# Project assessment: WHS Consultation

## 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

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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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

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

|  |  |
| --- | --- |
| 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** | 3 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\_3of4**  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. |
| **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 allows for a more intimate and engaging interaction with work members, helping solidify the importance of work health and safety.

1. How can consultation be carried out effectively?

Consultation, when carried out in a professional setting and manner - while allowing for casual conversation and queries a worker may have to be answered greatly increases the chances of a successful consultation. Stressing the importance of the meeting while not making it overbearing or intimidating

1. When is consultation required?

When identifying hazards, assessing risks and deciding on measures to eliminate or minimise those risks. Workers who may be affected must be consulted workers, either directly or through their health and safety representative.

1. How might a PCBU go about consulting with workers?

Consultation can be done in a group or individual setting. A group setting will allow for a more reclined and generalised discussing - whereas an individual meeting may be reserved for WHS matters directly involving a handful or single person/s

## 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.

**Commitment**

Ultimo Web takes great focus in its responsibility to ensure all workers can participate in the consultation process and ensure all workers have a genuine opportunity to effectively participate in decision making on matters with potential to affect their health and safety.

**Worker Consultation and Communication**

The mechanism used for consultation will involve workers and their peers raising questions in the form of an informal group worker meeting, while filling short forms to notify of issues found in need of being addressed.

The forms will be openly accessible in the office and online - and can be placed anonymously if liked into a box to be discussed in the open meeting.

The final results of the meetings will be compiled and emailed out to the relevant work areas.

Chosen for its effectiveness in engagement and supporting workers in having their questions answered quickly and effectively.

**Roles and Responsibilities**

It is the role of the meeting coordinator to refer issues raised to HR, management and supervisors and to ensure that action is noted in the minutes of the meeting.

It is the role of the WHS meeting manager to ensure that information, discussion and issues are outlaid in an informal and inclusive manner.

It is the role of employees to be respectful of their peers and superiors in these meetings while paying attention to the meetings information themselves.

## 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:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***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.***