Australian Government

BSBWHS305 Contribute to WHS issue resolution

Release: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

BSBWHS305 Contribute to WHS issue resolution

Modification History

Release	Comments
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 contribute to work health and safety (WHS) issue-resolution processes, and to communicate their outcomes.

It applies to individuals who contribute to the resolution of WHS issues in the workplace as part of their WHS 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 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 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

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to contribute to the resolution of WHS issues	1.1 Identify relevant parts of WHS Acts, regulations, codes of practice and workplace policies and procedures that apply to the WHS issue-resolution process
	1.2 Identify possible participants in the WHS issue-resolution process and their legal rights, duties and responsibilities
	1.3 Identify, clarify and record WHS issues and communicate and discuss these issues with other participants as appropriate
	1.4 Provide support and advice to workers about issue-resolution tools, techniques and strategies that can be used to resolve WHS issues
	1.5 Make other preparations as necessary
2. Progress the resolution of WHS issues	2.1 Participate in the issue-resolution process
	2.2 Provide support and advice to participants as appropriate according to workplace procedures and processes
	2.3 Contact external participants to help progress issue-resolution processes when appropriate
3. Effectively communicate outcomes of WHS issue-resolution process	3.1 Select the best means to communicate the results of the issue-resolution process to participants
	3.2 Disseminate results of the issue-resolution process to all participants
	3.3 Contribute to keeping records of WHS issue-resolution processes and outcomes

Innovation and Business Skills Australia

Foundation Skills

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

Skill	Performance Criteria	Description
Reading	1.1-1.4, 3.3	• Interprets texts relating to WHS legislation, workplace policy and procedures • Interprets documentation relating to specific issues
Writing	1.3, 1.4, 2.2, 2.3, 3.2, 3.3	• Uses formats and language appropriate to audience and context in plans, summaries, reports and advice
Oral communication	1.3, 1.4, 2.1-2.3, 3.2, 3.3	• Presents information, provides assistance, or engages in discussions using vocabulary and features appropriate to the audience • Uses listening and questioning to clarify and confirm understanding
Navigate the world of work	1.1, 1.2	• Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures in relation to WHS role • Keeps up to date on changes to WHS legislation or regulations and organisational policies and procedures
Interact with others	1.4, 2.1-2.3, 3.2	• Understands what to communicate and to whom in a issue-resolution process • Cooperates with others as part of WHS issues-resolution activities and contributes to specific activities requiring joint responsibility and accountability • Plays an active role in group discussions, paying attention to perspectives of others when trying to reach agreement • When unable to resolve an issue, seeks advice and assistance in accordance with workplace protocols
Get the work done	1.3-1.5, 3.1, 3.3	• Plans and implements tasks to achieve required outcomes • Uses digital systems and programs to assist with planning, implementing and tracking progress • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria in selecting means of communication

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS305 Contribute to WHS issue resolution	BSBWHS305A Contribute to WHS issue resolution	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