



Australian Government

BSBWHS418 Assist with managing WHS compliance 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 5.0.

Application

This unit describes the skills and knowledge required to assist with managing the work health and safety (WHS) implications of using contractors. It involves identifying contractor duties, establishing organisational WHS compliance requirements associated with those duties, establishing and communicating the requirements expected of contractors, monitoring contractor compliance with WHS requirements, and implementing required responses to identified non-compliance.

The unit applies to those who work in a broad range of WHS roles across all industries in organisations that use contractors to supply 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. This includes casual and volunteer workers. It does not cover visitors, or outworkers or suppliers of goods, materials or products to workplaces.

NOTES

1. 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 *model WHS laws* have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements.
2. The *model WHS laws* include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information.

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

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for contractor WHS induction	1.1 Identify services to be supplied by contractor, their proposed work arrangements and places of work 1.2 Identify and review organisational documentation and WHS legislative requirements applicable to contractor 1.3 Identify and review, within scope of own role, contractor-specific WHS compliance requirements
2. Assist with contractor WHS induction process	2.1 Provide contractor with access to relevant WHS documentation 2.2 Assist with WHS induction briefing specific to contractor according to organisational WHS policies and procedures 2.3 Document completed contractor WHS induction process
3. Assist with monitoring contractor WHS compliance requirements	3.1 Review required documentation as it applies to assessing contractor WHS compliance against agreed key performance indicators 3.2 Participate in workplace inspections to assess contractor compliance with WHS requirements 3.3 Document contractor non-compliance relating to WHS practices, policies and procedures 3.4 Assist with investigating contractor non-compliance, and in making necessary adjustments to WHS contractor compliance requirements
4. Assist with addressing contractor WHS non-compliance	4.1 Assist with reporting identified contractor WHS non-compliance according to organisational policies and procedures 4.2 Consult with contractor and required personnel to assist with addressing areas of contractor WHS non-compliance 4.3 Escalate contractor WHS non-compliance that is outside own role according to organisational policies and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Interprets and analyses legal and organisational texts relevant to contractor WHS requirements
Writing	Uses structure, layout and language suitable for audience when preparing documentation and other communications
Oral communication	Uses suitable language when presenting information, offering opinions and providing advice about WHS contractor arrangements
Navigate the world of work	- Adheres to WHS legal and regulatory responsibilities, and organisational policies and procedures - Keeps up to date on changes to WHS laws, and related organisational policies and procedures relevant to own role
Interact with others	- Cooperates with others as part of contractor WHS arrangement processes, and contributes to specific activities requiring joint responsibility and accountability - Identifies what, with whom and how to communicate in the context of assisting with managing contractor WHS compliance
Get the work done	- Determines priorities and sequences the steps for clearly defined tasks, and identifies and assembles the resources required within scope of own role - Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria

Unit Mapping Information

Supersedes but is not equivalent to BSBWHS408 Assist with the management of WHS contractors.

Links

Companion Volume Implementation Guides are available from VETNet -

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

Assessment Requirements for BSBWHS418 Assist with managing WHS compliance of contractors

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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

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