

Trainer Activity Workbook
Cluster 1 – Lead and manage teams
BSB41415 Certificate IV in Work Health and Safety

This Workbook incorporates the following unit:

BSBWHS408 Assist with effective WHS management of contractors

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Contents

Unit of competency	5
Overview/Competency demonstration	5
BSBWHS408 Assist with effective WHS management of contractors.....	5
Assist with identifying existing contractor WHS arrangements.....	5
Assist with evaluating contractor WHS arrangements and making improvements as required ...	5
Trainer Activity Workbook Overview.....	6
Trainer Instructions	7
Learning Activities.....	7
Simulated Learning Activities	7
Self-Assessment Questionnaire	7
Section 1 – Assist with identifying existing contractor WHS arrangements	8
1.1 Apply knowledge of workplace to identify services supplied by contractors, and 1.2 Access contracts and other relevant contract documentation, information and data	8
Meet the Contractor	8
Consultation and representation: contractor management	8
1.3 Identify content relevant to contractor WHS arrangements.....	11
Manage your contractor on arrival to site	11
Monitor your contractors with on the job key performance indicators (KPI's).....	12
Ongoing Monitoring of Performance	12
Site Supervision	13
General Health and Safety Site Checklist	14
1.4 Assist with identifying workplace policies, procedures, processes, systems, practices and activities relevant to contractor WHS arrangements.....	20
Risk and Control	20
Contractor Management System.....	20
Learning Activities Section 1	22
Section 2 – Assist with evaluating contractor WHS arrangements and making improvements as required	24
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	24
What the law says	24
New Definition of Worker under harmonisation.....	24
Duty of Care.....	24
Contractual control.....	25
Practical control	25
2.2 Apply knowledge of best practice and workplace WHS information and data to assist with evaluating effectiveness of contractor WHS arrangements	26
The Stepped Model.....	26
1 Get your own house in order.....	26
Documents and Record Management.....	26
3 Have a contractor prequalification process	27
Pre-Qualification	27
Contractor WHS Management System Questionnaire	27
2.3 Assist with identifying areas of contractor WHS arrangements needing improvement, and 2.4 Assist with developing, implementing and evaluating improvements to contractor WHS arrangements	31
Review: evaluate the outcomes.....	31
Post-project contractor review meeting agenda.....	31
• Present a summary of the contractors compliance to the KPI's and requirements, using the Post Project Safety Review Form.....	31
Post Project Safety Review Form	32

Learning Activities Section 2	33
Contractual control.....	33
Practical control	33
2.8 Explain Pre-Qualification, and what it provides the contractor with.	34
Further reading.....	35
Learning Activities Record	36
Unit of competency	36
Instructions for the Learner	36
Instructions for the Trainer	36
Simulated Learning Activities	37
Simulated Learning Activities Record	40
Unit of competency	40
Instructions for the Learner	40
Instructions for the Trainer	40
Self-Assessment Questionnaire – Assist with effective WHS management of contractors.....	41
Self-Assessment Record	43
Unit of competency	43
Instructions for the Learner	43
Instructions for the Trainer	43
Final Learning Participation Outcome Record	44
Unit of competency	44

Unit of competency

BSBWHS408

Assist with effective WHS management of contractors

Overview/Competency demonstration

This Workbook covers the following unit of competency:

BSBWHS408 Assist with effective WHS management of contractors

This unit describes the 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.

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 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.

To demonstrate your competency in this unit you will need to provide evidence of your ability to:

Assist with identifying existing contractor WHS arrangements

- ✓ Apply knowledge of workplace to identify services supplied by contractors
- ✓ Access contracts and other relevant contract documentation, information and data
- ✓ Identify content relevant to contractor WHS arrangements
- ✓ Assist with identifying workplace policies, procedures, processes, systems, practices and activities relevant to contractor WHS arrangements

Assist with evaluating contractor WHS arrangements and making improvements as required

- ✓ 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
- ✓ Apply knowledge of best practice and workplace WHS information and data to assist with evaluating effectiveness of contractor WHS arrangements
- ✓ Assist with identifying areas of contractor WHS arrangements needing improvement
- ✓ Assist with developing, implementing and evaluating improvements to contractor WHS arrangements

Prerequisite units: Nil

<https://training.gov.au/Training/Details/BSBWHS408>

Trainer Activity Workbook Overview

The content of this Trainer Activity Workbook is designed to monitor learning to provide ongoing feedback that can be used by both Trainer and Learner to minimise gaps in learning, and to improve your teaching.

The Trainer Activity Workbook incorporates the following tasks, to help the Learner identify their areas of strength, and target areas of work:

- Learning Activities
- Simulated Learning Activities
- Self-Assessment Questionnaire

This Learner Activity Workbook does not need to be submitted to your Trainer, however the 'Final Learning Participation Outcome Record' sheets for this unit of competency are required to be submitted as evidence of participation and readiness for assessment.

Trainer Instructions

Learning Activities

- After each section within this Learner Activity Workbook, there is a series of Learning Activities. These activities are useful to consolidate learning, and to identify any areas in which the Learner may require further learning.
- The Learner must answer all questions in the Learning Activities.
- The Learner's answers to these questions will form part of their participation of learning evidence gathered to determine their readiness for assessment.
- The Learner must sign, date and submit the 'Learning Activities Record', once they complete the Learning Activities.

Simulated Learning Activities

- The Simulated Learning Activities are to be completed under your specific instruction where applicable
- Simulated Learning Activities incorporate case studies, scenarios and lifelike examples, to support positive learning for the Learner to replicate real experiences that occur in a workplace setting. Where applicable scenarios have forms and templates that are provided.
- Where Simulated Activities require specific resources, these will be listed in the Simulated Activity task instructions.
- The Learner must sign, date, and submit the 'Simulated Learning Activities Record', once they complete the Simulated Learning.

Self-Assessment Questionnaire

- At the end of this Workbook there is a Self-Assessment Questionnaire that the Learner must complete to show that they are ready to be assessed in this unit of competency.
- The Learner must answer all questions in the Self-Assessment Questionnaire.
- The Learner's answers to these questions will form part of their participation of learning evidence gathered to determine their readiness for assessment.
- The Learner must sign, date and submit the 'Self-Assessment Record', once they complete the Self-Assessment Questionnaire.

Note: The Learner must submit the 'Final Learning Participation Outcome Record', to be completed and signed by yourself, before they can commence assessment.

Section 1 – Assist with identifying existing contractor WHS arrangements

1.1 Apply knowledge of workplace to identify services supplied by contractors, and 1.2 Access contracts and other relevant contract documentation, information and data

Meet the Contractor

When you issue the contract and engage the contractor, organise a meeting with the contractor's management and the contractor's site supervisor.

Provide an agenda for the meeting which should include:

- Your expectations regarding the contract including supply of licenses, Statements of competency, reporting requirements
- Induction processes and procedures – many WHS advisors complain that they are expected to conduct contractor inductions at the drop of a hat through poor planning by the contractor. If it is a large contract suggest that Contractor conducts your inductions.
- Any changes to the work environment, systems and procedures from the time the tender was issued
- How they will check on license and permit validity and currency and advise if different employees than those on the original list come one site
- Key Performance Indicators including how often you want toolbox talks, what incident and injury reporting processes they will use
- How hazards and risks are to be dealt with e.g. reporting processes
- Who is responsible for PPEs and who will pay if contractors employee do not turn up to site with them
- Who is responsible for tagging and testing, e.g. permits lock boxes etc.
- Contact points (such as supervisors, first aid officers etc.)
- Is there an HSR representing the contractor's employees or will the Principal's HSR represent them?
- Do they have qualified first aiders on site or will they use yours?

