



**CATAPULT**

# BSBWHS304

Participate effectively in WHS communication and consultation processes

## Table of Contents (Extract)

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**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBWHS304.**

**For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:**

**<https://catapultlearning.com.au/product/BSBWHS304/>**

# Trainer/assessor guide

## BSBWHS304

# Participate effectively in WHS communication and consultation processes

### Welcome to this unit of study

This unit describes the skills and knowledge required to participate in work health and safety (WHS) communication and consultation processes.

It applies to individuals who participate in WHS communication and consultation processes as part of their work health and safety responsibilities, which are in addition to their main duties.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

# Contents

<b>About this trainer/assessor guide .....</b>	<b>4</b>
<b>Learning resource.....</b>	<b>5</b>
Topic 1: Contribute to establishing and running WHS consultation and participation processes.....	5
Health and safety legislation and consultation processes .....	5
Barriers to consultation .....	11
Removing barriers .....	13
Duties, rights and responsibilities .....	15
Check your understanding .....	17
Topic 2: Raise WHS issues with others .....	19
Raising health and safety issues .....	19
Recording and communicating health and safety discussions .....	21
Following up meeting outcomes.....	23
Communicating outcomes to others.....	25
Check your understanding .....	27
Topic 3: Contribute to obtaining and communicating information about WHS issues.....	29
Sources of health and safety information .....	29
Tools and techniques to locate information .....	32
Communication methods.....	33
Check your understanding .....	35
References.....	37
<b>Assessment workbook .....</b>	<b>39</b>
Unit information .....	41
What is competency-based assessment?.....	42
How will my competency be assessed?.....	43
Assessment agreement.....	44
Foundation skills checklist.....	45
<b>Skills recognition.....</b>	<b>46</b>
Topic 1: Contribute to establishing and running WHS consultation and participation processes.....	47
Topic 2: Raise WHS issues with others .....	48
Topic 3: Contribute to obtaining and communicating information about WHS issues .....	49
<b>Knowledge questions .....</b>	<b>50</b>
Topic 1: Contribute to establishing and running WHS consultation and participation processes.....	51
Topic 2: Raise WHS issues with others .....	57
Topic 3: Contribute to obtaining and communicating information about WHS issues .....	61
Topic 4: Specific knowledge evidence .....	64
<b>Performance tasks.....</b>	<b>66</b>
Third party evidence collection agreement .....	67
Topic 1: Contribute to establishing and running WHS consultation and participation processes.....	68
Topic 2: Raise WHS issues with others .....	71
Topic 3: Contribute to obtaining and communicating information about WHS issues .....	72

Completion record..... 74  
Unit mapping and assessment checklist ..... 75  
Trainer/ assessor user instructions..... 77

# About this trainer/assessor guide

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## Learning resource

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The learning resource is divided into the following topics:

- » Contribute to establishing and running WHS consultation and participation processes
- » Raise WHS issues with others
- » Contribute to obtaining and communicating information about WHS issues

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

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## Assessment workbook

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To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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## Disclaimer

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