is authentic, valid, reliable, current and sufficient. Well done!

Outcome: Competent

	Writing ➤ Documents WHS information in a sequential manner using required format, correct grammar and industry specific language
	Oral communication ➤ Provides information or advice using language appropriate to audience ➤ Uses listening and questioning to clarify and confirm understanding
	Navigate the world of work ➤ Follows policies, procedures and legislative requirements relevant to own role ➤ Keeps up to date on changes to legislation or regulations relevant to own role
	Interact with others ➤ Selects appropriate communication protocols and conventions to provide or seek information
	Get the work done ➤ Plans, sequences and prioritises tasks and activities to support compliance with WHS regulatory requirements ➤ Initiates standard procedures in response to non-compliance issues, requesting assistance if necessary ➤ Uses the main features and functions of digital tools to complete work tasks and access information
	Knowledge Evidence
	To complete the unit requirements safely and effectively, the individual must:
	➤ Explain the WHS legislative duties of self and others including limits on own expertise
	➤ Outline the key organisational WHS policies, procedures, processes and systems
	➤ Outline the key requirements in relevant commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications
	➤ Identify obligations and duties for consultation and who must be consulted
	➤ Identify people who could be accessed for help
	➤ Identify the consequences of non-compliance
	➤ Explain ways to get information about compliance with legislation.

Mentor's signature verifying completion of above: Michelle Curro

Date: 08/06/2016