You need to be convinced that the contractor is aware of all WHS legal requirements, codes of practice and standards. If they are bringing equipment on site, does it meet Australian Standards, are dangerous goods and hazardous substances signed, stored and separated correctly, with current (less than 5 years old) current licenses and statements of competency for operators, completed pre starts on machinery etc.

Consultation and representation: contractor management

Contractors or sub-contractors can be represented by your Health and Safety Representatives (HSRs), in respect to health and safety issues. These HSRs represent a designated work group (DWG).

Whilst not all Acts consider such representation acceptable for the purposes of the Act, local arrangement between the employer, contractor and employees must be set up .

Clear guidelines under the new WHS Model Act by Safe Work Australia in an article titled, Worker Representation and Participation Guide www.safeworkaustralia.gov.au. explain how contract, and/or labour hire labour working alongside a Company's workforce doing the same task, working in the same conditions and facing similar hazards and risks can negotiate and agree on single representation even if they are members of more than one designated work group. The following worked example from the SafeWork Publication explains the process.

Negotiating work groups involving on-hire workers

A labour hire business is contracted by a logistics company to provide 10 labourers to hand pack shipping containers. Container packing is associated with significant risks such as manual handling injuries, forklift/pedestrian incidents and slips, trips and falls. The logistics company employs 80 workers, who are currently divided into a number of work groups with each group represented by one HSR. The receiving warehouse workers work on the early shift, the order picking warehouse workers work the day shift, the dispatch warehouse workers are afternoon workers and fork lift drivers have been introduced for the night shift.

The logistics company and labour hire business both have duties under the WHS Act to provide a safe working environment for the 10 labourers. The logistics company also has duties to provide a safe workplace for existing workers. A meeting is arranged between the labour hire business, the logistics company and its workers to review existing work group arrangements. The workers of the logistics company authorise their union to represent them at these negotiations. The on-hire workers authorise the leading hand as their representative in the negotiations.

The negotiations involve the union delegate, the on-hire workers' representative, and a management representative of the logistics company and the labour hire business. All relevant matters are taken into account during negotiations including the nature of the risks, the area where the work is carried out and the work shifts. It is agreed that the container packing area requires specialised workers, whereas the workers in the other areas are multi-skilled and carry out varied tasks across the workplace. An agreement is reached to establish a separate work group for the container packing area in addition to the existing work groups. The 10 on-hire workers form part of the new work group, as do 10 employees of the logistics company. It is agreed to vary the existing work groups to change the composition of the workers in these work groups.

It is determined that one HSR and a deputy HSR would be required for the container packing work group and these HSRs are authorised to represent on-hire workers when on site.

http://www.safeworkaustralia.gov.au/sites/SWA/about/Publications/Documents/645/Worker_Representation_and_Participation_Guide.pdf

For jurisdictions still in transition check with your legislation whether an HSR representing the contractors or sub-contractors on health and safety is an HSR under your Act, it is good practice to establish mechanisms for co-operation and communication on health and safety matters. These mechanisms need to be clearly defined and should be communicated to contractors. We must always remember the definition of consultation which requires input rather than just one way telling them.

Set up a meeting schedule, and ensure all conversations are supported by written correspondence, supporting clear understanding WHS issues so that they can be addressed. Do not rely on verbal communication.

Arrange regular consultation and communication with:

- Written communication (for example, by email)—to assist in maintaining records
- Regular meetings—at nominated points during the contract, or as required
- Reporting processes—both formal and informal against contract deliverables
- Conversations—file noted if records are required, but are especially good for establishing positive working relationships
- Regular visits and inspections on-site with the contractors that allows you to
- monitor progress and compliance with contract requirements.

1.3 Identify content relevant to contractor WHS arrangements

Manage your contractor on arrival to site

When arriving and working on site, contractors must be aware of your specific WHS requirements. This starts with an appropriate site induction. Even if a contractor frequently works with you, each site may have site specific requirements. Inductions must be conducted and recorded.

We also recommend that every induction is accompanied by some form of questionnaire or assessment. Merely signing off attendance does not automatically mean understanding.

Remember you may have Language Literacy and Numeracy issues to consider, so tailor your assessment to the lowest level. Use pictures, True/False and Multiple choice questions rather than have them write an essay.

For example

What is the speed limit on site for vehicles?



Which 4 PPE are required on site?



Some companies have the contractor conduct the inductions and assessment to save time on site. This will depend on the relationship of trust and the culture of safety your contractor has in their organisation.

Do not assume that once inducted that's it. Most mine sites that we work with require a full induction every three months. Some require an annual refresher irrespective of how often you are on site

Some items that might be covered in an induction process are:

- Contact points (supervisors, first aid officers, HSRs etc.)
- Permit issuing processes
- Specific hazard and incident reporting requirements
- Emergency procedures
- Specific work practices
- Access and exit requirements and arrangements
- Relevant policies such as PPE and how to wear them, drug and alcohol, smoking, vehicles on site
- Manual handling
- First aid, HSRs, wardens
- Bullying harassment and anti discrimination
- Lock out tag out (LOTO) procedures

Whilst there are no national standards for workplace induction, there is a National Code of Practice for Induction for Construction Work requiring completion of National competency, CPCCOHS1001A 'Work safely in the construction industry, referred to as the White Card and for working in the rail corridor the RISI Card.

Whilst a number of training companies offer 6 units from the Resource and Infrastructure Industry, RII training package as pre-requisite induction training for mining companies, you should check with individual mines as to whether they accept these qualifications.

We note that Safework Australia makes the following statement:

'inductions are required by law. If an accident happens in your workplace and one or more of your workers were not trained for the specific task or equipment they were using, you could be charged with an offence under OHS legislation.'

Whilst we agree with the requirement to ensure that everyone using equipment and completing tasks must be currently competent and licensed/ticketed where required (High Risk Licenses, these are rarely covered in general staff or contractor induction programs.

Some contractors will not have SWMS and JSA's at all and these must be completed before they start work. This is the regulator's requirement as well as your duty of care

Some will have generic SOPs/SWMS. These may have been provided as part of your pre contract requirements. This is OK as long as they clearly indicate the site and date of the work and that a pre –start or toolbox has been conducted identifying site specific hazards on the day.

Monitor your contractors with on the job key performance indicators (KPI's)

Pillar three is 'Monitor and Review' To assist you in meeting your WHS obligations as an employer, monitor contractors' safety compliance on the job. Many larger mining, construction, forestry and manufacturing sites set a series of KPIs for contractors.

Ongoing Monitoring of Performance

Monitoring should be based on the risk associated with the tasks. Electricians, scaffolders, confined space entry workers machinery operators are involved in potentially life-threatening situations and must demonstrate their ability to protect your employees, the public, visitors and their workmates from harmful situations.

You could do this by requiring a contractor to regularly notify you of:

- Daily tool box or pre-start conducted
- Injuries, incidents and near miss reports completed – this is critical if there is a notifiable incident as it is your site
- Hazard ID's STOP Take 5 forms completed daily
- Housekeeping audits completed
- JSA's or SWMS completed
- Training sessions attended
- Safety talks conducted

Site Supervision

It is important to have a competent site supervisor to ensure that the terms of the contract, including those relating to WHS are being met. Providing the site supervisor with the contract, meeting minutes, training and resources to manage the contract will help you help meet your WHS obligations.

This might include a range of supporting material to assist in the management of contractors, specifically safety checklists, aligned with the contract itself and linked to the accountabilities defined in the contract. Knowing who is accountable for what and by when should be clearly defined in the contract. Make sure these accountabilities are regularly monitored and reviewed as a priority using established reporting processes. If the site supervisor knows the KPI's, they can keep in touch and pick up non conformances early.

We referred to site inspection safety checklist to complete with the contractor supervisor or the HSR (if applicable) on a regular basis. The one we present is based on the one available from Comcare. This SITE checklists is extensive and may have areas that may not be applicable so adapt it to your site requirements.

