



Australian Government

**Assessment Requirements for BSBWHS418
Assist with managing WHS compliance of
contractors**

Release: 1

Assessment Requirements for BSBWHS418 Assist with managing WHS compliance of contractors

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 5.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, and to:

- assist with managing the work health and safety (WHS) compliance of two contractors, each providing different services.

During the above, the candidate must assist with:

- identifying contractor WHS arrangements, including required:
 - organisational WHS policies, procedures and systems
 - WHS induction and guidance information
- reviewing contractor work processes, procedures and activities
- addressing within scope of own role and reporting contractor non-compliance with WHS requirements.
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Knowledge Evidence

The candidate must demonstrate the knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit. This includes knowledge of:

- internal and external sources of information and data relevant to contractor WHS arrangements, and procedures for accessing them
- organisational WHS policies, procedures, processes and systems relevant to contractors
- contexts, situations and arrangements where contractor services are supplied to the organisation
- contractor WHS arrangements with reference to relevant commonwealth and state/territory WHS laws
- key WHS requirements about workplace, contracted work, and organisational policies and procedures to be covered in contractor induction

- workplace documentation required for managing contractor WHS compliance with services involved in the performance evidence, including:
 - formal contracts and agreements to supply services or relevant parts thereof
 - supporting documents about contracts and agreements
 - organisational WHS policies and procedures
 - WHS laws
- duties, rights and obligations of individuals and parties as specified in relevant WHS laws with regard to supply of services by contractors.
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Assessment Conditions

Assessment must comply with WHS laws, legal responsibilities and duty of care required for this unit. It must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace, and must include access to:

- WHS laws, licensing requirements and standards required to demonstrate the performance evidence
- WHS information required to demonstrate the performance evidence
- WHS requirements and related information for identified contractor services, including:
 - formal contracts and agreements to supply services
 - supporting documents about contracts and agreements
 - information about any undocumented understandings and/or agreements
- workplace equipment and resources
- case studies or, where possible, real situations
- opportunities for interaction with others.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>