



Australian Government

**Assessment Requirements for BSBWHS408
Assist with effective WHS management of
contractors**

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- assist with identifying existing contractor services including , labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations and major contracts and projects as relevant to the organisation
- access contracts for the identified services including formal contracts to supply services, documents related to the contracts and any undocumented understandings and agreements
- assist in identifying contractor work health and safety (WHS) arrangements including actual contractor work processes, procedures and activities and organisational policies, procedures and systems
- assist with evaluating contractor WHS arrangements for compliance and effectiveness in terms of:
 - WHS legislative requirements
 - best practice
 - workplace WHS information and data
- assist with identifying areas of contractor WHS arrangements that need improvement and in developing, implementing and evaluating improvements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- describe the nature and range of the contexts, situations and arrangements where contractor services are supplied to the organisation
- outline contractor WHS arrangements with reference to the relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards outline organisational WHS policies, procedures, processes and systems that are relevant to contractor services
- list the duties, rights and obligations of individuals and parties as specified in relevant WHS legislation with regard to the supply of services to workplaces by contractors
- detail best practice in WHS management of contractors with regard to policies, procedures, processes, systems, methods and arrangements
- identify internal and external sources of information and data that are relevant to contractor WHS arrangements and how to access them.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace and include access to:

- relevant Acts, regulations, codes of practice, licensing requirements, standards
- relevant WHS data
- office equipment and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes