Project assessment: WHS Induction

# Criteria

**Unit code, name and release number**

BSBWHS501 Ensure a Safe Workplace

**Qualification/Course code, name and release number**

ICT40615 Diploma of Website Development

# Student details

**Student number**

807135473

**Student name**

Alex Goulden

# Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

## Student signature and Date

Alex Goulden 01/05/2020

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| --- | --- |
| Version: | 20190613 |
| Date created: | 8 November 2018 |
| Date modified: | 27 February 2019 |

For queries, please contact:

Technology and Business Services SkillsPoint

Ultimo

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This assessment can be found in the[: Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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# Assessment instructions

Table 1 Assessment instructions

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| --- | --- |
| **Assessment details Instructions** | |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance to evaluate and maintain a work area WHS management system |
| **Assessment Event number** | 2 of 4 |
| **Instructions for this assessment** | This is a knowledge assessment and will be assessing you on your knowledge of the unit.  This assessment has two parts and includes:   * Part 1: Consultation Questions * Part 2: Consultation Statement   Check the Assessment Checklist to ensure that you’ve covered all the required tasks. |
| **Submission instructions** | On completion of this assessment, you are required to submit it on Moodle for marking. Please write your answers in this document and save it with your name, i.e. **Firstname.Lastname\_BSBWHS501\_AE\_Kn\_2of4**  Your submission should include:   * **Answers to Part 1** * **Consultation Statement**   It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a competent result for this assessment all tasks must be completed satisfactorily. |
| **Assessment details** | **Instructions** |
| **What do I need to provide?** | Access to computer and Internet. |
| **What will the assessor provide?** | * Access to the Learning Management System (Moodle) * Supporting documents:   ▪ **Learning resources on Moodle** |
| **Due date and time allowed** | This assessment is to be completed outside class. It is due on the **1st of May 2020.**  Your assessor may ask for additional evidence to verify the authenticity of your submission and confirm that the assessment task was completed by you. |
| **Assessment location** | Assessment is to be completed out of class. |
| **Supervision** | This is an unsupervised, take-home assessment. |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with [Every Student’s Guide to Assessment](https://www.tafensw.edu.au/documents/60140/76288/Every+Students+Guide+to+Assessment+in+TAFE+NSW.pdf/cc2b5417-89a6-08f7-9a67-a0c2ff1e26ee) in TAFE NSW. |

# Specific task instructions

This assessment consists of two parts and requires you to comment about consultation and develop a consultation statement.

# Part 1: Consultation questions

Please answer the following questions by writing your answers in this document:

1. Why is consultation about WHS matters in a workplace important? In your view, what are the benefits of consultation?

Consultation is a legal requirement and an essential part of managing the health and safety of workplaces and encouraging communication.

A safe workplace is more easily achieved when everyone involved in the work communicates with each other to identify hazards and risks, talks about any health and safety concerns and works together to find solutions. This includes cooperation between people who manage and control work, those who carry out the work or who are affected by the work.

By drawing on the knowledge and experience of your workers, more informed decisions can be made about how the work should be carried out safely. Effective health and safety consultations also have benefits such as:

* Better awareness and commitment

Because workers who have been actively involved in how health and safety decisions are made will better understand the decisions.

* Improving working relationships.

The outcome of consulting, co-operating and co-ordinating activities with other duty holders is that you each understand how your activities may impact on health and safety and that the actions you each take to control risks are complementary

2. How can consultation be carried out effectively?

Consultation should involve developing and implementing effective consultation mechanisms with an increased likelihood an outcome will be achieved

This will encourage workers and management to co-operate and will also make all employees feel engaged with their workplace. Discussion between management and workers on workplace health and safety (WHS) issues should be:

* Cooperative not adversarial
* Based on exchanging and considering views not argument
* Aiming to reach a consensus between all participants

3. When is consultation required?

**Consultation is required when:**

* Identifying and assessing risks to health and safety; deciding ways to eliminate or minimise those risks; deciding on the adequacy of facilities for worker welfare.
* Proposing changes that may affect the health and safety of workers.
* When deciding on procedures for:
  + Consulting with workers
  + Resolving work health and safety issues
  + Monitoring workers’ health
  + Monitoring conditions at any workplace under the management or control of the PCBU
* Providing information or training for workers
* Other activities as described under the regulations.

