

BSBWHS408

Assist with effective WHS management of contractors



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ASSESSMENT FOR BSBWHS408

Student name	Merlinda Huston
Date of assessment submission	23/06/2020
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
Services provided by contractors	ACTIVITY 1 Workbook response (below)
Policies, procedures, processes, systems, practices and activities	A. Workbook response (below)
Legislative requirements	B. Workbook response (below)
Developing, implementing and evaluating improvements	C. Workbook response (below)

ACTIVITIES

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

Name of workplace	Inner City South State School
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Identify two (2) on-site services that may be supplied by contractors to your workplace. For example: D. Labour hire and temporary workers E. Cleaning F. Catering G. Security H. Maintenance I. Repairs J. Installations and alterations Explain the context, situation and arrangement of how these services are provided. Identify one (1) document that would support the contractor's contract K. Explain where contracts and other relevant contract documentation would be found.

Name of Service 1

Labour Hire and temporary workers

Context, situation and arrangement of how service is provided
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Labour hire can be hired to the complete skilled and not skilled work throughout the site. If an area of worker is the subcontracting by L&D to another subcontractor, they must organise all necessary labour to complete the work that they are contracted. however, in some instances it is economically not feasible to have a worker employed full time within the company to complete work that is only occurs sometimes. An example of this can be seen in our subcontractor (Christopher contracting) at Inner City South State school. Christopher's were unable to begin installing stormwater work as the trenching for the network was not completed. Although, it is in their scope to complete excavation they did not have their own operator, therefore, they engaged us to hire them a operator and back charge them the operators wages from the contract value.

Supporting document and location

Supporting documents for outlining where labour hire is required can be seen in the Project scope, and Bill of quantities. Both outline the works to be completed by the contractor, and as a result enables the supervisors to organise labour if they believe the company workers will be incapable of completing the works. They can be found onsite, with the PCBU, or at the head office.

Name of Service 2

Traffic Control

Context, situation and arrangement of how service is provided
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Usually it is up to the PCBU's or principal contractor to organise the traffic control for the site. In some instances, the PCBU will put traffic control in the subcontractor's scope if works within their scope require traffic control. An instance of this was during the start of the Job when the site was scheduled for bulk filling over the whole site. During this time only L&D Trucks were allowed on-site. Because L&D were the only subcontractor allowed on-site, we were expected to cover the cost of the traffic control.

Supporting document and location

The key documentations that illustrate the requirements for traffic control is the Site Traffic Management Plan, and the Project Scope. The TMP illustrates the requirements such as lane closures, and barriers, as well as where and when traffic control is required. They can be found on-site or with the PCBU.

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

•
Identify and describe the requirements of each of the following within your chosen organisation, with regards to contractor WHS arrangements:
1. WHS policy 2. WHS procedure 3. WHS process 4. WHS system 5. WHS practice and activity (i.e. common practice that is not outlined in one of the above documents)

Name of WHS policy
Elite Soil Testing Safety Management Policy
Requirements
• Elite Soil Testing Safety Management policy reflects our commitment to a safety culture that extends beyond the once traditional view of physical injuries sustained from accidents in the workplace to the physical and psychological health and wellbeing of staff. • Maintaining a process of continuous improvement of the safety management framework. • Ensuring staff are appropriately trained and educated in the area of WHS in line with position responsibilities.

Name of WHS procedure
Elite Soil testing investigating procedure
Requirements
• The geologist shall be in the field at all stages of the geotechnical investigation, in order to take advantage of interactions with the drillers / excavators, and to ensure materials are described and photographed either in situ or immediately upon excavation. • Samples should be set out as obtained downhole for visual and tactile assessment and description. Ideally samples from adjacent test locations should be set out to enable simultaneous inspection, to best facilitate the development of a geotechnical model for the site. • The geologist shall also ensure that the soil and rock core samples are recovered, bagged or boxed, and stored in an appropriate manner. Wherever possible, logging forms should be completed in the field. In circumstances where this is not physically possible, logging should be completed as soon as practical in an area that is well-lit and ventilated, with sufficient bench or workspace for the laying out of samples. If the logging area is fully enclosed, the facility should be equipped with a dust extraction system

