

BSBWHS408

Assist with effective WHS management of contractors



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ASSESSMENT FOR BSBWHS408

Student name	NGUYEN PhanDinh
Date of assessment submission	2/06/2016

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	Construction of Dzung Quat Grassroots Refinery Project
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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. |
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Name of Service 1

Install common working platform on piperack using tubular and clamps
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Context, situation and arrangement of how service is provided
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The subcontractor is handling all scaffolding works on pipe rack. In particular, all scaffolding works related to common working platform, access staircase, supports, modification as per the actual condition of piping work on piperacks. The subcontractor is responsible to provide all scaffolding materials comply with BS standard 1139, competent scaffolders, helper and scaffolding supervisors. Meanwhile, Technip, as the main contractor, provide scaffolding supervisor and being assigned into the area to supervise all scaffolding activities of the sub-contractor, ensure the project scaffolding procedure is adhered to by the subcontractor.
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Supporting document and location

+ HSE Instruction to sub contractors procedure will be an integral part with the contract issued to subcontractor by Sub-contractor department. + Project scaffolding procedure and project working-at-height procedure will be sent to Sub-contractor for reference prior to their mobilisation to site. All the above documentation can be found in project database, HSE department and Document Control Department

Name of Service 2
Chemical cleaning service to the steam pipe at boiler & generator area.
Context, situation and arrangement of how service is provided
The 450mm diameter hot steam pipe in boiler area need to be cleaned by chemical flow. Hence, a subcontractor specialist with these service in previous project of Technip is being mobilised on the site. The subcontractor will bring to site the equipment and chemical using for cleaning activities, specialist and helper. The main contractor is responsible to test the equipment ensure all meet the site HSE regulation. Tagging sticker to safe equipment prior to allow bring those equipment to the site, ensure all the relevant parties undergo MSDS trainings.
Supporting document and location
+ Pre-commissioning and commissioning activities procedure + Project Permit-To-Work procedure.

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:

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

Name of WHS policy

Health, Safety and Environment Policy

Requirements

Technip will ensure that appropriate arrangements are in place to protect the health of its employees and all those that are affected by its activities. Technip will continue to work with its clients, contractors and suppliers. Consideration for the health and safety of its employees and those who may be affected by its business and the protection of the environment, will remain an integral part of its business planning and decision making process.

Name of WHS procedure

HSE Instruction to subcontractors Procedure

Requirements

These field instructions are issued to subcontractors carrying out the work on the Project, it outlines the Health, Safety, Environmental rules and procedures, which subcontractors are required to follow when undertaking work for Technip

Name of WHS process

HSE objectives, targets and programme(s).

Requirements

To ensure that subcontractors work for Technip establishes and maintain a documented HSE objectives, targets and programme(s).

Name of WHS system

Permit-To-Work system

Requirements

The permit-to-work system is to provide general guidelines/ monitoring tools in place prior to implement any activities related to hazardous during construction, pre-commissioning and commissioning period

Name of WHS practice and activity
On-Job-Training
Requirements
Base on the actual working condition on site, main contractor will hold an on-job-training with a particular topics and involved all sub-contractors which their scope of work will be relevant. For example: requirement for safe welding and cutting. The on-job-training will be a practical session to transfer the safe practice and expectation in term of HSE.

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 found at: https://www.comlaw.gov.au/Details/C2015C00472
Relevant excerpt/requirement for determining compliance
Part 2 Division 2—Primary duty of care Section 19: 19 Primary duty of care (1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of: (a) workers engaged, or caused to be engaged by the person; and (b) workers whose activities in carrying out work are influenced or directed by the person; while the workers are at work in the business or undertaking. (2) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking. (3) Without limiting subsections (1) and (2), a person conducting a business or undertaking must ensure, so far as is 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. (4) If: (a) a worker occupies accommodation that is owned by or under the management or control of the person conducting the business or undertaking; and (b) the occupancy is necessary for the purposes of the worker's engagement because other

accommodation is not reasonably available;
the person conducting the business or undertaking must, so far as is reasonably practicable, maintain the premises so that the worker occupying the premises is not exposed to risks to health and safety.

(5) A self employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

Section 20: Duty of persons conducting businesses or undertakings involving management or control of workplaces person with management or control of a workplace means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace.

