

# BSBWHS418

## Assist with Managing WHS Compliance of Contractors

### Final Assessment Checklist — Assessor Only

#### Final Practical Test – Assessor Only Instructions

##### Who is this document for?

The assessor.

1 copy is needed for each learner being assessed.

##### What is in this document?

- Instructions on how to run the practical assessment.
- Guidelines for determining competency.
- A pre-assessment checklist.
- The practical assessment tasks that need to be completed.
- Content from the unit of competency being assessed in each task.
- An Assessment Summary.
- Any relevant documents, forms or checklists for the learner to use during the assessment (if required).

##### What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the assessment as part of your validation process.
3. Set the reading and test time limits that are highlighted in pink.

**See the 'Read Me First' document for a complete set of instructions on how to use these resources.**

# Assessment Instructions for Assessors

This assessment has been developed for assessing a cohort of learners for the unit Assist with Managing WHS Compliance of Contractors in the Business Services (BSB) industry, under direct supervision, either in an actual or simulated work environment.

The assessments cover the requirements of the unit of competency BSBWHS418 Assist with Managing WHS Compliance of Contractors.

A person who is appropriately qualified and experienced, in line with the requirements of the unit, must administer the assessment.

## Conducting the Practical Assessment

**You will need a copy of this document for each learner to be assessed.**

The purpose of this document is to review the assessments submitted by each learner to determine if they have successfully met the criteria outlined in the unit of competency to be considered competent.

All assessments must be undertaken in the workplace or under realistic workplace conditions, which include:

- The use of full-scale equipment.
  - Timely and consistent completion of assessments reflective of outcomes expected in the workplace.
  - Acting in accordance with site and safety procedures, requirements, and regulations.
1. You must provide each learner with a copy of the final assessment document which outlines the assessment tasks to be completed.
  2. You need to brief learners on the assessment tasks and answer any questions that they may have.
  3. All assessments must be satisfactorily completed. If a learner does not satisfactorily complete an assessment, a result of 'Not yet competent' will be recorded.
  4. Learners should be able to complete each assessment by the due date given. If a learner cannot complete the assessment in the stated time, this needs to be considered when assessing overall competency.

## Determining Satisfactory Completion

In order for a learner to achieve a satisfactory outcome for the practical assessment, they will need to:

- ✓ Complete all tasks and assessments in their entirety.
- ✓ Complete all tasks and assessments satisfactorily, in a timely manner, representative of real world conditions, expectations and outcomes.
- ✓ Where a task benchmark is marked no (N) please make appropriate notes in the section provided.
- ✓ Complete all tasks and assessments safely, using the correct techniques and methods and ensuring own safety and the safety of others at all times.
- ✓ Working with others, where necessary, to safely, effectively and efficiently achieve all outcomes of the assessments.

## Completing the Assessment Summary and Determining Competency

An Assessment Summary is included at the end of this document and must be completed at the conclusion of the Final Assessment (summative assessment) tasks.

If the learner does not complete or achieve a satisfactory outcome in any assessment you should consider the learner as "not yet competent".

Copies of all evidence gathered during training and assessment should be attached to the assessment summary for record keeping purposes.

A copy of the assessment summary results and sign-off should be provided to the learner at the conclusion of the course.

# BSBWHS418 Assist with Managing WHS Compliance of Contractors - Final Assessment Checklist

<b>Learner Name:</b>	
<b>Assessor Name:</b>	
<b>Date of Assessment:</b>	

**Evaluation Copy Only**

## Assessment 1 - Prepare for Contractor WHS Induction

### Assessment Checklist:

The learner must gather relevant contractor WHS compliance information. The learner is then required to write a report identifying WHS compliance requirements of contractors.

The report must contain the following information:

- ◆ WHS legislative requirements and company WHS policies and procedures relevant to the supply of services and management of contractors.
- ◆ Duty holders responsible for maintaining contractor compliance and their responsibilities.

**a) From appropriate sources, gather relevant information on contractor WHS compliance requirements. Use this information to review and summarise:**

**i) All WHS laws relevant to the supply of services and management of contractors.**

Did the learner correctly locate all WHS laws relevant to the supply of services and management of contractors?	Y	N
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Did the learner correctly summarise the WHS laws relevant to the supply of services and management of contractors?	Y	N
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**ii) Workplace policies and procedures relevant to the supply of services and management of contractors including:**

- ◆ Formal contracts and agreements to supply services.
- ◆ Supporting documents about contracts and agreements.