General Health and Safety Site Checklist

Contract Name			
Contract Description			
Contractor			
Worksite Location		Date	
Persons completing inspection			
Indicate in the following manner:			
✓ Acceptable	✗ Not Acceptable	N/A Not Applicable	
1. Health and Safety Systems			
1.1	OH&S policy displayed		
1.2	Accident report book on site		
1.3	Induction records on site		
1.4	Rehabilitation policy available		
1.5	Workplace inspection records		
1.6	Emergency procedures		
1.7	Training records		
1.8	Documented safe work procedures		
1.9	Protective clothing & equipment records		
1.10	MSDS available		
1.11	Health & safety systems manual		
1.12	H&S representatives appointed		
1.13	Management safety representative appointed		
1.14	Contract risk assessment available		
1.15	Contract health & safety plan available		
2. Housekeeping			
2.1	Work areas free from rubbish & obstructions		
2.2	Surfaces safe and suitable		
2.3	Free from slip/trip hazards		
2.4	Floor openings covered		
2.5	Stock/material stored safely		
	AISLES		
2.6	Unobstructed and clearly defined		
2.7	Adequate lighting		
2.8	Vision at corners		
2.9	Wide enough		

3. Electrical		
3.1	No broken plugs, sockets, switches	
3.2	No frayed or defective leads	
3.3	Power tools in good condition	
3.4	No work near exposed live electrical equipment	
3.5	Tools and leads inspected and tagged	
3.6	No strained leads	
3.7	No cable-trip hazards	
3.8	Switches/circuits identified	
3.9	Lock-out procedures/danger tags in place	
3.10	Earth leakage systems used	
3.11	Start/stop switches clearly identified	
3.12	Switchboards secured	
3.13	Appropriate fire fighting equipment	
4. Mobile Plant and Equipment		
4.1	Plant and equipment in good condition	
4.2	Daily safety inspection procedures/checklists	
4.3	Fault reporting/rectification system used	
4.4	Operators trained and licensed	
4.5	Warning and instructions displayed	
4.6	Warning lights operational	
4.7	Reversing alarm operational	
4.8	Satisfactory operating practices	
4.9	Fire extinguisher	
4.10	Tyres satisfactory	
4.11	SWL of lifting or carrying equipment displayed	
5. Machinery and Workbenches		
5.1	Adequate work space	
5.2	Clean and tidy	
5.3	Free from excess oil and grease	
5.4	Adequately guarded	
5.5	Warnings or instructions displayed	
5.6	Emergency stops appropriately placed and clearly identifiable	
5.7	Operated safely and correctly	

	WORKBENCHES	
5.8	Clear of rubbish	
5.9	Tools in proper place	
5.10	Duckboards or floor mats provided	
	6. Hazardous Substances	
6.1	Stored appropriately	
6.2	Containers labelled correctly	
6.3	Adequate ventilation/exhaust systems	
6.4	Protective clothing/equipment available/used	
6.5	Personal hygiene - dermatitis control	
6.6	Waste disposal procedures	
6.7	Material safety data sheets available	
6.8	Chemical handling procedures followed	
6.9	Chemical register developed	
6.10	Appropriate emergency/first aid equipment - shower, eye bath, extinguishers	
6.11	Hazchem signing displayed	
	7. Welding	
7.1	Gas bottles securely fixed to trolley	
7.2	Welding fumes well ventilated	
7.3	Fire extinguisher near work area	
7.4	Only flint guns used to light torch	
7.5	Flash back spark arresters fitted	
7.6	Vision screens used for electric welding	
7.7	LPG bottles within 10 year stamp	
7.8	PPE provided and worn	
7.9	Hot Work permit system used	
	8. Excavations	
8.1	Shoring in place and in sound condition	
8.2	Excavation well secured	
8.3	Signage displayed	
8.4	Banks battered correctly and spoil away from edge	
8.5	Clear and safe access around excavation	
8.6	Separate access and egress points from excavation	
8.7	Safe work procedure in place	

9. Prevention of Falls		
9.1	All work platforms have secure handrails, guarding or fence panels	
9.2	Harness and lanyard or belts provided	
9.3	All floor penetrations covered or barricaded	
9.4	Unsafe areas signposted and fenced	
9.5	Safe work procedure in place	
10. Stairs, steps and landings		
10.1	No worn or broken steps	
10.2	Handrails in good repair	
10.3	Clear of obstructions	
10.4	Adequate lighting	
10.5	Emergency lighting	
10.6	Non-slip treatments/treads in good condition	
10.7	Kick plates where required	
10.8	Clear of debris and spills	
10.9	Used correctly	
11. Ladders		
11.1	Ladders in good condition	
11.2	Ladders not used to support planks for working platforms	
11.3	Correct angle to structure 1:4	
11.4	Extended 1.0 metre above top landing	
11.5	Straight or extension ladders securely fixed at top	
11.6	Metal ladders not used near live exposed electrical equipment	
12. Personal Protection		
12.1	Employees provided with PPE	
12.2	PPE being worn by employees	
12.3	Sunscreen and sunglasses provided	
12.4	Correct signage at access points	
13. Manual Handling		
13.1	Mechanical aids provided and used	
13.2	Safe work procedures in place	
13.3	Manual handling risk assessment performed	
13.4	Manual handling controls implemented	

14. Workplace Ergonomics		
14.1	Workstation and seating design acceptable	
14.2	Ergonomic factors considered in work layout and task design	
14.3	Use of excessive force and repetitive movements minimised	
14.4	Appropriate training provided	
15. Material Storage		
15.1	Stacks stable	
15.2	Heights correct	
15.3	Sufficient space for moving stock	
15.4	Material stored in racks/bins	
15.5	Shelves free of rubbish	
15.6	Floors around stacks and racks clear	
15.7	Drums checked	
15.8	Pallets in good repair	
15.9	Heavier items stored low	
15.10	No danger of falling objects	
15.11	No sharp edges	
15.12	Safe means of accessing high shelves	
15.3	Racks clear of lights/sprinklers	
16. Confined Spaces		
16.1	Risk assessment undertaken	
16.2	Communication and rescue plan in place	
16.3	Safety equipment in good working condition	
16.4	Suitable training provided to employees	
16.5	Confined Space permit used	
17. Lasers		
17.1	Operator has laser operator licence	
17.2	Signage displayed	
17.3	Laser not used in a manner to endanger other persons	
18. Demolition		
18.1	Risk assessment undertaken in advance	
18.2	Access prevented to demolition area	
18.3	Overhead protection in place	
18.4	Protection of general public	
18.5	Safe work procedure in place	

19. Public Protection		
19.1	Appropriate barricades, fencing, hoarding, gantry secure and in place	
19.2	Signage in place	
19.3	Suitable lighting for public access	
19.4	Footpaths clean and free from debris	
19.5	Dust and noise controls in place	
19.6	Site access controlled	
19.7	Traffic control procedures in place	
19.8	Public complaints actioned	
20. Amenities		
20.1	Washrooms clean	
20.2	Toilets clean	
20.3	Lockers clean	
20.4	Meal rooms clean and tidy	
20.5	Rubbish bins available - covered	
21. First Aid		
21.1	Cabinets and contents clean and orderly	
21.2	Stocks meet requirements	
21.3	First aiders names displayed	
21.4	First aiders location and phone numbers	
21.5	Qualified first aider(s)	
21.6	Record of treatment and of supplies dispensed	
22. Lighting		
22.1	Adequate and free from glare	
22.2	Lighting clean and efficient	
22.3	Windows clean	
22.4	No flickering or inoperable lights	
22.5	Emergency lighting system	

1.4 Assist with identifying workplace policies, procedures, processes, systems, practices and activities relevant to contractor WHS arrangements

Risk and Control

The risk of injury, incidents and workplace illness increases with the loss of control from outsourcing work. Keeping work in-house provides the Owner/Principal/Employer with complete control over their operations and activities including safety, quality, durability, and consistency.