Name of WHS process
Elite Soil testing SWMS
Requirements
All geotechnical site investigations shall be planned, staged, and carried out in accordance with an established purpose, scope of work and evolving geotechnical model in mind. Prior to the commencement of any subsurface investigations, the following preliminary activities shall be undertaken. • a desktop review of available literature, including maps, reports and so on

- the establishment of a concept geotechnical model
- consultation with the relevant cultural heritage and environmental authorities
- a preliminary site walk-over, to assess site access cultural heritage and environmental constraints, traffic management requirements, underground / overhead services and other workplace health and safety (WH&S) issues.
- simple in situ testing (for example, Dynamic Cone Penetrometer (DCP) testing) may be carried out during the preliminary site-walk-over, as a cost-effective means of better targeting any following, more detailed investigations

Name of WHS system

Elite OHS Management system

Requirements

- safe systems of work are implemented and used; appropriate resources are made available to meet the Company's WHS responsibilities.
- WHS issues are addressed as they arise; all hazards and incidents are reported in accordance with legislative requirements and that corrective actions are implemented in a timely manner all employees, contractors and visitors are aware of this policy and procedure and their responsibilities defined herein, and adhere to all safe work procedures
- WHS consultative & communication mechanisms are established as required; and all employees have undertaken the required WHS induction training as required.

Name of WHS practice and activity

Policy – Work Health & Safety (WHS) (AUS)

Requirements

Development of a Work Health and Safety Committee, including representation from management and technician team. They will report to the manager and directors in the internal meetings and be responsible for setting the strategic direction for WHS across the company. This ensures the implementation of WHS initiatives and members aware of their obligations under the legislation and advising them of any important WHS issues.

Outcome for Activity 2

- ☐ Satisfactory
☐ Not satisfactory

Trainer/Assessor comments

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

- Act
- Regulation
- Code of practice
- Standard
- 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)

Qld. Workplace Health and Safety Act 2011

Relevant excerpt/requirement for determining compliance

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.

Name and location of Regulation

Qld Workplace Health and Safety Regulations 2011
 Environmental Protection Regulations 2019

Relevant excerpt/requirement for determining compliance

Part 9 - Waste tracking

(1) This part applies to the transportation of regulated waste of a type stated in schedule 11 (trackable waste).
 (f) the transportation of trackable waste to an accredited laboratory for analysis by a laboratory accredited by the National Association of Testing Authorities

Name and location of Code of Practice

Hazardous Manual Tasks Code of Practice 2011

Relevant excerpt/requirement for determining compliance

4.10 Implementing control measures.

Training in the type of control measures implemented should be provided during induction into a new job and as part of an on-going manual task risk control program. Training should be provided to: workers required to carry out, supervise or manage hazardous manual tasks

Name and location of Standard
AS3798 – 2007 “Guidelines on Earthworks for Commercial and Residential Developments
Relevant excerpt/requirement for determining compliance
Geotechnical inspection and testing on a “Level 1” basis in accordance with Section 8 Minimum specification requirement of greater than 98% Dry Density Ratio.

Name and requirement of Guidance Publication
Uranium health monitoring – Safe Work Australia
Relevant excerpt/requirement for determining compliance
Uranium (CAS 7440-61-1) is a natural and commonly occurring radioactive element. It is found in very small amounts in nature in the form of minerals. Rocks, soil, surface, and ground water all contain varying amounts of uranium.

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

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.

- **INTRODUCTION**

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

- **CURRENT PRACTICES FOR CONTRACTORS**

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

- **LEGISLATIVE REQUIREMENTS**

- f) Outline contractors' WHS duties under the legislation
- g) Identify contractors' WHS rights under the legislation
- h) Explain contractors' WHS obligations under the legislation

- **REFLECTION ON BEST PRACTICE**

- i) Identify examples of best practice in industry
- j) Compare best practice with current practice
- k) Identify areas for improvement

- **RECOMMENDATIONS**

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

- **CONCLUSION**

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

TIPS:

- r) Use the report template (below) and elaborate on the points above.
- s) 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.
- t) 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.

• INTRODUCTION

L&D is an Earthworks Contractor that specialises in site remediation, demolition, Bulk excavation, and Civil infrastructure. The First stage of a building construction involves ensuring that there is a correct foundation for the building infrastructure to be built upon, therefore, it is critical that the ground works are completed not only on time to minimise delays but also taking into consideration it meets all quality requirements. L&D contracting prides itself on being able to offer packages made to the suit client requirement for all Civil and Building related ground associated works. This report should outline any inconsistencies or documentation, policies, procedures that could be update. Additionally, it will also ensure that I have a sound understanding of the WHS arrangements that are in place.

