**Explain your strategies for working with contractors and their representatives to set up and maintain participation arrangements according to relevant WHS legislation.**

Under the *Work Health and Safety Act 2011* (WHS Act), a contractor is a worker and is owed duties by the person conducting a business or undertaking (PCBU). ( (Contractor management).

BizOps is committed to provide appropriate training to ensure every worker is aware about WHS obligations, and so on contractors. A thorough WHS induction process ensures that they are able to work safely.

To ensure health and safety in the workplace, BiZops ‘s PCBU should select contractors based on their expertise and their work health and safety record.

Since contractors can be hired for short amount of time or for different sectors in the company, a full WHS training would not be recommended. Training has to be adapted to each case. An online Induction required before working on site could be provided as a general guide for setting a standard for safe work, minimising risk and reducing the training time at BiZops.

Each new contractor coming to work at BiZops should:

* receive a**Contractor WHS Training**—induction training, emergency procedures and location of facilities. (refer to 5 - Detailed WHS Induction Checklist for Contractors 2019)
* follow a**Task Specific WHS Training**if needed, according to the tasks defined in their contract.
* be provided with a copy of the **BizOps Safety Briefing Handout** to read, and to then sign, acknowledging that they have read and understood the information.(refer to 4 - WHS Induction for Contractors Visitors)
* sign the **WHS Training Register** to record the training received ( refer to 6 - WHS Training Register).Training records shall be maintained as evidence of training delivery and assessment of competence.

Contractors also have a duty as workers under the WHS Act. While at work, a contractor must take reasonable care for his/ her own health and safety and take reasonable care that their acts do not affect the health and safety of others. (The WHS Act and contractors in the Commowealth).