



**Australian Government**

# **BSBWHS304 Participate effectively in WHS communication and consultation processes**

**Release: 1**

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### **Modification History**

<b>Release</b>	<b>Comments</b>
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### **Application**

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.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

### **Unit Sector**

Regulation, Licensing and Risk – Work Health and Safety

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Contribute to establishing and running WHS consultation and participation processes	1.1 Apply knowledge of WHS Acts, regulations, codes of practice, policies and procedures to contribute to the development and running of WHS consultation and participation processes 1.2 Identify and communicate barriers to effective WHS consultation and participation processes 1.3 Contribute to removing these barriers 1.4 Identify, record and communicate to others, the duties, rights and responsibilities of individuals and parties in the consultation process
2. Raise WHS issues with others	2.1 Raise relevant WHS issues in meetings and support others to do this 2.2 Record and communicate WHS discussions and their outcomes in accordance with workplace procedures 2.3 Effectively follow up the outcomes of meetings as appropriate 2.4 Communicate outcomes of these meetings to others
3. Contribute to obtaining and communicating information about WHS issues	3.1 Identify sources of WHS information 3.2 Use tools and techniques to locate and obtain WHS information 3.3 Communicate relevant WHS information to others using appropriate communication methods

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.1, 1.4, 3.1, 3.2	<ul style="list-style-type: none"> <li>Interprets a range of textual information to determine regulatory and procedural requirements and necessary actions</li> </ul>
Writing	1.2, 1.4, 2.2, 2.4, 3.3	<ul style="list-style-type: none"> <li>Records key information in a sequential manner using required format, correct grammar and industry specific vocabulary</li> </ul>
Oral Communication	1.2, 1.4, 2.1, 2.2, 2.4, 3.3	<ul style="list-style-type: none"> <li>Present information using language and non-verbal features appropriate to audience</li> <li>Uses questioning and listening techniques to obtain feedback from others and resolve issues</li> </ul>
Navigate the world of work	1.1, 2.2	<ul style="list-style-type: none"> <li>Follows policies, procedures and legislative requirements relevant to own role</li> </ul>
Interact with others	1.1, 1.4, 2.1, 2.2, 2.4, 3.3	<ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with others in a range of work contexts</li> <li>Uses appropriate interpersonal skills to encourage contributions and elicit ideas from others</li> </ul>
Get the work done	1.1-1.4, 2.1, 2.3, 3.1-3.3	<ul style="list-style-type: none"> <li>Sequences and schedules activities, monitors implementation and manages relevant communication</li> <li>Identifies barriers to consultation and applies problem solving processes to determine possible solutions</li> <li>Uses the main features and functions of digital tools to access information or communicate effectively</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS304 Participate effectively in WHS communication and consultation processes	BSBWHS304A Participate effectively in WHS communication and consultation processes	Updated to meet Standards for Training Packages  Minor edits to clarify intent of performance criteria	Equivalent unit

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)