

# Work Health and Safety (WHS) Communication and Consultation



**Course duration:** 3-days

**Course cost:** \$750 per person (public workshops)

*Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel*

**Aim of course:** To equip participants with the skills, knowledge and attitude to:

- Contribute to the implementation and maintenance of WHS consultation and participation processes in the workplace
- Plan, deliver and review presentations in the workplace

**Units covered:** BSBWHS413 – Contribute to implementation and maintenance of WHS consultation and participation processes

BSBCMM411 – Make presentations

**Delivery method:** Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

**Who should attend?** This workshop has been developed for those who contribute to the implementation and maintenance of WHS consultation and participation processes in the workplace as part of their WHS responsibilities. The course is ideal for those working at the level of a Work Health and Safety officer or advisor.

Please note that the course is applicable to those operating under the:

- Occupational Safety and Health Act (WA) 1984, or
- Mines Safety and Inspection Act (WA) 1994, or
- Work Health and Safety Act

**Qualification:** This course forms part of the BSB41419 Certificate IV in Work Health and Safety

Information about the currency of this qualification is available at:

<https://training.gov.au/training/details/BSB41419>

**Pre-requisites:** No qualifications are necessary to participate in this workshop.



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## Language, literacy and numeracy (LLN) requirements:

To successfully complete the course, participants will need to have a **relatively high level of reading and writing ability**. Examples of activities that participants will need to perform include:

- Read, research, analyse and interpret a range of WHS texts, including regulatory documents (Acts, Regulations, Codes, etc) as well as policies and procedures
- Conduct a workplace audit and write a brief report to management on the audit outcomes
- Prepare minutes / notes from WHS meetings
- Prepare a presentation delivery plan and supporting resources / aids
- Deliver an effective oral presentation in the workplace

Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents.

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

## Access to a workplace environment:

To complete the assessment component of this course, participants need to be working in, or have access to, an organisation in which they are able to assist in implementing and maintaining WHS consultation and participation processes, as well as making oral presentations to others. Ideally, this will be a workplace where they are currently an employee.

## Pre-course work:

Before attending the workshop, participants are encouraged to access and bring a copy of their organisation's policies and procedures relating to WHS consultation and participation.

Participants are also advised to think about a topic for a 10-minute presentation which they will make on the final day of the course. A WHS topic is recommended but not essential. It is recommended that participants bring any equipment / resources that they will need for the presentation.

## Homework:

Participants may be required to complete some work at home after each day of the course, in preparation for the following day.

Participants will be given some time on the course to plan and organise an oral presentation which they will make on the final day, but may need to finalise their preparations and rehearse their presentation for homework.

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## Topics

- DAY 1**
    - 1. Communicate and share WHS information
    - 2. Introduction to WHS consultation
    - 3. WHS consultation and participation processes
    - 4. Review and improve WHS consultation
  
  - DAY 2**
    - 5. Training requirements for effective WHS consultation
    - 6. Planning a presentation
    - 7. Structuring a presentation
    - 8. Presentation aids and materials
    - 9. Organising the presentation
  
  - DAY 3**
    - 10. Communication skills
    - 11. Delivering the presentation
    - 12. Review and evaluate presentations
- In-class presentations

## Assessment

The assessment for this course consists of:

- Assessment questions to be completed on-course
- Presentation preparation and review documentation for on-course presentation
- Delivery of on-course presentation
- Post-course assessment activities requiring candidates to practically apply the competencies in the workplace. These include:
  - Research legal and organisational responsibilities for WHS consultation
  - Audit and report on WHS consultation processes
  - Plan, run and document a WHS meeting
  - Provide examples of WHS consultation and communication
  - Workplace presentation

## Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- their organisation's work health and safety policies, procedures, forms and associated documentation
- people they can involve in work health and safety activities, including meetings and surveys
- a supervisor / manager who can review their work, observe them making a presentation, and provide feedback to TSA

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## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the units on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

## National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved one or more of the units from this course and wish to have them recognised, please contact a TSA Training Advisor.