Outsourcing the work reduces the amount of control held over these elements. While contracts and agreements can be set in place to control the ongoing work site activities and the end result, you cannot have complete assurance that your requirements are being met.

With increasing outsourcing, companies struggle to standardise their contractor management processes. WHS requirements and regulations and other governing bodies are constantly changing. Companies need to have complete knowledge of the safety record of their potential contractors. This often proves difficult. Information is not readily available as different users of the contractors have different standards, expectations and requirements, as well as privacy and business confidentiality issues.

Contractor Management System

Many companies set up a contractor Management system. The purpose of a contractor management system or program is to better centralise, qualify and monitor a contracted workforce.

As a result of implementing a contractor management system, an organisation can expect to experience some, or all, of the following advantages:

- Cost savings
- Better supplier/client relationships
- Higher quality contractors and suppliers
- Less paperwork for both principles and contractors
- Instant information sharing
- Reduced risk – continuous improvement in loss control
- Moving towards using leading indicators vs. lagging indicators
- Contractor awareness of regulatory and best practices

These advantages are both immediate and long-standing. A comprehensive computer-based contractor management system can provide a reliable basis for prequalifying contractors, vendors and other suppliers of goods and services.

If you have an ISO or other Quality Certified System management system, integrate Contractor Safety Management into the requirement under Management Review, Purchasing, Systems Review and Document and Record Control.

As mentioned employers have the same duty of care towards contractors as they do for their own employees. To ensure the contractors you engage work safely when on site and do not introduce any unmanaged risks, put plans in place to manage their activities.

This includes conducting pre contract safety assessments, scheduling pre-commencement consultation, running Contractor Induction programs, advising contractors of specific site hazards, sighting Safe Work Procedures, permits and licensees, acting on identified non-compliance of contractors to safety procedures and agreed performance requirements.

There are tools which may measure the contractor's level of performance. For example, many large refineries have integrated their gate access control system to a contractor management software.

This provides real-time access to the performance of the contractor workforce within the refinery. Large construction projects often set performance requirements on conducting meetings and reporting on hazards and incidents and injuries.

Under Privacy Laws this critical information is not available to other companies considering hiring these contractors.

You should not assume that a contractor has knowledge of safety legislation, will have a safety management system or will comply to requirements. The concern you have is that the law quite clearly requires you to provide a safe workplace.

We suggest a planned approach to contractor safety management can provide a range of benefits including:

- Ensuring that Contractor and your own employees return home safely at the end of each work day
- Complying with your legal duty of care and compliance
- Ensuring that everyone knows the workplace safety requirements up front
- Educating your onsite supervisors to implement a safe system at the worksite
- Minimising industrial disputation over safety matters
- Achieving the bottom line requirements of the project with a trained, healthy workforce on site throughout the project or job.

The stepped approach is based on our Duty of Care model from Chapter 5 and the three pillars of 'systems' 'consultation and communication' and 'monitor and review'.

This approach should help you:

- Identify contractors who are owed duties under your relevant WHS Act
- Clarify your OHS duty of care obligations to contractors and the legal 'control' issues
- Improve the selection of contractors from a WHS perspective
- Improve the communication you have with contractors pre, during and post the project
- More effectively introduce contractors to your site
- Monitor contractors on site
- Evaluate contractor performance on health and safety outcomes.

We have already discussed the systems 'pillar of systems' so the next step in our process is the 'pillar of communication and consultation'.

Consult and communicate with your subcontractors:

- Early in the procurement stage—with procurement specialists/advisors to understand what WHS arrangements will or may be required.
- Upon engagement of contractor provider – with contractor management
- Before a contractor begins work meeting the contractor site supervisor contact and through induction
- Throughout the project/contract with inspections and regular meetings
- Post the contract to review KPI's and Safety performance.

Learning Activities Section 1

1.1 When you issue the contract and engage the contractor, you will need to organise a meeting with the contractor's management and the contractor's site supervisor.

- ☐ True
☐ False

1.2 You need to be convinced that the contractor is aware of all WHS legal requirements, codes of practice and standards. If they are bringing equipment on site provide an example of what would check for.

Answers can include, the learner can identify 1 example of the following

- 1 *If it meets Australian Standards*
- 2 *Dangerous goods and hazardous substances signed, stored and separated correctly, with current (less than 5 years old) licenses and statements of competency for operators*
- 3 *Completed pre starts on machinery*

1.3 Match the icon with the correct term used on site.

Wear protective foot wear Eye protection Wear protective clothing Head protection

	
<i>Wear protective foot wear</i>	<i>Eye protection</i>
	
<i>Wear protective clothing</i>	<i>Head protection</i>

1.4 Some items that might be covered in an induction process are:

- ☐ *Contact points (supervisors, first aid officers, HSRs etc.)*
- ☐ *Permit issuing processes*
- ☐ *Specific hazard and incident reporting requirements*
- ☐ *Emergency procedures*
- ☐ *Specific work practices*
- ☐ *Access and exit requirements and arrangements*
- ☐ *Relevant policies such as PPE and how to wear them, drug and alcohol, smoking, vehicles on site*
- ☐ *Manual handling*
- ☐ *First aid, HSRs, wardens*
- ☐ *Bullying harassment and anti discrimination*
- ☐ *Lock out tag out (LOTO) procedures*

1.5 Providing the site supervisor with the contract, meeting minutes, training and resources to manage the contract will help you help meet your WHS obligations.

- ☐ *True*
- ☐ *False*

1.6 WHS requirements and regulations and other governing bodies are constantly changing. Companies need to have complete knowledge of the safety record of their potential contractors.

- ☐ *True*
- ☐ *False*

1.7 As a result of implementing a contractor management system, an organisation can expect to experience some, or all, of the following advantages:

- ☐ *Cost savings*
- ☐ *Better supplier/client relationships*
- ☐ *Higher quality contractors and suppliers*
- ☐ *Less paperwork for both principles and contractors*
- ☐ *Instant information sharing*
- ☐ *Reduced risk – continuous improvement in loss control*
- ☐ *Moving towards using leading indicators vs. lagging indicators*
- ☐ *Contractor awareness of regulatory and best practices*

Learner Name:	<i>Learner name</i>		
Learner Signature:	<i>Learner signature</i>	Date:	___/___/___

Section 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

What the law says

Your duty of care is the key WHS legislative requirement with regards contractors.

As an employer, you should be aware of other legal issues which may affect your WHS obligations including:

- The jurisdiction you are working in
- how a contractor is engaged and under what circumstances
- what legal entity the contractor is working under
- where the contractor is working i.e. Corporate Office is interstate and under a different WHS Act
- whether you or the contractor controls the site or the type of work and manner in which it is carried out. We will refer to this later in this section

As we do not have a harmonised model at this time and there are subtle differences in terminology and extent, to correctly interpret 'duty of care,' you will need to be clear as to the following definitions as described by your regulator:

Contractor, employee, contract, subcontractor, contract provider, employer, volunteer, work experience student, labour hire worker.

New Definition of Worker under harmonisation

To reflect the range of workplace arrangements in Australia today there is a change from employees as duty holders to 'workers'. Workers include employees, labour hire staff, volunteers, apprentices, sub-contractors and contractors. Effectively, if anyone is carrying out work for your business, they should be considered a worker. A contractor could be a worker to the person who engages them but can also be a PCBU to their own staff.

Duty of Care

Broadly the duty applies where, in the course of trade or business, a person (called a principal) engages a contractor to carry out work.

As the employer, you owe a duty of care to your contractors, in the same way you owe a duty of care to your employees. This means you consider contractors the same way you consider your employees—but only in relation to matters over which you have control.

