This Work book is used to demonstrate competency in the Unit listed below

BSBWHS403

Work Book / Student Report

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| Date | 14/10/2020 |

Student Report - Part A - Short Reponses

Write a short paragraph in response to each of the following questions

### Question: Under health and safety legislation, when are PCBUs required to consult with workers?

Under section 46 – 49 in the Work health and safety act, it is states that. “A PCBU has a duty to consult with workers and HSRs about matters that directly affect them.” These matters can include things like being dismissed,

A PCBU is bound by law to consult with their workers / HSRs about matters that directly affect them. This extends to, but is not restricted to, students on work experience, trainees, apprentices as well as the PCBU’s employees / volunteer workers.

(Guide to the Work Health and Safety Act 2011, 2011) (Duty of Care (Sections 46 – 49))

### Question: Identify **five barriers** to effective health and safety consultation and participation processes.

Stereotyping – This is a barrier that could prevent workers, employees and or supervisors from participating in the consultation processes. Stereotyping is where you feel like you are being judged negatively from a preconceived stereotypical view. …..

Solution -

Lack of confidentiality - Some workers may not participate in consultation for fear that the comments would become public within’ their workspace. This barrier is more likely to affect multiple people in the workspace due to the problem lying with the consultation officer.

Solution – To amend this problem it is important to conduct consultations so that everyone’s privacy is properly protected, and records are properly secured. This encourages workers to speak honestly about current problems etc.

Physical Barriers – This barrier refers to the physical circumstances that workers may have to deal with. This can include building temperature, current construction,

Solution –

Lack of understanding –

Solution –

Tokenism –

Solution -

### Question: What are **three** sources of **external** health and safety information?

WHS Legislation

* (Work Health Safety Act 2011)

<https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0023/22289/guide-to-work-health-and-safety-act-2011.pdf>

* (Workers compensation laws)

<https://www.worksafe.qld.gov.au/laws-and-compliance/workers-compensation-laws>

* (Electrical Safety Laws)

<https://www.worksafe.qld.gov.au/laws-and-compliance/electrical-safety-laws>

WHS Code of Practice

* (All codes of Practice)

<https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

* (Training, Legal Obligations)

https://www.business.qld.gov.au/running-business/employing/employee-rights/obligations/training

* (WHS Obligations)

<https://www.business.qld.gov.au/running-business/employing/employee-rights/obligations/whs>

Other sources include:

* WHS / OHS specialist advisers
* On-line databases
* Industry specific information

### Question: What are **three** sources of **internal** health and safety information?

Sources of Internal WHS Information:

* Injury / Illness reports
* Workplace Inspections
* Maintenance Records
* Reports and Audits
* Training Records
* Enforcement notifications and actions

### Question: What needs to be considered when determining if external or internal information is **relevant**?

When was the information created? You should check this, because if it is outdated, you will need to find a more updated version.

Where the information is located? Different states have different laws and regulations. You will need to check what your local state’s regulations are.

Are you able to access it? If you do not have access to it, this information is generally not relevant for you.

### Question: What is a **training needs analysis** (TNA)?

A Training needs analysis (TNA) is an approach to determine what training a company requires. A TNA must consider several elements relating to the company, such as Training Methods, efficiency of those methods and cost of those methods. It also must consider your current competencies to make sure the training focus’ on other areas. Overall a TNAs goal is to increase the efficiency of the company’s employees.

### Question: What are the **steps** involved in carrying out a TNA?

Enter your response to the question here

### Question: What does **'Duty of Care'** mean? Give an example of this in action in a Game Development studio.

Student Report - Part B - Workplace Health and Safety Booklet

You have been made responsible for overseeing the implementation of effective health and safety consultation and participation processes for your organization, a hypothetical game development company, as part of your supervisory responsibilities. You have determined that workers in the organisation are largely unaware of WHS and consultation and participation processes.

Create a booklet that could be distributed to workers that provides information in the headings provided in this template.

You should discuss the topics that you have studied in this unit. You will be assessed on the content of your submission and your ability to communicate information clearly to the target audience (that is, people who do not have specialist health and safety knowledge). **Try to write in the second person.**

**You can reference the information provided in this unit, but you will also need to demonstrate that you have undertaken your own research.** Remember to properly cite and reference any material from other authors. Use an online source (e.g. <http://www.citethisforme.com/apa/source-type>) to help you create the referencing - like this example:

A picture containing map, text

Description automatically generated

Example APA referencing for the image…

|  |  |
| --- | --- |
| In-text: | (Ross, 2019) |
| Your Bibliography: | Ross, B. (2019). First, Second, and Third Person.  Retrieved from <https://www.grammarly.com/blog/first-second-and-third-person/>  Accessed on: [ Year Month Day ] |

### What is participation and consultation with respect to Workplace Health and Safety?

Enter appropriate information for the workers here

### Employees and their right to be consulted or participate by law or as required by codes of practice

Enter appropriate information for the workers here

### Reasons why it is important that workers have input into health and safety matters

Enter appropriate information for the workers here

### The rights and responsibilities of workers, supervisors, officers and PCBU in relation to participation and consultation

Enter appropriate information for the workers here

### The processes for participation and consultation and how these processes can be set up and implemented

Enter appropriate information for the workers here

### Advice for workers regarding how they can find, and what will be provided with regarding, health and safety information

Enter appropriate information for the workers here

### Information about the type of training workers and HSRs are entitled to

Enter appropriate information for the workers here

### Barriers to participation and the steps that will be taken to overcome these barriers

Enter appropriate information for the workers here

Bibliography:

Worksafe. 2011. *Guide To The Work Health And Safety Act 2011*. [online] Available at: <https://www.worksafe.qld.gov.au/\_\_data/assets/pdf\_file/0023/22289/guide-to-work-health-and-safety-act-2011.pdf> [Accessed 14 October 2020].