



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