Who has control over an activity or matter affecting safety, and what level of control exists, are determined by the circumstances. Control over a particular activity or matter will be indicated by, for example, levels of contractual and practical control, described below. These are likely to be different in every situation.

For example, a principal who hires a Specialist Contractor such as an electrical contractor to work at heights would have a duty to protect the contractor from the hazard of falling from that height. The principal would have to implement appropriate systems and ensure installation of the necessary structures to ensure that adequate fall protection was in place.

However, with regards the electrical work for which the principal has no expertise, for example the installation of a 3 phase fuse box, the principal has no capacity to control the way in which the work is done. Ideally you and contractor should specify in the contract the procedures the contractor should follow to ensure the job is done safely and what JSE's or SWMS or other site required documents would be provided.

Write good procedures. The basic steps include developing a process map, drafting the procedure, drafting supporting documents (e.g. forms, job descriptions), testing the documented procedure with the real users, and then continuously updating your process map, procedure, and supporting documents in a PDCA cycle of continual improvement

Contractual control

Does the contract provide you, as the principal/employer, with a legal right to direct the contractor to perform work or a work activity in a certain manner?

If it does, and the particular activity or matter has a health and safety risk you need to ensure you have completed your risk assessment and implemented the appropriate controls, to minimise and manage the risks.

Practical control

Even without the legal right to direct the contractor, the principle/employer may direct the contractor to perform work or a work activity in a certain manner and take practical steps to control risks.

For example, contracted cleaners regularly come into your workplace. The contract specifies times when floors can be wet mopped. However, you can direct the cleaners to cease wet mopping when there are high levels of foot traffic or there is electrical work being carried out. The health and safety duty of care owed by the employer to its own employees, visitors or the public, will also apply in these circumstances, to the contractors.

2.2 Apply knowledge of best practice and workplace WHS information and data to assist with evaluating effectiveness of contractor WHS arrangements

The Stepped Model

1 Get your own house in order

As a company you should have already set up the safety requirements in your own safety management system. This should be the basis for your contractors' safety requirements. All the requirements that you would put on your own managers and supervisors should be expected from your contractor, as both of you need to be able to demonstrate a duty of care, with Systems, Communication and Monitoring and Review processes.

This will require you to have systems in place to:

- Identify high risk activities involved in the service provision under the contract
- Assess the potential impact contractor activities place on your employees or members of the public
- Make the contract provider aware of high risk activities
- Check the contract provider can supply contractors who are competent, licensed and/or qualified to complete their tasks
- Ensure the contract provider has an WHS management system with JSA and SWMS that are individualised for the site and type of job required.
- ensure the contract provider's WHS management system is tailored to appropriately meet WHS compliance for the type of activities to be undertaken
- design a process to evaluate the contract provider's performance.

Regulator Inspectors express strong concerns when they come on site and are shown standard operating procedures or JSA/SWMS by contractors that do not even have the site address or the current date and are signed off by someone in head office

Documents and Record Management

If you have a quality system and for robust risk management, integrate your database to capture, record and access your safety data with the contractor's safety management program. The database needs to be updated regularly, to ensure that all stakeholders are kept informed of any changes, particularly if the contractor management program is being used to eliminate subpar performers.

An online contractor management database allows for secure instantaneous feedback on contractor's safety performance.

3 Have a contractor prequalification process

Correctly selecting your contractor will assist in meeting your organisation's WHS obligations, ensure positive safety outcomes and will clarify your expectations on safety right up front.

Pre-Qualification

Effective contractor safety management starts with pre-qualifying your contractor and this is often part of the purchasing/contracts function. Pre-qualification provides the contractor with clear guidelines on what safety expectations you have.

Have a clear statement of your health and safety requirements and management arrangements (who is responsible for what) in the tender specification documents. You might develop these requirements into a questionnaire such the one below, that your purchasing or contracts department should be sending out. This questionnaire also indicates to a potential contractor your commitment to safety and a guideline of your expectations on them on the project.

Contractor WHS Management System Questionnaire

		Yes	No
1	WHS Policy and Management		
1.1	Is there a written company health and safety policy? <i>If yes provide a copy of policy. Comments</i>		
1.2	Does the company have a WHS Management System certified by a recognised independent authority (e.g. ISO 4801, SafetyMAP)? <i>If Yes provide details</i>		
1.3	Is there a company WHS Management System manual or plan? <i>If yes provide a copy of contents page(s). Comments.</i>		
1.4	Are health and safety responsibilities clearly identified for all levels of staff? <i>If Yes provide details:</i>		
2	Safe Work Practices and Procedures		
2.1	Has the company prepared safe operating procedures or specific safety work instructions relevant to its operations? <i>If yes, provide a summary listing of procedures or instructions. Comments</i>		

		Yes	No
2.2	Does the company have any permit to work systems? <i>If Yes, provide a summary listing of permits</i>		
2.3	Is there a documented incident investigation procedure? <i>If Yes provide a copy of a standard incident report form.</i>		
2.4	Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company? <i>If Yes, provide details</i>		
2.5	Are there procedures for storing and handling hazardous substances? <i>If Yes, provide details</i>		
2.6	Are there procedures for identifying, assessing and controlling all risks? <i>If Yes, provide details</i>		
3	OHS Training		
3.1	Do you conduct the following training? <ul style="list-style-type: none"> • Inductions • Daily pre start/ toolbox/ shift changeover meetings • Manual handling • Dangerous goods 		
3.2	Are JSA's/SWMS completed for non standard tasks or when environments have changed? <i>If Yes, provide examples of completed JSA's SWMS</i>		
3.3	Is a record maintained of all training and induction programs conducted? <i>If Yes, provide examples of safety training records</i>		
4	Health and Safety Workplace Inspection		
4.1	Are regular health and safety inspections at worksites undertaken? <i>If Yes, provide details</i>		

		Yes	No
4.2	Are standard workplace inspection checklists used to conduct health and safety inspections? <i>If Yes, provide details or examples</i>		
4.3	Is there a hazard reporting procedure? E.g. HAZOP Take 5 STOP <i>If Yes, provide details</i>		
5	Health and Safety Consultation		
5.1	Is there a workplace health and safety committee?		
5.2	Are employees involved in decision making over WHS matters? <i>If Yes, please provide details</i>		
5.3	Are there employee elected health and safety representatives on each project? <i>Comments</i>		
6	WHS Performance Monitoring		
6.1	Is there a system for recording and analysing health and safety performance statistics? <i>If Yes provide details:</i>		
6.2	Are employees regularly provided with information on company health and safety performance? <i>If Yes, provide details</i>		
6.3	Has the company ever been convicted of an occupational health and safety offence? <i>If Yes, provide details</i>		

7 Company References

7.1 Please provide the following information for the three (3) most recent contracts completed by the company:

	Contract 1	Contract 2	Contract 3
Contract Description			
Client			
Contact			
Phone No			
Number of lost time injuries			
Number of person days on contract			
Total days lost due to injuries			

Source: <http://www.halisa-eu.net/PS/AW/H4A/ICgHAWI6/61C1ATS5.htm>

Having received this information you should have a systematic approach to evaluating the tenderer's WHS capabilities and resources and a process for recording this as part of a contractor checklist of capability.

Documents accompanying this Form should be verified to confirm their accuracy. Contacting Insurance companies will confirm currency of Insurance cover and if any exclusions apply. Knowledge of new High Risk licensing regulations will assist in confirming the currency of competency and the validity of licenses presented.

Finally, contact references to provide actual work history and experience to further certify that the contractor is qualified to perform your required work.

2.3 Assist with identifying areas of contractor WHS arrangements needing improvement, and 2.4 Assist with developing, implementing and evaluating improvements to contractor WHS arrangements

Review: evaluate the outcomes

As with any system, it is important to review the effectiveness of the contract safety management process at the end of each project undertaken. This will be partly reflected by the contractor's compliance to the KPI's set out in the contract. Some large companies have financial penalties for not meeting KPIs' written into the contract so the review in this situation is critical.

