



Australian Government

BSBWHS408 Assist with effective WHS management of contractors

Release: 2

BSBWHS408 Assist with effective WHS management of contractors

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.

Application

This unit describes the skills and knowledge required to assist with the work health and safety (WHS) management of contractors. The WHS management of contractors has a strong focus on compliance with WHS organisational and legislative requirements.

This unit applies to individuals who either work in organisations that are supplied with services by contractors or work in organisations that supply such services. It is only concerned with the supply of on-site services to workplaces. It does not cover outworkers or contractors who supply goods, materials or products to workplaces.

The unit applies to people who work in a broad range of WHS roles across all industries.

NOTE: The terms ‘occupational health and safety’ (OHS) and ‘work health and safety’ (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Regulation, Licensing and Risk – Work Health and Safety

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Assist with identifying existing contractor WHS arrangements	1.1 Apply knowledge of workplace to identify services supplied by contractors 1.2 Access contracts and other relevant contract documentation, information and data 1.3 Identify content relevant to contractor WHS arrangements 1.4 Assist with identifying workplace policies, procedures, processes, systems, practices and activities relevant to contractor WHS arrangements
2 Assist with evaluating contractor WHS arrangements and making improvements as required	2.1 Apply knowledge of WHS legislation to assist with determining if contracts and workplace policies, procedures, processes, systems, practices and activities comply with WHS legislative requirements 2.2 Apply knowledge of best practice and workplace WHS information and data to assist with evaluating effectiveness of contractor WHS arrangements 2.3 Assist with identifying areas of contractor WHS arrangements needing improvement 2.4 Assist with developing, implementing and evaluating improvements to contractor WHS arrangements

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.2, 1.3, 1.4, 2.1, 2.2	Interprets and analyses complex legal and organisational texts relevant to contractor WHS arrangements
Writing	2.1-2.4	Uses structure, layout and language suitable for a range of audiences when preparing evaluation reports and other communications
Oral communication	1.4, 2.1-2.4	Uses language suitable for audience to present information, offer opinions or provide advice about WHS contractor arrangements

Navigate the world of work	1.4, 2.1, 2.2	• Takes responsibility for adherence to legal and regulatory responsibilities and organisational policies and procedures • Keeps up to date on changes to legislation or regulations and organisational policies and procedures
Interact with others	1.4, 2.1, 2.2, 2.3, 2.4	• Cooperates with others as part of contractor WHS arrangement processes, and contributes to specific activities requiring joint responsibility and accountability • Understands what to communicate, with whom and how
Get the work done	2.1, 2.2, 2.3, 2.4	• With assistance, determines priorities and sequences the steps in clearly defined tasks and identifies and assembles the resources required • Uses formal decision-making processes, setting or clarifying goals, gathering information and identifying and evaluating choices against a set of criteria

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBWHS408 Assist with effective WHS management of contractors Release 2	BSBWHS408 Assist with effective WHS management of contractors Release 1	Updated to correct typographical error	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for BSBWHS408 Assist with effective WHS management of contractors

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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

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