

## HLTWHS003 Maintain work health and safety

### Written Report

You are required to complete a written report on WHS legislation identifying the following points:

- Record the internet address of your state WHS governing body.
- What is the name of the current WHS Act for your state?
- Briefly explain the main purpose of the Act. (Do not summarise the Act)
- Give 3 examples of how you should provide leadership to your team in regards to WHS requirements.
- Identify a code of practice that relates to the workplace environment and discuss the reason for its relevance.
- Explain how you would communicate this code of practice to staff within the workplace environment?
- Why an organisation's WHS policies and procedures (either formal or informal) should be readily accessible to employees in a workplace?

Upload Written Report to Student Portal where indicated.