Did the learner correctly locate all workplace policies and procedures relevant to the supply of services and management of contractors?	Y	N
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Did the learner correctly summarise the workplace policies and procedures relevant to formal contracts and agreements to supply services?	Y	N
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Did the learner correctly summarise the workplace policies and procedures relevant to any relevant supporting documents about contracts and agreements?	Y	N
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**b) Detail the correct procedure, and parties involved with:**

**i) Preparing and delivering WHS induction and guidance information.**

Did the learner correctly identify the procedure that they must follow when assisting with preparing and delivering WHS induction and guidance information?	Y	N
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Did the learner correctly explain the procedure that they must follow when assisting with preparing and delivering WHS induction and guidance information?	Y	N
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Did the learner correctly identify any other parties that may be involved in preparing and delivering WHS induction and guidance information?	Y	N
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**ii) Reviewing contractor work processes, procedures and activities for compliance with WHS requirements.**

Did the learner correctly identify the procedure that they must follow when reviewing contractor work processes, procedures and activities for compliance with WHS requirements?	Y	N
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Did the learner correctly explain the procedure that they must follow when reviewing contractor work processes, procedures and activities for compliance with WHS requirements?	Y	N
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Did the learner correctly identify any other parties that may be involved in reviewing contractor work processes, procedures and activities for compliance with WHS requirements?	Y	N
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**Assessment 1 - Prepare for Contractor WHS Induction**

**Notes and Observations:**

**Completion of Assessment**

**Not Satisfactory**

**Satisfactory**

# Attachment 1: Plan for Contractor WHS Induction Briefing

Date:

<b>Plan developed by (Name):</b>		
<b>Job title:</b>		
<b>Part A: Contractors and Their Work Arrangements.</b> <i>Detail below the details of at least two (2) different contractors and their work arrangements. At least two (2) of the listed contractors must be responsible for providing different services.</i>		
<b>Name of Contractors</b>	<b>Services to be Supplied by Contractors</b> <i>List what the contractors will be doing for the company (e.g., cleaning duties, vehicle maintenance, electrical repairs, first aid training).</i>	<b>Proposed Place of Work</b> <i>What location and environment will the contractors be working in (e.g., Main office, warehouse, construction site).</i>
1.		
2.		
3.		
4.		

# Attachment 3: Assist with Monitoring Contractor Compliance with WHS Requirements

<b>WHS Inspection Checklist</b>			
<b>Inspection Details</b>			
Name of person completing checklist:			
Date:			
<b>IMPORTANT</b>			
Under no circumstances should work continue if 'no' has been circled for any of the above, or the person filling it out is unsure of any of the above.			
<i>Any items on the checklist where 'no' is circled are deemed non-compliant and further detail must be provided on what laws, policies, or procedures are being breached in the notes section at the end of the checklist.</i>			
<b>Inspection Checklist</b>			<b>Circle the most accurate answer</b>
Are entrances, doorways, stairs, and steps free from obstruction?	YES	NO	N/A
Are floors even, with no dips, cracks, or holes?	YES	NO	N/A
Are computer and electrical leads kept clear of aisles and walkways?	YES	NO	N/A
Is the lighting sufficient and suitable for the work being performed?	YES	NO	N/A
Are storage areas designed to minimise manual handling?	YES	NO	N/A
Is the First Aid Kit clearly labelled and fully stocked?	YES	NO	N/A

# Assessment Summary

## BSBWHS418 Assist with Managing WHS Compliance of Contractors

<b>Learner Name:</b>		<b>Assessor Name:</b>	
<b>RTO Name:</b>		<b>Assessor Contact Number:</b>	
<b>RTO Number:</b>		<b>Date of Assessment:</b>	

<b>Review Questions</b> <i>(Formative Assessment)</i>		Not Completed	<input type="checkbox"/>	Completed	<input type="checkbox"/>
<b>Final Test</b> <i>(Summative Assessment)</i>	<b>Theory</b>	Not Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
	<b>Practical</b>	Not Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
<b>Outcome of Assessment</b>		<b>Not Yet Competent</b>	<input type="checkbox"/>	<b>Competent*</b>	<input type="checkbox"/>

\*Achieved satisfactory completion for all theory and practical assessments.

**Comments:**  
*This section is used for adding any comments, feedback, or notes about the assessment, further action required for additional training and re-assessment.*

**Assessor Declaration:**

I, the person conducting the assessment, declare that the above-mentioned learner participated in an appropriate assessment in accordance with the assessment plan, and outcomes and objectives of the unit of competency. The information recorded above is a true reflection of this learner's assessment. The learner has been provided with feedback and informed of the assessment result and the reasons for the decision.

Assessor Name	Assessor Signature	Date
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**Learner Declaration:**

I declare that the information contained in this Assessment Summary is accurate and is a true reflection of the assessment I have undertaken. I have been given feedback on my performance and the evidence I have provided. I have been informed of the assessment result and the reasons for the decision.

Learner Name	Learner Signature	Date
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