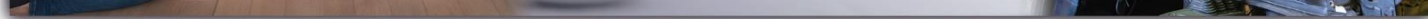


BSBWHS408

Assist with effective WHS management of contractors



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ASSESSMENT FOR BSBWHS408

Student name	
Date of assessment submission	M
Trainer/Assessor's name	
Date of assessment marking	Click here to enter a date.
Outcome for unit	☐ Competent ☐ Not Yet Competent

TASK INSTRUCTIONS

- The assessment for this unit of competency consists of the following:
 - **A series of activities:** Some of these activities will require you to provide a response within this document, others will require you to gather evidence to demonstrate your knowledge and skills (overview below)
 - **Quiz:** You will be required to complete a series of questions to demonstrate your knowledge and skills.
 - **Practical task:** You will be required to have an observer attest to your knowledge and skills and sign a report to this effect.
- At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.
- At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY OVERVIEW	REQUIRED FOR SUBMISSION
1. Services provided by contractors	• Workbook response (below)
2. Policies, procedures, processes, systems, practices and activities	• Workbook response (below)
3. Legislative requirements	• Workbook response (below)
4. Developing, implementing and evaluating improvements	• Workbook response (below)

ACTIVITIES

For the following activities, name a workplace that you wish to examine.

Name of workplace	Mcllwain
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ACTIVITY 1

- | |
|--|
| <p>a) Identify two (2) on-site services that may be supplied by contractors to your workplace. For example:</p> <ul style="list-style-type: none"> • Labour hire and temporary workers • Cleaning • Catering • Security • Maintenance • Repairs • Installations and alterations <p>b) Explain the context, situation and arrangement of how these services are provided.</p> <p>c) Identify one (1) document that would support the contractor's contract</p> <ul style="list-style-type: none"> • Explain where contracts and other relevant contract documentation would be found. |
|--|

Name of Service 1

Labour Hire

Context, situation and arrangement of how service is provided
--

If there is a requirement for labour on site, the labour hire companies can be contacted and will source to find a suitable candidate for the task at hand. The labour hire company will source all information as well as have drug and alcohol medicals conducted prior to their attendance and provide these documents to Mcllwain.

Supporting document and location

WHS Handbook – this lists the contractors name and agreement and includes everything they need to comply with. Contracts can be found saved under 'contracts' in our internal system which the Contracts Administrator manages.

Name of Service 2

Cleaning

Context, situation and arrangement of how service is provided
--

Cleaning is sourced once per week on a Friday afternoon, at the work offices. 3 quotes are provided from 3 separate companies to ensure the best price is found for the job. Once it has been approved, the cleaning company is sent through the requirements and agreement is put in place.

Supporting document and location

WHS Handbook – this lists the contractors name and agreement and includes everything they need to comply with. Contracts can be found saved under 'contracts' in our internal system which the Contracts Administrator manages.

Outcome for Activity 1	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 2

Identify and describe the requirements of each of the following within your chosen organisation, with regards to contractor WHS arrangements:

- a) WHS policy
- b) WHS procedure
- c) WHS process
- d) WHS system
- e) WHS practice and activity (i.e. common practice that is not outlined in one of the above documents)

Name of WHS policy

WHS Management Policy

Requirements

Provide a safe and healthy workplace for our employees, contractors and the general public in accordance with relevant Work, Health and Safety legislation

Developing and upholding a workplace safety culture that requires all workers to take responsibility for their own health and safety, and that of their fellow workers.

Implement, maintain and continuously improve our Workplace Health & Safety Management System in accordance with AS/NZS 45001:2018.

Ensure, so far as is reasonably practical, consistent safety practices and behaviours across all business activities.....

Establishing clear and measurable targets and objectives and regularly reviewing our progress against them.

Mandate participation in appropriate Work, Health & Safety training and encourage active participation in health promotion programs.

Apply immediate and appropriate disciplinary responses to any breaches of safety practices and protocols.

Ensuring that all incidents are investigated to eliminate or reduce future occurrences so far as is reasonably practicable.

