



Australian Government

BSBWHS514 Manage WHS compliance of contractors

Release: 2

BSBWHS514 Manage WHS compliance of contractors

Modification History

Release	Comments
Release 2	This version first released with the Business Services Training Package Version 8.0. Removal of duplicative content in Assessment Conditions.
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 lead and coordinate organisational arrangements for managing the work health and safety (WHS) compliance of contractors. It involves determining the WHS legislative and organisational requirements applicable to contractors, and managing compliance of contractors.

The unit applies to those in managerial positions overseeing functions within organisations across all industries that are supplied with services by contractors, 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. Establish and communicate WHS requirements in relation to contractors	1.1 Analyse scope of contractor services and applicable WHS legislative and organisational requirements 1.2 Determine organisation-specific WHS requirements and guidance that relate to contractor services 1.3 Establish WHS key performance indicators (KPIs) relating to contracted services according to organisational policies and procedures 1.4 Document established WHS requirements according to organisational policies and procedures 1.5 Communicate WHS requirements to contractor according to organisational policies and procedures
2. Monitor contractor compliance with established WHS requirements	2.1 Review services being provided by contractor for compliance with WHS requirements and established KPIs 2.2 Identify and investigate contractor non-compliance with WHS requirements and WHS KPIs 2.3 Discuss and agree with contractor required response in relation to identified non-compliance according to organisational policies and procedures 2.4 Document agreed response to non-compliance according to organisational policies and procedures
3. Review WHS requirements in relation to contractors	3.1 Make necessary adjustments to organisation-specific WHS requirements and guidance that relate to contractor services 3.2 Seek feedback on revised WHS requirements and guidance 3.3 Distribute updated contractor WHS requirements to required personnel 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 arrangements
Writing	• Uses structure, layout and language suitable for a range of audiences when preparing WHS KPIs, and WHS guidance and induction documentation
Oral communication	• Uses language suitable for audience to present information, offer opinions and discuss 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 organisational policies and procedures relevant to own role and responsibilities
Interact with others	• Cooperates with others as part of contractor WHS arrangement processes • Identifies what, with whom and how to communicate when managing WHS arrangements for contractors
Get the work done	• Determines priorities, and sequences the steps, in clearly defined tasks • Uses decision-making processes: sets and clarifies goals, gathers information, and identifies and evaluates choices against a set of criteria

Unit Mapping Information

No equivalent unit. New unit.

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 BSBWHS514 Manage 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:

- manage the work health and safety (WHS) compliance of at least two different contractors, each providing different services.

During the above, the candidate must:

- establish WHS requirements specific to the contracted services
- review and address contractor compliance
- review and improve organisational approach to leading WHS arrangements for contractors.
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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:

- duties, rights and obligations of:
 - contractors as specified in relevant WHS laws, and organisational WHS policies and procedures about supplying services
 - managers in relation to contractor WHS arrangements, including those relating to required resources and equipment
- internal and external sources of information and data relevant to contractor WHS arrangements, and procedures for accessing them
- contractor WHS compliance requirements included in:

- tender documentation, including requirements for subcontracting
- contractor selection processes and guidelines
- contract documentation, including nature, scope and location of services to be provided, and requirements for subcontracting
- induction processes
- procedures and protocols for establishing WHS-related lead and lag key performance indicators (KPIs), and measuring contractor performance against them
- organisational WHS policies, procedures, processes and systems relating to contractor services and WHS requirements, including those for:
 - establishing and documenting WHS KPIs relating to contracted services
 - communicating WHS requirements to contractors
 - agreeing on and documenting required response in relation to non-compliance
 - distributing contractor WHS requirements to required personnel.
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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:

- workplace equipment and resources
- case studies or, where possible, real situations
- opportunities for interaction with others.

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

Links

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