The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person

Name and location of Regulation

Work Health And Safety Regulations 2011 found at: https://www.comlaw.gov.au/Details/F2011L02664
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Relevant excerpt/requirement for determining compliance

Chapter 1/ Preliminary: Section 11: Application of these Regulations Chapter 3/ General risk and workplace management Part 3.1 Managing risks to health and safety Part 3.2 General Workplace Management Division 1 Information, training and instruction Division 2 General working environment 40 Duty in relation to general workplace facilities Division 4 Emergency plans 43 Duty to prepare, maintain and implement emergency plan Division 5 Personal protective equipment 44 Provision to workers and use of personal protective equipment Division 8 Hazardous atmospheres 51 Managing risks to health and safety 52 Ignition sources Division 10 Falling objects 54 Management of risk of falling objects Chapter 4 Hazardous work Part 4.3 Confined Spaces Section 62 Confined spaces to which this Part applies Section 63 Application to emergency service workers. Division 2: Duties of designer, manufacturer, importer, supplier, installer and constructor of plant or structure. Section 64: Duty to eliminate or minimise risk. Division 3: Duties of person conducting business or undertaking. Section 65: Entry into confined space must comply with this Division Section 66: Managing risks to health and safety 67 Confined space entry permit Section 68 Signage Section 69 Communication and safety monitoring 70 Specific control — connected plant and services. 71 Specific control — atmosphere 72 Specific control — flammable gases and vapours 73 Specific control — fire and explosion 74 Emergency procedures 75 Personal protective equipment in emergencies 76 Information, training and instruction for workers
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77 Confined space entry permit and risk assessment must be kept (whole content of this part)
 Chapter 6 Construction work
 Part 6.1 Preliminary
 289 Meaning of construction work
 291 Meaning of high risk construction work
 Division 2 High risk construction work—safe work method statements
 299 Safe work method statement required for high risk construction work.
 300 Compliance with safe work method statement
 301 Safe work method statement — copy to be given to principal contractor
 302 Review of safe work method statement
 303 Safe work method statement must be kept.
 Division 3 Excavation work
 304 Excavation work — underground essential services information.
 305 Management of risks to health and safety associated with excavation work
 306 Additional controls — trenches.
 Part 6.5 General construction induction training
 Division 1 General construction induction training requirements
 316 Duty to provide general construction induction training.
 317 Duty to ensure worker has been trained
 318 Recognition of general construction induction training cards issued in other jurisdictions
 Division 2 General construction induction training cards
 Chapter 7 Hazardous chemicals
 Part 7.1 Hazardous chemicals
 Division 1 Application of Part 7.1
 Division 2 Obligations relating to safety data sheets and other matters
 Subdivision 1 Obligations of manufacturers and importers.
 Division 3 Register and manifest of hazardous chemicals.

Name and location of Code of Practice

Code of Practice: Volume 1
 How to manage work Health And Safety Risks
 Code of Practice found at:
https://www.comlaw.gov.au/Details/F2011L02804/Html/Volume_1
www.comcare.gov.au
www.comlaw.gov.au

Relevant excerpt/requirement for determining compliance

1. INTRODUCTION
 1.1 Who has responsibility for managing work health and safety risks.
 1.2 The meaning of key terms
 1.3 What is involved in managing risks.
 1.4 When should a risk management approach be used?
 2. STEP 1 – HOW TO IDENTIFY HAZARDS
 2.1 How to find hazards
 3. STEP 2 – HOW TO ASSESS RISKS
 3.1 When should a risk assessment be carried out?
 3.2 How to do a risk assessment
 4. STEP 3 – HOW TO CONTROL RISKS
 4.1 The hierarchy of risk control
 4.2 How to develop and implement control options
 4.3 How to ensure that controls remain effective
 5. STEP 4 – HOW TO REVIEW CONTROLS
 6. KEEPING RECORDS
 APPENDIX A – ASSESSING HOW THINGS GO WRONG
 APPENDIX B – RISK REGISTER
 APPENDIX C – CASE STUDIES

Name and location of Standard
Labelling of Hazardous Material is found at: http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/labellinghazardous-chemicals-cop
Relevant excerpt/requirement for determining compliance
2. Labelling hazardous chemicals-General Information 2.1 What information must be included on a label? 2.2 Product identifier, including details of ingredients 2.3 Manufacturer/importer information 2.4 Label elements 2.5 Expiry Date 2.6 Pipe work 3. Special Labelling Situations 3.1 Small containers 3.2 Research chemicals or samples for analysis 3.3 Decanted or transferred hazardous chemicals 3.4 Hazardous chemicals with known hazards that are not supplied to another workplace 3.5 Hazardous waste products 3.6 Hazardous chemicals classified in the explosives hazard class 3.7 Hazardous chemicals that are dangerous goods packaged for transport 3.8 Consumer products 3.9 Agricultural or veterinary chemical products 3.10 Products containing nanomaterials 4. Labelling Design and Layout 4.1 Grouping information 4.2 Orientation and size of label elements 5. Other duties in relation to labelling. 5.1 Containers found without correct labelling 5.2 Reviewing and updating information on labels