Individually case-manage injured workers through appropriate rehabilitation and return to work processes.

Name of WHS procedure

Subcontractor Assessment & Management

Requirements

When seeking the services of a subcontractor, all endeavours are to be made to ensure that potential subcontractors have the capacity to work to the HSEQ criteria outlined in the McIlwains Quality, Safety and Environmental Plans, Policies and procedures.

Name of WHS process
WHS Handbook
Requirements
This handbook outlines all processes that subcontractors need to follow, from accounts to plant onboarding, PPE requirement.

Name of WHS system
Lucidity
Requirements
Lucidity holds all documents in regards to all of the contractors that are employed through Mcllwain. This is the main system / database where everything is stored. If anything needs to be found in regards to contracts, this is where you go.

Name of WHS practice and activity
Induction Procedure
Requirements
The Induction procedure is touched on, but not in extreme depth – this is provided as a separate process once all other relevant documentation has been processed and approved. So that when the induction comes around, everything is clear and ready to proceed.

Outcome for Activity 2	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 3

Identify one (1) of each of the following document types which addresses contractor arrangements and where such documents can be found:

- a) Act
- b) Regulation
- c) Code of practice
- d) Standard
- e) Guidance publication

Identify a relevant excerpt or requirement from each document that assists with determining whether contractor arrangements within your nominated workplace (i.e. policies, procedures, processes, systems, practices and activities) are compliant.

Example:**Name and location of Legislation (Commonwealth or State)**

Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au

Relevant excerpt/requirement for determining compliance

Section 7: A person is a worker if the person carries out work in any capacity for a PCBU, including work as a contractor or subcontractor

Name and location of Legislation (Commonwealth or State)

Work Health and Safety Act 2011 (Qld) found at www.legislation.qld.gov.au

Relevant excerpt/requirement for determining compliance

Section 7: A person is a worker if the person carries out work in any capacity for a PCBU, including work as a contractor or subcontractor

Name and location of Regulation

Work Health and Safety Regulation 2011

<https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2011-0240>

Relevant excerpt/requirement for determining compliance

Division 2 – 301 Safe work method statement—copy to be given to principal contractor

A person conducting a business or undertaking that includes carrying out high risk construction work in connection with a construction project must, before the high risk construction work commences, ensure that a copy of the safe work method statement for the work is given to the principal contractor.

Name and location of Code of Practice

Concrete Pumping Code of Practice 2019

Relevant excerpt/requirement for determining compliance

1.2 If you own concrete pumping plant, you are the person with management or control of that plant and have duties to eliminate or minimise the risks associated with the plant.

Name and location of Standard
ISO 20345:2011 – Personal Protective Equipment – Safety Footwear https://www.standards.org.au/search?q=concrete&mode=allwords&sort=relevance
Relevant excerpt/requirement for determining compliance
Above standard found under 'standards Australia' all processes must comply with this.

Name and requirement of Guidance Publication
https://www.standards.org.au/search?q=concrete&mode=allwords&sort=relevance – Asbestos licencing and notification guide for applicants
Relevant excerpt/requirement for determining compliance
Contractors must comply with the requirements listed in this guide, it goes into detail explaining why you need a licence, who may apply for a licence, as well as the restrictions and further requirements.

Outcome for Activity 3	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

ACTIVITY 4

For the purpose of improving contractor arrangements in your workplace, you are to develop a report (in the following structure), which evaluates current contractor practices and outlines improvements.

1.0 INTRODUCTION

- Outline the background of your company, its role and purpose
- Briefly identify the role of contractors within the organisation (e.g. services provided)
- Identify what you wish to achieve by conducting a review and evaluation of current WHS arrangements for contractors

2.0 CURRENT PRACTICES FOR CONTRACTORS

- Describe two (2) contractor arrangements in place at your organisation and how/where they are outlined.
- Identify the organisation's WHS policies, procedures, processes and systems with regards to contractors.

