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?

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.

Enter your response to the question here

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

Enter your response to the question here

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

Enter your response to the question here

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

Enter your response to the question here

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

Enter your response to the question here

### 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.

Enter your response to the question here

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].