Name and requirement of Guidance Publication
Guidance on the how to determine what is practicable to meet a health and safety duty Can be found at http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/774/Guide-Reasonably-Practicable.pdf
Relevant excerpt/requirement for determining compliance
Step One: Identifying the circumstances, hazards and risks. 3.1 What are the circumstances? 3.2 What are the hazards arising from the work or the environment? 3.3 What are the risks associated with those hazards and how serious are they? 3.4 The importance of consultation 4 Step Two – Determine What you can do 4.1 Deciding how risks can be eliminated or minimised (risk controls) 4.2 Is the control measure available and suitable? 5 Step Three– Determine what you are reasonable able to do 5.1 Start by considering the highest level of protection 5.2 How to determine what is reasonable 5.3 Cost 5.4 Can you rely on someone else to take the necessary action? 6 Step Four- Reviewing Risk Controls 6.1 When should risk controls be reviewed?

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

Technip Asia Pacific (APAC) is the leading engineering technology solutions and turnkey contract provider in Asia Pacific for the design and construction of hydrocarbon field development, oil refining, gas processing, petrochemicals and selected non-hydrocarbon projects. Technip APAC consists of entities from Malaysia, Brunei, Indonesia, Thailand, China and Vietnam.

The company participates in business activities internationally with Kuala Lumpur in Malaysia as the main operating centre.

Established in Vietnam since 2010, Technip Vietnam activities cover segment ie: Onshore, Offshore and Consultance to particularly fertilizer plant.

Each entity within Technip Asia Pacific is accountable to identify, review, monitor, maintain and report HSE Legal and other requirements accordingly to the country WHS act and regulations to ensure the applicable legal and other requirements to which the operating center in Asia Pacific region are taken into account in establishing, implementing and maintaining its HSE management system. The basic principle under-pining of WHS legislation are:

- Identify the applicable legal and other requirements for Technip's businesses and projects
- Record and report of applicable legal and other requirements.
- Communicate of applicable legal and other legislation requirements

2.0 CURRENT PRACTICES FOR CONTRACTORS

The sub-contractors described in activity 1 and activity 2 complied with current WHS management system such as OHSAS 18001-2008 and ISO 14001.

For scaffolding subcontractor: they are fully compliance to relevant standard applicable in their duties: British Standard BS 1139.

For the subcontractor in-charge of chemical cleaning, prior to mobilisation to site, they carried out inspection the unit commencing chemical cleaning to ensure:

- + area is being barricaded with visible signage.
- + MSDS with current chemicals using is post in the notice board.
- + Drip trays to be prepared.
- + Emergency response team is briefed with the MSDS.
- + Drainage system is working properly.

3.0 LEGISLATIVE REQUIREMENTS

Legislative Requirement for a PCBU or their officers

As per Part 2 Division 2& Division 3 of Workplace health and safety regulation 2011, PCBU is accountable the duty as basically below: .

Per Part 2 Health and safety duties; 16 More than 1 person can have a duty;

In particularly, a PCBU will have the following rights and responsibilities and will not limited to:

- providing and maintaining safe plant (such as machinery and equipment) and safe systems of work (such as controlling entry to high risk areas, controlling work pace and frequency and providing systems to prevent falls from heights)
- implementing arrangements for the safe use, handling, storage and transport of chemicals (such as dangerous goods and other harmful materials)
- maintaining the workplace in a safe condition (such as ensuring fire exits are not blocked, emergency equipment is serviceable, and the worksite is generally tidy)
- providing workers and contractors with adequate facilities (such as clean drinking water, and hygienic canteen areas)
- making sure workers have adequate information, instruction, training and supervision to work in a safe and healthy manner
- adequately monitor workers' health (providing hearing tests for workers exposed to exceed noise levels, providing relevant tests for workers exposed to lead resource and monitoring fatigue levels to those involved with transport, etc...)
- keep information and records relevant to workers' health and safety (For example: first aid records and relevant medical information)

- employ or engage people with the necessary qualifications or expertise to advise the PCBU on health and safety issues affecting your workers
- consult with employees on matters that may directly affect their health, safety or welfare. Where the employees are represented by a health and safety representative (HSR), the HSR must also be involved in the consultation
- nominate a senior management representative (or yourself) to deal with workers and their health and safety representatives in resolving health and safety issues at the workplace
- provide your workers with information in the appropriate languages about your workplace health and safety arrangements, including the names of those to whom the workers can make an inquiry or complaint.
 - A PCBU also shall ensure that other people (such as visitors, partnerships, other sub-contractors) are not endangered by the conduct of its business (for example, by providing protection from falling objects that might cause by construction activities in the area, controlling access to a particular workplace and limiting access only to authorised parties within the workplace).

