



Australian Government

BSBWHS502 Manage effective WHS consultation and participation processes

Release: 1

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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 manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

It applies to individuals with responsibility for enabling people to be consulted about, and to participate in, WHS management and decision making across the organisation. These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well developed skills in a wide variety of WHS contexts.

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
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Identify the requirements for WHS consultation and participation	1.1 Review WHS legislation to identify duty holders and legal requirements for WHS consultation and participation processes 1.2 Review organisational policies, procedures, processes and systems to identify requirements and opportunities for WHS consultation and participation 1.3 Consult with individuals and parties to identify specific requirements for WHS consultation and participation
2 Review existing WHS consultation and participation processes	2.1 Review effectiveness of existing WHS consultation and participation processes, in consultation with individuals and parties 2.2 Identify inconsistencies between existing processes and identified requirements for WHS consultation and participation processes 2.3 Consult with individuals and parties to identify specific areas for improvement in WHS consultation and participation processes
3 Develop WHS consultation and participation processes	3.1 Identify factors that may impact on the design of WHS consultation and participation processes 3.2 Design new or modify existing processes to achieve required improvements in consultation with individuals and parties 3.3 Ensure improvements integrate with existing WHS and other systems and are appropriate to the organisation 3.4 Plan how improvements will be implemented and identify resourcing requirements, roles and responsibilities, and training needs required for implementation 3.5 Develop action plans with allocated responsibilities and timelines 3.6 Determine priorities for implementation, in consultation with individuals and parties
4 Implement WHS consultation and participation arrangements	4.1 Provide advice and support to individuals and parties during implementation 4.2 Monitor and support implementation, in consultation with individuals and parties 4.3 Recommend and support changes to the plan as required
5 Monitor and evaluate	5.1 Develop an evaluation protocol, in consultation with individuals

ELEMENT	PERFORMANCE CRITERIA
WHS consultation and participation processes	and parties 5.2 Develop and implement a plan for collecting information 5.3 Analyse and evaluate information 5.4 Make recommendations for improvement based on the evaluation 5.5 Consult with individuals and parties on the outcomes of the evaluation and recommend an action plan for ongoing improvements

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, 1.2, 2.2, 4.2, 5.3	<ul style="list-style-type: none"> Organises, evaluates and critiques ideas and information from a range of complex legal and organisational texts to identify WHS duty holders and consultation and participation requirements
Writing	2.1, 2.2, 2.3, 3.2, 3.4, 3.5, 4.3, 5.1, 5.2, 5.4, 5.5	<ul style="list-style-type: none"> Employs broad vocabulary and uses grammatical structure and conventions appropriate to text in writing reports, plans and protocols Uses appropriate vocabulary and register to seek information from others
Oral communication	1.3, 2.1, 2.3, 3.2, 3.6, 4.1, 4.2, 5.1, 5.5	<ul style="list-style-type: none"> Presents ideas and information choosing appropriate vocabulary for purpose and audience Uses questioning and active listening to seek opinions or information and to clarify understanding
Numeracy	5.2, 5.3	<ul style="list-style-type: none"> Uses highly developed mathematical and problem-solving strategies and techniques in designing and using information collection and analysis processes
Navigate the world of work	1.1, 1.2	<ul style="list-style-type: none"> Monitors adherence to legal and regulatory rights and responsibilities for self and others in relation to WHS consultation and participation processes
Interact with others	1.3, 2.3, 4.1, 5.1, 5.5	<ul style="list-style-type: none"> Plays a lead role in situations requiring effective collaboration Provides feedback to others in forms they can understand and use
Get the work done	2.1, 2.2, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 4.2, 4.3, 5.2, 5.3, 5.4, 5.5	<ul style="list-style-type: none"> Develops plans to manage relatively complex tasks with an awareness of how they contribute to operational and strategic goals Uses systematic, analytical processes, setting goals, gathering relevant information, and identifying and evaluating options against agreed criteria Considers whether, and how, others should be involved, using consultative or collaborative processes as an integral part of the decision-making process Uses analytical processes to decide on a course of action, establishing criteria for deciding between options, seeking input and advice from others when necessary Uses digital systems and tools for data collection and analysis and communication and reporting

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS502 Manage effective WHS consultation and participation processes	BSBWHS502A Manage effective WHS consultation and participation processes	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes