



Australian Government

Assessment Requirements for BSBWHS408 Assist with effective WHS management of contractors

Release: 2

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Modification History

Release	Comments
Release 2	This version released with BSB Business Services Training Package Version 2.0 Version created to correct typographical error
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 or, where possible, real situations
- 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 found in VETNet -

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