**4. How might a PCBU go about consulting with workers?**

An employer/person conducting a business or undertaking needs to consult with workers when they are likely to be or are directly affected by a situation involving their health and safety. And workers have to have an opportunity to express their views and contribute to any decisions relating to their health and safety.

Some workplaces have regular meetings of all staff, others establish health and safety committees or elect health and safety representatives to consult and represent safety concerns to management.

# Part 2: WHS Consultation Statement

Assume the role of an employer (PCBU), who oversees a website project. How would you ensure that consultation is undertaken effectively on this project? Please write a brief ***WHS Consultation***

***Statement*** and comment on

1. how you would ensure that all workers can participate in consultation,
2. what mechanism/(s) you would use (informal, HSR, committee) and why you would consider this an effective way of consulting,
3. how you would collaborate and consult with others when identifying hazards and assessing risks to health and safety, and
4. how you would report your discussions and decisions back to workers.

1 Our company will consult our employees in implementing safety practices and systems that will ensure the health, safety, and welfare of our employees. Employee involvement at all levels is critical for ensuring a safe workplace and for the ongoing website projects involving variety of people from different teams in our company.

2 A WHS committee will be established for each ongoing website project. The members of these committees will be chosen from the current employees working alongside with the teams. The WHS Committee members and/or representative will run for a minimum of 6 months or based on the projects timelines and circumstances, during this time they will be conducting different type of meetings and information sessions to catch up with employees and their current work environment quality or any concerning issues that would be potential to becoming a risk or hazards.

3 When a WHS issue is raised either by the company, employee, or other, the WHS Committee and/or representative will consult with employees and will also feedback the outcomes of WHS meetings. Employees will be invited to participate in discussions and openly share their concerns and solutions.

4 WHS consultation arrangements will be monitored and reviewed on an ongoing basis to ensure that consultation with all employees is effective and that all safety issues are being addressed. This will be managed by the Risk Committee and defined within the Risk Management team. WHS committee will be notified on every decisions and changes that happen. All the employees will be notified by email and ongoing weekly casual meetings.

# Part 3: Assessment Checklist

The following checklist will be used by your assessor to mark your performance against the assessment criteria of your submitted project. Use this checklist to understand what skills and/or knowledge you need to demonstrate in your submission/presentation. All the criteria described in the Assessment Checklist must be met. The assessor may ask questions while the submission is taking place or if appropriate directly after the task has been submitted.

Table 2: Assessment Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Instructions** | **S** | **U/**  **S** | **Assessor Comments** |
| **1** | Identifies requirements for consultation according to WHS law |  |  |  |
| **2** | Identifies ways of involving workers in consultation processes |  |  |  |
| **3** | Sets up and maintains participation arrangements in line with WHS legislation |  |  |  |
| **4** | Identifies ways of reporting outcomes of consultation to workers |  |  |  |

# Part 4: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

## Assessment outcome

☐ Satisfactory

☐ Unsatisfactory

## Assessor feedback

☐ Has the Assessment Declaration on page 1 been signed and dated by the student?

☐ Are you assured that the evidence presented for assessment is the student’s own work?

☐ Was the assessment event successfully completed?

☐ If no, was the resubmission/re-assessment successfully completed?

☐ Was reasonable adjustment in place for this assessment event?

*If yes, ensure it is detailed on the assessment document.*

Comments:

**Assessor name, signature and date:**

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| --- |
|  |

**Student acknowledgement of assessment outcome**

Would you like to make any comments about this assessment?

## Student name, signature and date

Alex Goulden 01/05/2020

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***