4.0 REFLECTION ON BEST PRACTICE

- The scaffolding sub-contractor have good performance in the following:
 - + Apply an effectively scaf-tag system.
 - + Apply requirement outlined in working-at-height procedure is being adhered to: inspection of safety land yard, anchorage point, retrieval plan.
 - + Properly implement storage scaffolding material at height by estimate/ calculate the weight of scaffold material.
 - + Effectively commence inventory system to find out defective scaffold materials for servicing.
 - + Equipment involved in the works like crane, basket, etc using for loading/ unloading scaffold materials to height is being inspected accordingly.
- Apart from above, the scaffold sub-contractor demonstrated good HSE following up actions upon comment for HSE walk-thru which is related to scaffolding work. The fixing work is commenced straight and feedback to the scaffolding supervisor of main contractor with actual condition, photo taking before and after issue is being fixed.
- Area for improvement is interface of scaffolding work with other activities in the area. For example: scaffolding work commencing at height while on the lower elevation other tasks carrying out need to be taken into account and assess in the daily tool box talk prior to commencing work. In additional, testing the availability and readiness of retrieval plan by commencing drill periodically as instruction by main contractor scaffolding supervisor responsible for the area.
- The subcontractor in charge of chemical cleaning implement necessary requirement for the task by:
 - + arrange the chemical cleaning equipment as per approved plot plan.
 - + barricade the area properly with visible signage and precaution.
 - + apply permit to work with log out/ tag out by means like: tagging, chain and padlock, blind flange, etc...
 - + MSDS for the chemicals used is visible displayed on the notice board at the jobsite.
 - + arrange MSDS awareness training to the task force as well as safety briefing to the others subcontractor's personnel interfaced with the chemical cleaning in the area.
 - + Readiness of emergency response team and emergency equipment like eye-wash basin, shower station, chemical resistance overall.
- Area for improvement is: installed cross piping on the ground of piperacks which obstacle the access. Hence, the elevated platform in order to gain access above these area is required. On the other hands, piping connection at interchange sections need to prepare drip tray underneath to ensure all the possibly leaked is collected. Periodically drills to enhance the readiness & confidence of Emergency Respond Team is strongly requested by the main contractor.

5.0 RECOMMENDATIONS

Refer to Work Health and Safety Regulation Queensland 2011; Chapter 3 General risk and workplace management; Part 3.2 General workplace management; Division 4 Emergency plans; 43 Duty to prepare, maintain and implement emergency plan; Part 2 Health and safety duties; 16 More than 1 person can have a duty; as well as in refer to Technip 12 Safety Actions. The following recommendation is made to:

- The Scaffolding sub-contractor: In relation with interface activities in the area, the scaffolding subcontractor will take part in the PTW coordination meeting to identify other interface activities in the area. And those activities related with planning, actual progress of others, nature of the works need to be assessed by the scaffolding contractor when planning and implementing the scaffolding work in the area. The scaffolding subcontractor will need to hold emergency drills which related to their scope of work. In particular: the drill rescue-at-height and retrieval plan to be organised and post drill report, recommendations after the drills will be followed up and recorded.
- The chemical cleaning subcontractor for best practice: to periodically countercheck the fitting of pipe connection at interchange section, where the cross piping for chemical running under the piperack, to make sure access build over these location is built properly, use drip-tray if practical. For emergency response drill, it need to be organised periodically and all recommendations need to be adhered to

6.0 CONCLUSION

Technip HSE Management system is developed to satisfy the requirements of the international standards OHSAS 18001 and ISO 14001. These current standards applies to all operations and supporting service functions of the Technip in Asia PAC including remote offices, projects and project sites. The same performance is expected by Technip to its subcontractors, vendors and supplier. The two subcontractors mentioning above both certified to OHSAS 18001 and ISO 1400 as well as fully compliance with HSE requirement to Technip. This is proofed through pre-qualification process conducted by Technip prior to contracts awarded to those contractor and per audit records conducted by Technip to the respective sub-contractors. In additional, challenges is set improving safe practices will help to maintain safe working environment through continuous improvement and where best practices is implemented at Technip worksite.

Fully compliance in WHS management system of contractors in alignment with requirement of Technip is not only the legislation command, it also the commitment of Technip to consider the health and safety of its employees and those who may be affected by its business and the protection of the environment, will remain an integral part of its business planning and decision making process. (extracted from Technip's HSE Policy 2011)

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		+ 84 918 118 786
Email address of observer		dqvinh@technip.com
Signature of observer		
Date		7/06/2016
Comments		

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