3.0 LEGISLATIVE REQUIREMENTS

- Outline contractors' WHS duties under the legislation
- Identify contractors' WHS rights under the legislation
- Explain contractors' WHS obligations under the legislation

4.0 REFLECTION ON BEST PRACTICE

- Identify examples of best practice in industry
- Compare best practice with current practice
- Identify areas for improvement

5.0 RECOMMENDATIONS

- Propose improvements to address needs, explaining how they would meet best practice and/or legislative requirements
- Identify how proposed improvements could be implemented
- Outline how improvements could be evaluated for effectiveness

6.0 CONCLUSION

- Explain the importance of WHS to your company
- Identify contractors' varying WHS duties, rights and obligations under the legislation
- Express the importance of improving practices

TIPS:

- Use the report template (below) and elaborate on the points above.
- Write in simple English. Remember that people from a range of backgrounds and abilities would be reading this document, such as health and safety committees, health and safety representatives, managers, supervisors, and PCBUs or their officers.
- Be sure to refer to supportive documents specifically (e.g. section numbers of legislation, reference best practice and WHS information and data) so that the reader could refer to the legislation for more information if they wanted to.

1.0 INTRODUCTION

McIlwain Civil Engineering is a family owned and operated business which was first established in 1961. McIlwain has grown from humble beginnings as a small haulage and plant hire business to a well-known and widely respected contractor. Our mission is to achieve excellence in the safe and innovative delivery of projects which range from Urban, Transport, Building, Utilities, Industrial and Energy, all underpinned by our core values and family culture.

McIlwain works with many different contractors, the services provided include but are not limited to; plant hire, surveying, labour hire, engineering, electricians, asbestos removalists, concreters, communications and asphalt layers.

McIlwain strive to provide a safe work environment for all workers, including contractors. By conducting a review and evaluation, it can be guaranteed that the most up to date practices are in place to ensure the safety and wellbeing of our contractors.

2.0 CURRENT PRACTICES FOR CONTRACTORS

1. As outlined in the HSE Site Rules (provided with contract documentation)
 - 31. Other appropriate personal protective equipment (PPE) such as gloves, face shields, respiratory or hearing protection shall be worn as per a risk assessment and requirements in your approved SWMS.
 - 32. Specific Personal protective equipment shall be made available by the subcontractor to their employees for use when they are exposed to specific hazards.
2. As outlined in the HSE Site Rules (provided with contract documentation)
 - 36. All subcontractor operators of plant shall produce certificates of training and competency for the mobile plant they propose to operate and meet the requirements of the RNAJV *Subcontractor Declaration of Worker Competence*.

McIlwain's organisational documentation in regards to contractors include but are not limited to: WHS Site Rules, Contracts Administration Invoice Procedure, Bullying, Harassment & Discrimination Procedure, Environmental Management Procedure, Subcontractor Assessment & Management Procedure, Plant Induction Procedure, Sustainability & Sustainable Sourcing Policy, WHS Management Policy, Environmental Management Policy.

Lucidity is McIlwain's internal database system which has the contractor documentation and process listed, it goes through each step and ensures that each is complete while going through the onboarding with a contractor ensuring that both McIlwain and the contractor have covered all aspects of the process.

3.0 LEGISLATIVE REQUIREMENTS

As outlined in the WHS Act Qld 2011 under Section 7: *A person is a worker if the person carries out work in any capacity for a PCBU, including work as a contractor or subcontractor.*

28 Duties of workers

While at work, a worker must—

- a) take reasonable care for his or her own health and safety; and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

Under 19. Primary Duty of Care, it states that the PCBU must ensure so far as reasonably practicable:

- a) the provision and maintenance of a work environment without risks to health and safety; and
- b) the provision and maintenance of safe plant and structures; and
- c) the provision and maintenance of safe systems of work; and
- d) the safe use, handling and storage of plant, structures and substances; and
- e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- f) the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.

Showing that the workers have rights to work within the above points to ensure the health and safety of themselves and those around them.