Post contract reviews are an opportunity to capture useful intelligence in relation to each contractor's safety performance. This can then be fed into a preferred contract provider list and be of assistance in maintaining and updating that list.

Provide feedback to the contractor both positive and negative comments, as this will help improve future safety performance.

We suggest that you set out an agenda for a post project review meeting and have a checklist that can be used as part of a Quality Management system to approve this contractor for future projects

A sample agenda:

Post-project contractor review meeting agenda

Date of meeting	
Project to be Reviewed	
Contractor under Review	
<ol style="list-style-type: none"> 1. Revisit the Contract KPIs; and requirements for the Company and the Contractor. <ul style="list-style-type: none"> • Agree that these contract safety requirements were understood. 2. Present project summary. <ul style="list-style-type: none"> • Present a summary of the contractors compliance to the KPI's and requirements, using the Post Project Safety Review Form 3. Identify accomplishments and contributions. <ul style="list-style-type: none"> • Review each KPI one by one to discuss achievements and reasons for non compliance to KPI's 4. Identify problem areas. <ul style="list-style-type: none"> • Identify those KPI's that the Company did not think went well (or according to the contract). • Agree recommendations 5. Summarise the action items, decisions and/or recommendations made and lessons learned. 	

The following Post Project Assessment form might be useful.

Post Project Safety Review Form

Project	
Contractor	
Project Manager/ Project Safety Manager	
Date of review	

For each Safety KPI, indicate whether it was achieved or not with explanation and ways to improve the process the next time.

Safety KPI	Achieved Y/N	If not, why not?	Ways to improve
All contractors attended Induction	Yes		
Daily pre-starts conducted and copy submitted	No	Only 30 reports received out of 60	Use computer system to submit rather than manual system
Housekeeping checklists completed weekly and submitted	Yes		
Incident reports submitted	Yes		
JSA's completed for all jobs	Yes		
Contractor safety Representative attended all Company Safety meetings	No		Conduct Meetings at beginning of the contractor's shift

What is your overall satisfaction rating with the contractor's compliance to safety?

Excellent ☐

Acceptable ☐

Unacceptable ☐

Would you recommend we use this contractor again? Yes ☐

No ☐

If not why not:

Contractor Manager	
Company Safety Representative	
Company Manager	

Learning Activities Section 2

2.1 Your duty of care is the key WHS legislative requirement with regards contractors.

As an employer, you should be aware of other legal issues which may affect your WHS obligations. In the table below list 3 other legal issues.

Answer can include: the learner must identify 3 of the following

	legal issues
1	<i>The jurisdiction you are working in</i>
2	<i>How a contractor is engaged and under what circumstances</i>
3	<i>What legal entity the contractor is working under</i>
4	<i>Where the contractor is working i.e. Corporate office is interstate and under a different WHS act</i>
5	<i>Whether you or the contractor controls the site or the type of work and manner in which it is carried out. We will refer to this later in this section</i>

2.2 As the employer, you owe a duty of care to your contractors, in the same way you owe a duty of care to your employees. What does this mean?

This means you consider contractors the same way you consider your employees—but only in relation to matters over which you have control.

2.3 Write good procedures. The basic steps include:

- ☐ *Developing a process map*
- ☐ *Drafting the procedure*
- ☐ *Drafting supporting documents (e.g. Forms, job descriptions)*
- ☐ *Testing the documented procedure with the real users*
- ☐ *Continuously updating your process map, procedure, and supporting documents in a PDCA cycle of continual improvement*

2.4 Explain the following in the table below.

Contractual control	<p><i>Does the contract provide you, as the principal/employer, with a legal right to direct the contractor to perform work or a work activity in a certain manner?</i></p> <p><i>If it does, and the particular activity or matter has a health and safety risk you need to ensure you have completed your risk assessment and implemented the appropriate controls, to minimise and manage the risks.</i></p>
Practical control	<p><i>Even without the legal right to direct the contractor, the principle/employer may direct the contractor to perform work or a work activity in a certain manner and take practical steps to control risks.</i></p> <p><i>For example, contracted cleaners regularly come into your workplace. The contract specifies times when floors can be wet mopped. However, you can direct the cleaners to cease wet mopping when there are high levels of foot traffic or there is electrical work being carried out. The health and safety duty of care owed by the employer to its own employees, visitors or the public, will also apply in these circumstances, to the contractors.</i></p>

2.5 All the requirements that you would put on your own managers and supervisors should be expected from your contractor, as both of you need to be able to demonstrate a duty of care, with Systems, Communication and Monitoring and Review processes.

- ☒ True
☐ false

2.6 An online contractor management database allows for secure instantaneous feedback on contractor's safety performance.

- ☒ True
☐ false

2.7 Correctly selecting your contractor will assist in meeting your organisation's WHS obligations, ensure positive safety outcomes and will clarify your expectations on safety right up front.

- ☒ True
☐ false

2.8 Explain Pre-Qualification, and what it provides the contractor with.

Effective contractor safety management starts with pre-qualifying your contractor and this is often part of the purchasing/contracts function. Pre-qualification provides the contractor with clear guidelines on what safety expectations you have.

2.9 As with any system, it is important to review the effectiveness of the contract safety management process at the end of each project undertaken.

- ☒ True
☐ false

2.10 Provide feedback to the contractor both positive and negative comments, as this will help improve future safety performance.

- ☒ True
☐ false

Learner Name:	<i>Learner name</i>		
Learner Signature:	<i>Learner signature</i>	Date:	___/___/___

Further reading



**safe work
australia**

Guide to the model Work Health and Safety Act

<https://www.safeworkaustralia.gov.au/system/files/documents/1702/guide-to-the-whs-act-at-21-march-2016.pdf>



Summary of the Occupational Health and Safety Act 2004

http://squiz.worksafe.vic.gov.au/_data/assets/pdf_file/0019/210349/ISBN-A-summary-of-Occupational-Health-and-Safety-Act-2004-a-handbook-for-workplaces-2005-06.pdf



Occupational Health and Safety Act 2004: Authorised Version No. 026

[http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/7AF62DC886490FAACA2581C40013617A/\\$FILE/04-107aa026%20authorised.pdf](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/7AF62DC886490FAACA2581C40013617A/$FILE/04-107aa026%20authorised.pdf)



Understand if the people you employ are considered workers or contractors

<https://www.worksafe.vic.gov.au/understand-if-people-you-employ-are-considered-workers-or-contractors>

Learning Activities Record

Unit of competency

BSBWHS408

Assist with effective WHS management of contractors

Instructions for the Learner

By signing the below, I hereby certify that the activities are my own work, based on my personal study and/or research. I have acknowledged that all materials and resources used have not been copied in part or whole, or otherwise plagiarised the work of other learning and/or other person.

Instructions for the Trainer

The Trainer is required to complete this Learning Task Record Sheet once the Learner has completed all requirements for the Learning Activities for this unit of competency, the Learner's work has been reviewed by the Trainer, and relevant feedback has been provided.

Site:	<i>Place of assessment site</i>			
Learning Activity	Satisfactory	Date	More evidence	Date
Learning Activities	<input type="checkbox"/>	<i>Date</i>	<input type="checkbox"/>	
Context detail (Assessor to record)				
Attempt 1	___/___/___	Attempt 2	___/___/___	Attempt 3
___/___/___				
Appeals: If you receive a Not Satisfactory result you have the right to appeal. You have three assessment attempts.				
Assessor feedback to learner: The Assessor must write full feedback to the learner that is constructive and not generic. <i>Ensure your feedback is constructive. Do not use phrases like well done and great job. Provide learners with information on what exactly they did well, and in the areas where they may still need improvement if applicable.</i>				
Learner Name:	<i>Learner Name</i>			
Learner Signature:	<i>Learner Signature</i>	Date:	___/___/___	
Assessor Name:	<i>Your Name</i>			
Assessor Signature:	<i>Your Signature</i>	Date:	___/___/___	

Simulated Learning Activities

1.1 For this task you will be required to create a questionnaire that will be accompanying the site induction process. The questionnaire must include **at least** 5 questions.

