

BSBWHS403

Contribute to implementing and maintaining
WHS consultation and participation
processes



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ASSESSMENT FOR BSBWHS403

Student name	Cormac Molloy
Date of assessment submission	31/12/2019

Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☒ Competent ☐ Not Yet Competent

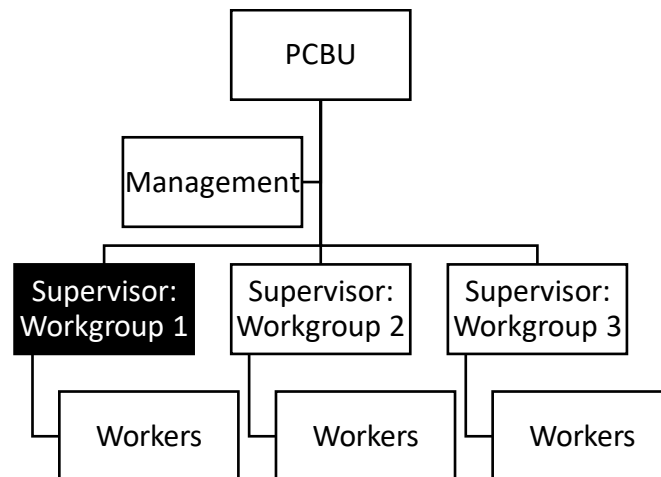
TASK INSTRUCTIONS

- 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	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:

Name of workplace	Ripley state school build
Workgroup	nac

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:

- 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

hsr

Roles, duties, rights and responsibilities regarding consultation and participation

Ensuring a platform for the workers to engage in any safety concerns and to be a face for people to communicate there concerns on safety on site

Documents which outline roles, duties, rights and responsibilities

Whs ACT 2011

Communication method and timeframe

Speaking up through meetings on site

Name of Individual/Party 1
Health and safety committee
Roles, duties, rights and responsibilities regarding consultation and participation
Ensuring future accidents and safety issues are a non occurrence
Documents which outline roles, duties, rights and responsibilities
On 23 October 2017, the Queensland Parliament passed the Work Health and Safety and Other Legislation Amendment Act 2017 (the amendment Act) as a result of the Best Practice Review of Workplace Health and Safety Queensland (WHSQ).
Communication method and timeframe
Online communication via email on onsite through meetings

Name of Individual/Party 2
WHSO
Roles, duties, rights and responsibilities regarding consultation and participation
Making sure all activities on site are completed without safety issues or concerns
Documents which outline roles, duties, rights and responsibilities
On 23 October 2017, the Queensland Parliament passed the Work Health and Safety and Other Legislation Amendment Act 2017 (the amendment Act) as a result of the Best Practice Review of Workplace Health and Safety Queensland (WHSQ).
Communication method and timeframe
On site meetings with the workers

Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

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
A meeting for workers
Your involvement in set up and running of process
In the mornings start meeting let people know of the meeting
How you communicate with individuals and parties about process
Face to face speaking
How you support participation of individuals and parties in process
Let people know that safety is everyones business

Name of process 1
prestart
Describe process
A metting amongst workers before work
Your involvement in set up and running of process
It's a daily occurance
How you communicate with individuals and parties about process
Face to face
How you support participation of individuals and parties in process
It's an onsite requirement

Name of process 2
Toolbox talk
Describe process
Meeting at days end to chat about any issues of the days work
Your involvement in set up and running of process
A call round to see the boys and girls during the day to let them know
How you communicate with individuals and parties about process
It's a requirement to attend and is face to face
How you support participation of individuals and parties in process
Workers are required to attend

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

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

Health and safety committee

Required for effective involvement in consultation and participation

Sound knowledge of the WHS act 2011

Training that may be provided to assist

Safety meeting with a trained operative

Your involvement in delivery of training

Speaking on the appropriate safety concerns in our work field

Name of Individual/Party 2

WHSO

Required for effective involvement in consultation and participation

Knowledge of all safety acts and experience

Training that may be provided to assist

On site safety training by a trained person for the workers

Your involvement in delivery of training

Update the workers on meeting, have necessary paperwork ready

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

Workers not trained for the task

Measure to remove barrier

upskill

Contribution to development of measure

Encourage the worker to upskill and train

Contribution to implementation of measure

Check back with worker to ensure he has completed the training

Contribution to evaluation of measure

Ensure via his supervisor to make sure it has been done

Describe barrier 2

Neglect by the worker towards safety

Measure to remove barrier

Removal from site

Contribution to development of measure

Ask him why

Contribution to implementation of measure

Ask him to stop

Contribution to evaluation of measure

removal

Describe barrier 3
Pcbu not passing info on safety measures
Measure to remove barrier
Meet with pcbu
Contribution to development of measure
Set up for workers to be educated
Contribution to implementation of measure
Contact correct personell to ensure the information on safety is passed on
Contribution to evaluation of measure
Check back in within 10 working days

Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT
1. Individuals and parties involved in WHS consultation and participation processes may include external bodies, such as unions and WHS inspectors. ☒ True ☐ False	☐
2. Which of the following are types of WHS consultation and participation processes? Select all that apply. ☒ Health and safety committees ☒ Internal involvement in inspections and audits ☒ Team meetings ☒ Planning committees	☐
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. ☐ True ☒ False	☐
4. Which of the following may constitute barriers to the implementation and effectiveness of WHS consultation and participation processes? Select all that apply. ☐ Consultation meetings being too long and boring ☒ Language, literacy and numeracy levels of the workforce ☒ Workplace culture related to WHS ☒ Having separate work sites	☐

Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

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.	☒
B. Highlight the roles of those within the organisation (including duties, rights and responsibilities) regarding WHS consultation and participation.	☒
C. Identify and discuss WHS consultation and participation processes, and highlight potential barriers.	☒
D. Offer solutions to barriers, evaluating and considering time/resource constraints and the needs of others.	☒
E. Use questioning and active listening to identify and discuss PCBU's views on barriers to WHS consultation and participation processes.	☒
F. Use questioning and active listening to identify and discuss PCBU's views on training requirements for effective WHS consultation and participation.	☒
G. Write down adjustments to offered solutions, as necessary, addressing PCBU's views on barriers and training requirements.	☒
Name of observer	Jonathan Greason
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☒ Other (specify): safety manager
Phone number of observer	0421882346
Email address of observer	Jono.greason@naccontracting.com.au
Signature of observer	
Date	31/12/2019
Comments	Needs to continue his understanding of WHS acts and regs. gets it but needs to know codes etc more On 23 October 2017, the Queensland Parliament passed the Work Health and Safety and Other Legislation Amendment Act 2017 (the amendment Act) as a result of the Best Practice Review of Workplace Health and Safety Queensland (WHSQ). On 23 October 2017, the Queensland Parliament passed the Work Health and Safety and Other Legislation Amendment Act 2017 (the amendment Act) as a result of the Best Practice Review of Workplace Health and Safety Queensland (WHSQ).

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	