



Australian Government

BSBWHS408A Assist with effective WHS management of contractors

Release 1

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Modification History

Release	Comments
Release 1	This Unit first released with <i>BSB07 Business Training Package version 7.0</i> .

Unit Descriptor

This unit describes the performance outcomes, 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.

Application of the Unit

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 National 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.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Element	Performance Criteria
<i>Elements describe the essential outcomes of a unit of competency.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</i>

Elements and Performance Criteria

1. Assist with identifying existing contractor WHS arrangements	1.1 Apply knowledge of workplace to identify <i>services supplied by contractors</i> 1.2 Access <i>contracts and other relevant contract documentation</i>, information and data 1.3 Identify content relevant to <i>contractor WHS arrangements</i> 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 <i>best practice and workplace WHS information and data</i> 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 <i>improvements to contractor WHS arrangements</i>

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- analytical skills to read and interpret WHS information and data
- communication skills to communicate with people from a range of backgrounds and with a range of abilities
- literacy skills to:
 - read and interpret Acts, regulations, codes of practice, policies and procedures
 - prepare evaluation reports and other communications for a range of target groups, including health and safety committees, health and safety representatives, managers, supervisors, and persons conducting businesses or undertakings (PCBUs) or their officers.

Required knowledge

- best practice in WHS management of contractors with regard to policies, procedures, processes, systems, methods and arrangements used and applied
- 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
- nature and range of services supplied by contractors to workplaces
- nature and range of the contexts, situations and arrangements where services are supplied to workplaces by contractors
- other relevant publications and information concerning WHS management of contractors
- relevant parts of workplace WHS policies, procedures and processes as they apply to the supply of services to the workplace by contractors
- relevant sections of commonwealth and state or territory WHS Acts, regulations, codes of practice, standards and guidance material, and other publications relevant to the supply of services to workplaces by contractors.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • assisting with identifying existing contractor WHS arrangements, in the workplace, • assisting with evaluating contractor WHS arrangements and making improvements as required • attention to detail • knowledge of the nature and range of services, and the contexts, situations and arrangements where services are supplied • knowledge of relevant sections of WHS legislation and guidelines, and best practice in WHS contractor management.
Context of and specific resources for assessment	Assessment must ensure access to: • relevant legislation, standards, guidance material and best practice information • other appropriate workplace documentation.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate • demonstration of activities used to assist evaluating contractor WHS arrangements and making improvements as required • oral or written questioning to assess knowledge of how assistance was provided, or would be provided, in the workplace • review of action plans, documented WHS training needs and documents, and recording processes undertaken to ensure improvements

	simulated project-based activities, scenarios, case studies, role plays or actual activities associated with WHS management of contractors.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: - BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes - BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control - BSBWHS405A Contribute to implementing and maintaining WHS management systems.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Services supplied by contractors</i> may include:	- continuing outsourced work or functions, such as cleaning, catering and security - continuing work performed by labour hire workers, such as contract or 'temp' work - major contract work, such as in the construction industry - occasional or intermittent work, such as maintenance, repairs, installation or alterations undertaken by independent contractors or subcontractors - some combination of the above.
<i>Contracts and other relevant contract documentation</i> may include:	- contract to supply services - other documents referred to in the contract or produced subsequent to the contract - undocumented understandings and agreements.
<i>Contractor WHS arrangements</i> may include:	- actual procedures, processes and activities that occur in the workplace – what actually happens - policies, procedures and systems relating to WHS management of the contractor.
<i>Best practice</i> may include:	policies, procedures, processes, systems, methods and arrangements used and applied to achieve effective WHS management of contractors.
<i>Workplace WHS information and data</i> may include:	- compensation claims data - first aid data - incident reports - injury reports - risk assessments - safe work procedures - training information and data - WHS consultation and participation records.
<i>Improvements to contractor WHS arrangements</i> may include changes to:	- contract monitoring and evaluation - contractor worker induction - existing contracts - future contracts and contract arrangements - hazard management processes

	• policies, procedures and systems • tender evaluation • tender specification • training of contract workers • workplace processes and activities.
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Unit Sector(s)

Regulation, Licensing and Risk – Work Health and Safety