Remember you may have Language Literacy and Numeracy issues to consider, so tailor your assessment to the lowest level. Use pictures, True/False and Multiple choice questions rather than have them write an essay.

You have the option to utilise the space provided, or you can create the questionnaire on a separate word document, then print and attach to this workbook. Make sure your work is signed and dated.

Answers could include:

Questionnaire

1. What is the speed limit on site for vehicles?



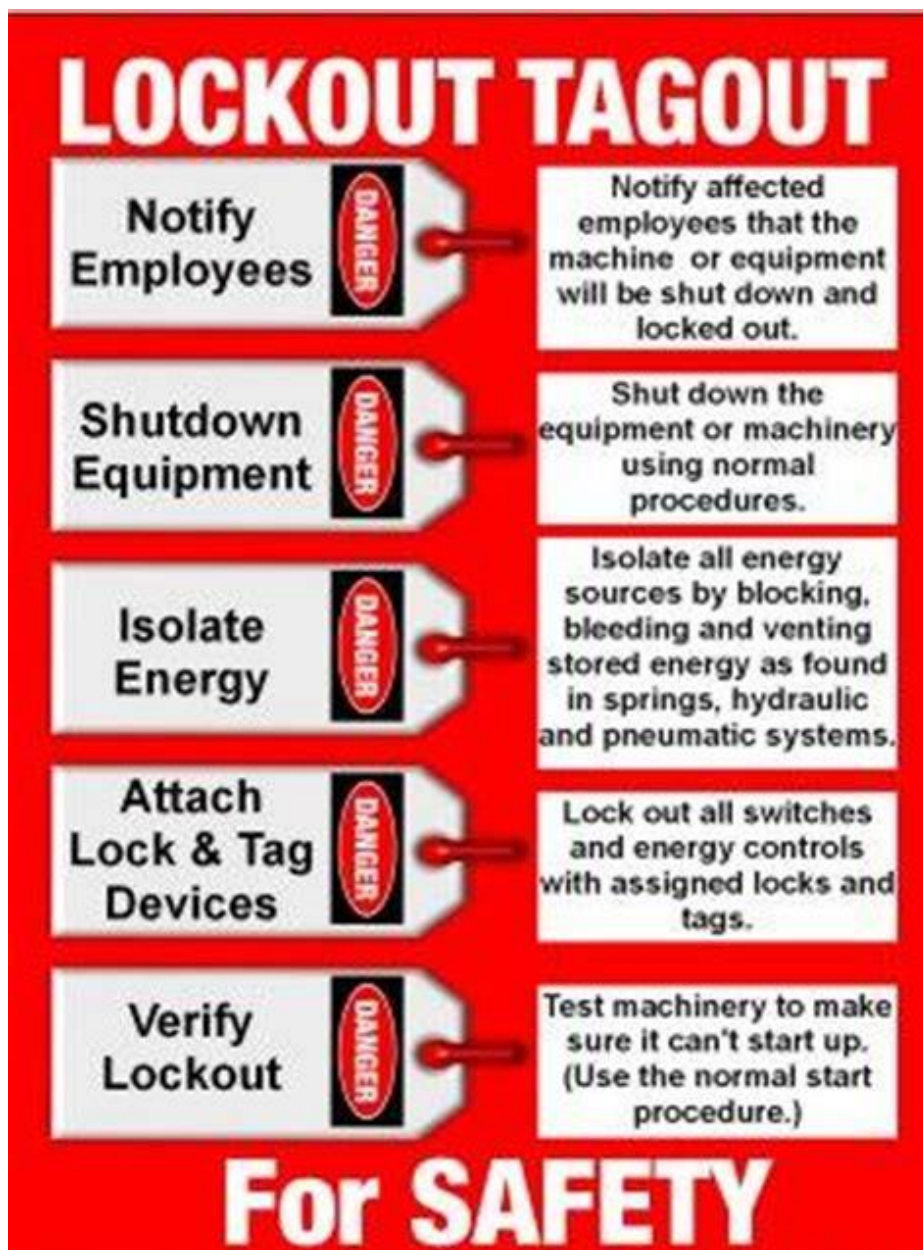
2. Which 4 PPE are required on site?



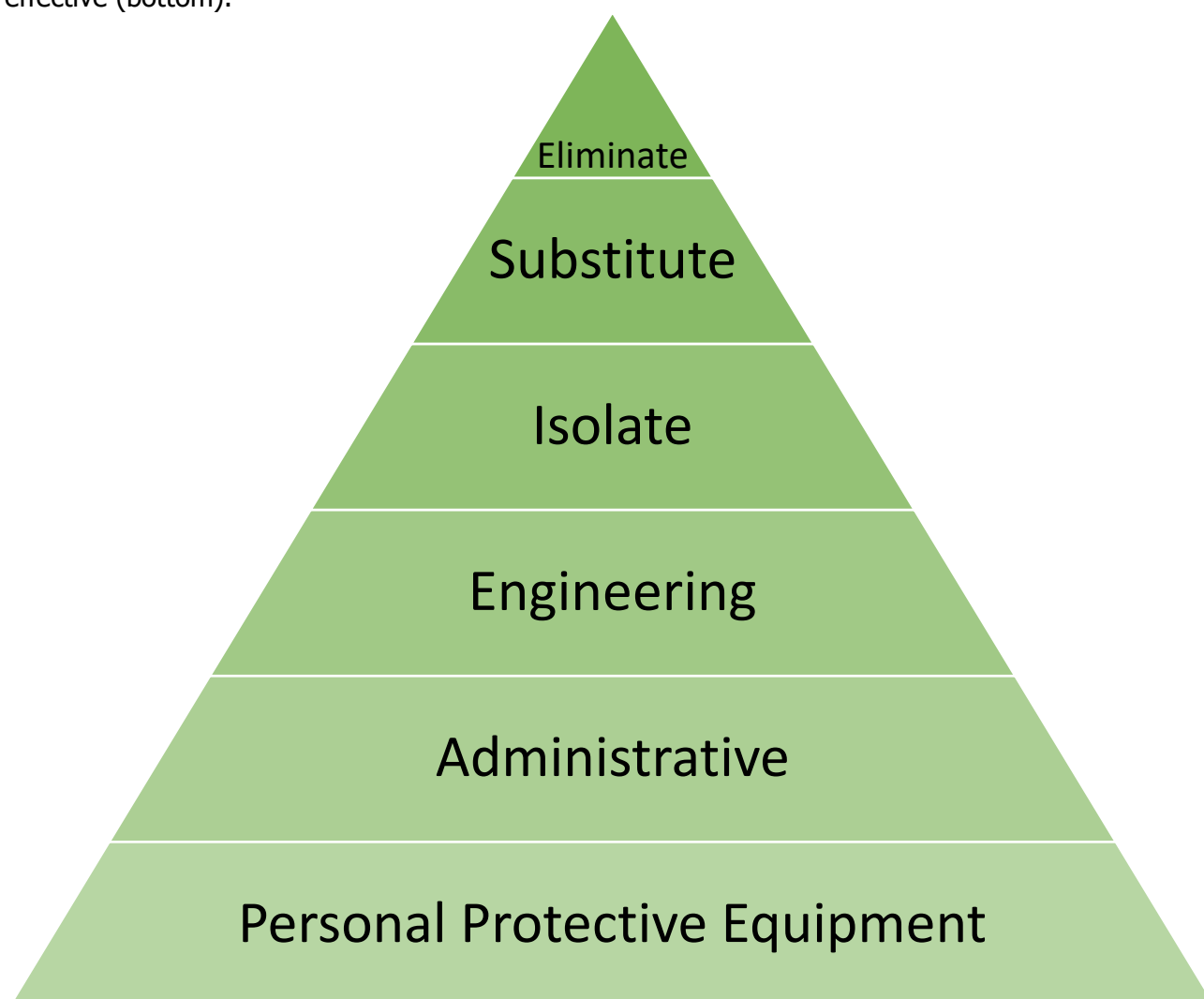
3. Which of the following are examples of contact points on site?