• CURRENT PRACTICES FOR CONTRACTORS

Elite Soil Testing – Elite Soil Testing is used for Geo technical testing through out our site, they are used whenever the project is classified as a Level 1 fill project. This essentially means that a Geo technical Representative has to be present whenever fill is being placed. Before they can conduct any work, they must provide a Safety pack which includes a Safety Policy, Signed SWMS, VOC, and Insurance which can be found on-site. Other company policies such as COC's, and Credit Applications can be found on the company data drive.

1300 Locate – 1300 locate is used for service location and identifications. They are used for QA supporting documentation such as CCTV, they are also used for vacuum excavation around and near High risk services (as per regulations) – Before they start any work onsite they submit a plant, and safety pack which includes signed SWMS, VOC, and Insurance, plant service history , Risk assessments which can be found on-site. Other company policies such as COC's, and Credit Applications can be found on the company data drive.

• LEGISLATIVE REQUIREMENTS

- Provision and maintenance of a work environment without risks to health and safety
- provision and maintenance of safe plant and structures used to complete works the safe use, handling, storage and transport, structures and substances, and equipment used for the testing and service location.
- 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
- 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.
- take reasonable care for their own health and safety and electrical safety take reasonable care that their conduct, acts or omissions does not adversely affect the health and safety of others or adversely affect the electrical safety of other persons or property
- comply, so far as they are reasonably able with instructions.
- cooperate with reasonable health or procedures that have been notified to workers.

All Geo Technical testing works is to be done in accordance with the following;

Qld. Workplace Health and Safety Act 2011	Environment Protection Act 1994
Qld Workplace Health and Safety Regulations 2011	Environmental Protection Regulations 1997
Radiation Safety Act 1999	Hazardous Manual Tasks COP 2011

• REFLECTION ON BEST PRACTICE

Engage Workers – Ensure operators and Geo technicians are enthusiastic about the work that they are completing. Usually workers care about is getting a pay check and advancing their own interests. To ensure workers are engaged each job is designated to each person to ensure that they are taking responsibility for their performance and attracting fresh talent to the company.

Reward Effort - As operators and geo technicians are allocated for the job they are given Recognition for their efforts and achievements; making employees feel valued, this also rewards the operators and technicians with first pick for jobs, subsequently, motivating people to achieve more and helps to build company loyalty.

Hold Regular Meetings – these are held with management personnel for the contractor and management of the contractor. More evident for the geotechnical person to ensure they are carrying out works as per their policies and SWMS, as well as, ensuring that QA requirements are being met.

• RECOMMENDATIONS

Monitoring equipment plant: Better co-ordination for the consultation of specification, design, purchasing and commissioning of new, plant, equipment, and work processes within a safe design framework to ensure that WHS issues are addressed. This should be monitored on daily basis or as per each site to ensure conformance from; HLTWHS601A Improve workplace WHS processes

Determine priorities in consultation with appropriate managers and according to consultative procedures ensuring the management personnel have a sound understanding of upcoming and current work from; NATIONAL WHS CAPABILITIES ACTIVITY PLAN 2014-2019.

• CONCLUSION

Promoting good WHS Practices have several significant benefits to safety and subsequently, profitability. Good Practices decrease disruptions and promotes corporate social responsibility, which in turn increases company loyalty. Furthermore, having a good safety record are able to attract high quality job applicants, as well as demonstrate their commitment to corporate social responsibility.

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
1. Access contracts (and other relevant contract documentation, information and data) to: u) Identify the services supplied by contractors v) WHS arrangements relevant to contractors w) Identify contractor WHS workplace policies, procedures, processes, systems, practices and activities	☐
2. Compare contractor WHS policies, procedures, processes, systems, practices and activities with requirements under WHS legislation.	☐
3. Consider best practice/legislative requirements and identify any areas of improvement for contractor WHS policies, procedures, processes, systems, practices and activities.	☐
4. Develop potential improvements to contractor WHS policies, procedures, processes, systems, practices and activities – outlining requirements for implementation and evaluation of these improvements.	☐
5. 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	