4.0 REFLECTION ON BEST PRACTICE

Providing a safe and healthy workplace for our employees, contractors and general public by ensuring to directly align with all aspects of the Work Health & Safety Legislation. McIlwain conduct pre-employment medicals, site inductions, plant requirements, accounts requirements and ensure daily safety inspections and pre-starts are completed. We also provide a free Employee Assistance to Program and ensure to practice consistent safety practices and behaviours.

Areas for improvement could include a feedback form for the contractor, outlining both the good and / or need for improvements from their experience with McIlwain.

5.0 RECOMMENDATIONS

An improvement that I would recommend would be that once the online induction, site induction and onboarding documents have been completed and accepted, there should be an official checklist that the relevant supervisor should go through with the contractor that involves a walk through out on site, explaining in more depth the area, emergency procedure and task at hand. This is being complete, but without any documentation. This would be very beneficial and also provide the opportunity for any further questions on both the PCBU and contractors side – having both sign this form as recognition of the process.

This document would be included in the contractors onboarding documentation as a mandatory requirement and can be mentioned at the weekly team meeting – asking if there have been any new contractors starting and if there were any issues with the checklist.

6.0 CONCLUSION

Workplace Health & Safety at McIlwain is our number one priority, ensuring the wellbeing of employees, contractors and the community is vital for our success in building community assets and creating a great working environment, so that people want to come to work with a great can-do attitude, being proud of what they are apart of and going home to their families safely.

In conclusion, contractors have a duty and obligation to take reasonable care for his or her own health and safety; and ensure that their actions do not adversely affect the health and safety of other persons whilst complying with reasonable instruction, policy and / or procedure from the PCBU to comply with the Act.

Contractors have the right to work in an environment without risks to health and safety, including those of plant and structures. Have sufficient systems in place to ensure this is being monitored accordingly, to be notified of any incidents / hazards / risks on site. Having access to adequate facilities and being provided with information, instruction, supervision and training that is necessary to protect all persons from risks to their health and safety arising from work carried out by the PCBU.

Improving our current practices by continuing with regular revisions and consultations, ensures that all processes are compliant and that contractors feel comfortable with the onboarding process to proceed with works on site, trusting that McIlwain will provide a safe workplace.

Outcome for Activity 4	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

QUIZ

QUESTIONS	CORRECT
1. Which of the following services are more likely to be supplied by contractors? Select all that apply. ☒ Repair work ☒ Installation of equipment ☐ Fire wardens ☐ Management	☐
2. The definition for 'worker' under the <i>Work Health and Safety Act 2011</i> (Qld) includes contractors. ☒ True ☐ False	☐
3. As contractors are not employees, they are not required to be consulted with regards to WHS matters. ☐ True ☒ False	☐
4. Due to the different nature of contractor arrangements, contractors may be required to have a separate workplace induction. ☐ True ☒ False	☐
5. All information relevant to a contractor must be exclusively included in their contract. ☒ True ☐ False	☐

Outcome for Quiz	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	

PRACTICAL TASK

You are required to have a suitable observer verify your ability to complete the following tasks. These tasks may be simulated (using the handouts provided) or real.

TASKS	VERIFIED
A. Access contracts (and other relevant contract documentation, information and data) to: - Identify the services supplied by contractors - WHS arrangements relevant to contractors - Identify contractor WHS workplace policies, procedures, processes, systems, practices and activities	☐
B. Compare contractor WHS policies, procedures, processes, systems, practices and activities with requirements under WHS legislation.	☐
C. Consider best practice/legislative requirements and identify any areas of improvement for contractor WHS policies, procedures, processes, systems, practices and activities.	☐
D. Develop potential improvements to contractor WHS policies, procedures, processes, systems, practices and activities – outlining requirements for implementation and evaluation of these improvements.	☐
E. Develop an electronic presentation outlining your findings, and present this to the PCBU.	☐
Name of observer	
Role of observer (Confirm their suitability to sign)	☐ Trainer/Assessor ☐ Other (specify):
Phone number of observer	
Email address of observer	
Signature of observer	
Date	Click here to enter a date.
Comments	

Outcome for Practical Task	☐ Satisfactory ☐ Not satisfactory
Trainer/Assessor comments	