- ☐ *Supervisors*
- ☐ *First aid officers*
- ☐ *Hsrs*

4. What is the LOCKOUT TAGOUT for safety procedure? Identify the steps included in this procedure.



5. Identify the 6 hierarchy of control measures, and list them from most effective (top) to the least effective (bottom).



Learner Name:	<i>Learner name</i>		
Learner Signature:	<i>Learner signature</i>	Date:	___/___/___

Simulated Learning Activities Record

Unit of competency

BSBWHS408

Assist with effective WHS management of contractors

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Instructions for the Trainer

The Trainer is required to complete this Simulated Learning Task Record Sheet once the Learner has completed all requirements for the Simulated Learning Activities for this unit of competency, the Learner's work has been reviewed by the Trainer, and relevant feedback has been provided.

Site:	<i>Place of assessment site</i>			
Learning Activity	Satisfactory	Date	More evidence	Date
Simulated Learning Activities	<input type="checkbox"/>	<i>Date</i>	<input type="checkbox"/>	
Context detail (Assessor to record)				
Attempt 1	___/___/___	Attempt 2	___/___/___	Attempt 3
___/___/___				
Appeals: If you receive a Not Satisfactory result you have the right to appeal. You have three assessment attempts.				
Assessor feedback to learner: The Assessor must write full feedback to the learner that is constructive and not generic. <i>Ensure your feedback is constructive. Do not use phrases like well done and great job. Provide learners with information on what exactly they did well, and in the areas where they may still need improvement if applicable.</i>				
Learner Name:	<i>Learner Name</i>			
Learner Signature:	<i>Learner Signature</i>	Date:	___/___/___	
Assessor Name:	<i>Your Name</i>			
Assessor Signature:	<i>Your Signature</i>	Date:	___/___/___	

Self-Assessment Questionnaire – Assist with effective WHS management of contractors

1. Contractors or sub-contractors can be represented by your Health and Safety Representatives (HSRs), in respect to health and safety issues.

☒ *True*

☐ False

2. When arriving and working on site, contractors don't need to be aware of your specific WHS requirements.

☐ True

☒ *False*

3. Monitoring should be based on the risk associated with the tasks.

☒ *True*

☐ False

4. It is important to have a competent site supervisor to ensure that the terms of the contract, including those relating to WHS are being met.

☒ *True*

☐ False

5. Keeping work in-house provides the Owner/Principal/Employer with complete control over their operations and activities including safety, quality, durability, and consistency.

☒ *True*

☐ False

6. There are tools which may measure the contractor's level of performance. For example, many large refineries have integrated their gate access control system to a contractor management software.

☒ *True*

☐ False

7. To reflect the range of workplace arrangements in Australia today there is a change from employees as duty holders to 'workers'. Workers include:

☒ *Employees*

☒ *Labour hire staff*

☒ *Volunteers, apprentices*

☒ *Sub-contractors*

☒ *Contractors.*

8. Broadly the duty applies where, in the course of trade or business, a person (called a principal) engages a contractor to carry out work.

☒ *True*

☐ False

9. Even without the legal right to direct the contractor, the principle/employer may direct the contractor to perform work or a work activity in a certain manner and take practical steps to control risks.

☒ *True*

☐ False

10. An online contractor management database does not allow for secure instantaneous feedback on contractor's safety performance.

- ☐ True
- ☒ *False*

11. Effective contractor safety management starts with pre-qualifying your contractor and this is often part of the purchasing/contracts function.

- ☒ *True*
- ☐ False

12. As with any system, it is important to review the effectiveness of the contract safety management process at the end of each project undertaken.

- ☒ *True*
- ☐ False

13. Post contract reviews are an opportunity to capture useful intelligence in relation to each contractor's safety performance.

- ☒ *True*
- ☐ False

14. The basic steps to writing procedures. include:

- ☒ *Developing a process map*
- ☒ *Drafting the procedure*
- ☒ *Drafting supporting documents (e.g. Forms, job descriptions)*
- ☒ *Testing the documented procedure with the real users*
- ☒ *Continuously updating your process map, procedure, and supporting documents in a PDCA cycle of continual improvement*

15. All the requirements that you would put on your own managers and supervisors are not expected from your contractor.

- ☐ True
- ☒ *False*

Self-Assessment Record

Unit of competency

BSBWHS408

Assist with effective WHS management of contractors

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Instructions for the Trainer

The Trainer is required to complete this Simulated Learning Task Record Sheet once the Learner has completed all requirements for the Simulated Learning Activities for this unit of competency, the Learner's work has been reviewed by the Trainer, and relevant feedback has been provided.

Site:	<i>Place of assessment site</i>			
Learning Activity	Satisfactory	Date	More evidence	Date
Self-Assessment Questionnaire	<input type="checkbox"/>	<i>Date</i>	<input type="checkbox"/>	
Context detail (Assessor to record)				
Attempt 1	___/___/___	Attempt 2	___/___/___	Attempt 3
___/___/___				
Appeals: If you receive a Not Satisfactory result you have the right to appeal. You have three assessment attempts.				
Assessor feedback to learner: The Assessor must write full feedback to the learner that is constructive and not generic. <i>Ensure your feedback is constructive. Do not use phrases like well done and great job. Provide learners with information on what exactly they did well, and in the areas where they may still need improvement if applicable.</i>				
Learner Name:	<i>Learner Name</i>			
Learner Signature:	<i>Learner Signature</i>	Date:	___/___/___	
Assessor Name:	<i>Your Name</i>			
Assessor Signature:	<i>Your Signature</i>	Date:	___/___/___	

Final Learning Participation Outcome Record

Unit of competency

BSBWHS408

Assist with effective WHS management of contractors

The following record must be used to determine readiness for assessment after a Learner has completed all Learning Activities, the Self-Assessment Questionnaire, and Simulated Learning Activities relating to this unit of competency. The overall outcome decision for this Learner Activity Workbook is to be recorded as either Satisfactory or Not Satisfactory.

Learning Task	Learning Outcome	
	S – Satisfactory	NS – Not Satisfactory
	BSBWHS408	
1. Learning Activities	<input type="checkbox"/> S	<input type="checkbox"/> NS
2. Simulated Learning Activities	<input type="checkbox"/> S	<input type="checkbox"/> NS
3. Self-Assessment Questionnaire	<input type="checkbox"/> S	<input type="checkbox"/> NS

The overall outcome for this Learner Activity Workbook is:

☒ **SATISFACTORY**

☐ **NOT SATISFACTORY**

Assessor comments:

Ensure your feedback is constructive. Do not use phrases like well done and great job. Provide learners with information on what exactly they did well, and in the areas where they may still need improvement if applicable.

I hereby certify that the Learning Activities, the Self-Assessment Questionnaire, and Simulated Learning Activities, are my own work based on my personal study.

I declare that I have spent _____ hours undertaking learning related to this unit of competency.

Learner Name:

Learner Name

Learner Signature:

Learner Signature

Date:

____/____/____

Assessor Name:

Assessor Name

Assessor Signature:

Assessor Signature

Date:

____/____/____





ATAR | DESIGN