

BSBWHS418

ASSIST WITH MANAGING WHS COMPLIANCE OF CONTRACTORS

ASSESSMENT SUMMARY

The assessment activities for BSBWHS418 Assist with managing WHS compliance of contractors cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name

Task	Assessment Results	
Workbook	☐ Satisfactory	☐ Not Yet Satisfactory
Quiz	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name

Assessor Signature

Unit Competence Determination Date

[Click here to enter a date.](#)

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WORKBOOK INSTRUCTIONS

- This workbook will occur under standard assessment conditions.
 - An oral assessment may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the document by the assessor.

Participant name

Kerry Hope

Participant signature

KH

Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.

Number of activities	Number of activities answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
4		☐	☐

ASSESSOR COMMENTS

NOTE

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.

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

Name of workplace

Milton Centre

- a) Identify two (2) on-site services that may be supplied by contractors to your workplace.
For example:
- Labour hire and temporary workers
 - Cleaning
 - Catering
 - Security
 - Maintenance
 - Repairs
 - Installations and alterations
- b) Explain the context, situation, location and arrangement of how these services are provided.
- c) Identify one (1) document that would support the contractor's contract
- Explain where contracts and other relevant contract documentation would be found.

Name of Service 1

LABOUR Hire

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

Site clean ups, general labouring duties

Supporting document and location

Sub 2 (1) D Site Induction form &
and training record completed by work

Name of Service 2

Cleaning
Context, situation, location and arrangement of how service is provided
Site cleaning cleaning duties involving lunch rooms, toilets and other surfaces
Supporting document and location
Site Induction Signing of SVMS

Satisfactory
Outcome



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

- 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

Site Induction

Requirements

Contractors are required a full site induction prior to commencing work at a specific site where they are required to sign SWMS. Understanding of site requirements.

Name of WHS procedure

Site clearance

Requirements

Detailed steps of the actions needed to complete process

Name of WHS process

Setting up exclusion zones

Requirements

- Specific zone & type of exclusion
- Barrier needed for it's functional purpose as per method Statement or SWMS

Name of WHS system

Safety Management System ch 3 Part 3.1

Requirements

Policies, Procedures & Plans that manages health and safety on site

Name of WHS practice and activity

PPE Chapter 3 Division 5

Requirements

Always use the correct PPE required to perform a specific task as per Code of Practice.

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) 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)

Div 4 Sec 28

Relevant excerpt/requirement for determining compliance

Sec 28 A, B, C, D

Name and location of Legislation (Commonwealth or State)

Relevant excerpt/requirement for determining compliance

Name and location of Regulation

Div 5 s 46 (2)

Relevant excerpt/requirement for determining compliance

(2) Worker must, so far as reasonable able use or wear equipment in accordance with any information by the PCBW.

Name and location of Code of Practice

Scaffolding Code of Practice 2009

Relevant excerpt/requirement for determining compliance

COP 274 of WHS act 2011.
 approved code of Practice Industry standard
 that achieves compliance with health & Safety duties.

Name and requirement of Guidance Publication

Workplace Hazardous chemicals Div 9.53

Relevant excerpt/requirement for determining compliance

Labelling of workplace hazardous chemicals,
 communicating through their SDS

Satisfactory
 Outcome



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

1. 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. 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. LEGISLATIVE REQUIREMENTS

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

4. REFLECTION ON BEST PRACTICE

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

5. 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. 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. INTRODUCTION

Hofoform - We handle Sufficient staff and material to deal with large Commercial Projects and small Civil Contracts principally using a number of formwork Systems. our aim is to provide quality formwork whilst meeting tight construction schedules to a safe manner.

2. CURRENT PRACTICES FOR CONTRACTORS

it is our Company policy to provide the best work force possible, all our staff are ~~industry~~ trained to Industry standard specific to their roles and we ensure our expectations are reached.

We have a strong anti discrimination Policy amongst our Senior staff and offer ~~fair~~ fair employment Practices.

We follow specific Procedures aimed to reaching our target as well as the physical processes detailed to a Professional standard on a timely schedule.

All risks are assessed before, during and after our Projects to ensure a system is in place for a safe workplace.

3. LEGISLATIVE REQUIREMENTS

All of our workers are required to take reasonable care of their own safety and provided with the relevant training they need to ensure they comply with Workplace Health and Safety (WHS 2011 s28)

Our workers have the right to cease work if they become or feel unsafe (Div 584) and it is company obligation to provide all PPE necessary to ensure safe practices.

4. REFLECTION ON BEST PRACTICE

Our Company strives for Perfection and with over 20 years of operating our schedules are timely met due to the staff we have at Hope Form. Reviews are Conducted Post Project to look for Improvements in our equipment, training needs to which is always met. We believe our ~~best~~ best Practice is to ~~work~~ manage and work on a clean worksite.

5. RECOMMENDATIONS

We always maintain our PPE to the highest ~~standard~~ and provide our workers with quality workwear, industry standard to their specific role which ensures their safety whilst at work.

6. CONCLUSION

Hope Form are committed to the importance of WHS and always look to comply with any current or updated legislation to minimise the risk of injury or illness at our workplace(s).

Satisfactory
Outcome



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QUIZ INSTRUCTIONS

- This quiz will occur under standard assessment conditions.
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Participant name

Kerry Hoff

Participant signature

KH

Date

[Click here to enter a date.](#)

Assessor name

Assessor signature

Date

[Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
6		☐	☐

ASSESSOR COMMENTS

☒	Safe work method statement
☒	Safe work method statement
☒	Safe work method statement
☒	Safe work method statement

Which of the following services are more likely to be supplied by contractors? Tick all that apply.

☒	Safe work method statement
☒	Safe work method statement

Which of the following services are more likely to be supplied by contractors? Tick all that apply.

☒	Safe work method statement
☒	Safe work method statement

Which of the following services are more likely to be supplied by contractors? Tick all that apply.

☒	Safe work method statement
☒	Safe work method statement

- Which of the following services are more likely to be supplied by contractors? Tick all that apply.

Answer

Choice	Possible Answers
☒	Repair work
☒	Installation of equipment
☒	Fire wardens
☒	Management

☐

2. True or False (Tick your response): The definition for 'worker' under the *Work Health and Safety Act 2011 (Qld)* includes contractors.

Answer

☒	True
☐	False

☐

3. True or False (Tick your response): As contractors are not employees, they are not required to be consulted with regards to WHS matters.

Answer

☐	True
☒	False

☐

4. True or False (Tick your response): Due to the different nature of contractor arrangements, contractors may be required to have a separate workplace induction.

Answer

☒	True
☐	False

☐

5. Which of the following documentation may be referred when investigating contractor WHS non-compliance? Tick all that apply.

Answer

Choice	Possible Answers
☒	Checklist at completion of induction
☒	Incident report form
☒	Inspection report

☐

6. Which actions may take place when addressing contractor WHS nc compliance? Tick all that apply.

Answer

Choice	Possible Answers
☒	Consult with contractor and required personnel
☒	Escalate contractor WHS non-compliance with a higher authority (e.g. PCBU)
☒	Make adjustments to WHS contractor compliance requirements

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