

WHS Management Systems and Contractor Management

Course duration: 4-days

Course cost: \$990 per person (public workshops)

Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel

Aim of course: To equip participants with the skills, knowledge and attitude to:

- Contribute to implementing WHS management systems within an organisation
- Assist with the management of contractor WHS compliance

Units covered: BSBWHS415 – Contribute to implementing WHS management systems
BSBWHS418 – Assist with managing WHS compliance of contractors

Delivery method: Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

Who should attend? This workshop has been developed for those whose responsibilities include contributing to the implementation of their organisation's WHS management system, and assisting with the management of contractor WHS compliance. The course is ideal for those working at the level of a Work Health and Safety officer or advisor.

Please note that the course is specifically applicable to those operating under the:

- Occupational Safety and Health Act (WA) 1984, or
- Mines Safety and Inspection Act (WA) 1994, or
- Work Health and Safety Act

Qualification: This course forms part of the BSB41419 Certificate IV in Work Health and Safety

Pre-requisites: No previous qualifications are necessary to participate in this workshop.

Language, literacy and numeracy (LLN) requirements: To successfully complete the course, participants will need to have a **relatively high level of reading and writing ability and reasonable numeracy skills**. Examples of activities that participants will need to perform include:

- Read, research, analyse and interpret a range of WHS texts, including regulatory documents (Acts, Regulations, Codes, etc) as well as policies and procedures
- Communicate information about the organisation's WHS management system to others, verbally and in writing
- Document plans for implementing the organisation's WHS management system

Participants will also need to be capable of using word processing software (e.g., Microsoft Word) to write, edit and format documents.

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

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Access to a workplace environment: To complete the assessment component of this course, participants need to be working in, or have access to, an organisation in which they are able to contribute to implementing the organisation's WHS management system, as well as assisting with the management of contractor WHS compliance. Ideally, this will be a workplace where they are currently an employee.

Resources to bring: Pen and highlighter
If possible, participants should also bring a laptop computer (including charger and mouse)

Pre-course work: Before attending the workshop, participants are encouraged to access and bring a copy of their organisation's:

- WHS policy
- WHS management plan
- Policy and procedures for Injury Management and Return-to-work
- Policy and procedures for Contractor WHS management
- Contractor safety handbook (where one exists)

Homework: Participants may be required to complete some work at home after each day of the course, in preparation for the following day.

Topics

- DAY 1** Introduction to WHS management systems
WHS Management Plans
- DAY 2** Contribute to implementing the organisation's WHSMS
Contribute to reviewing WHSMS implementation
Introduction to contractor WHS management
- DAY 3** Introduction to contractor WHS management (continued)
Prepare for and assist with contractor inductions
Assist with managing contractor WHS compliance
- DAY 4** Assist with managing contractor WHS compliance (continued)
Case study – Assist with managing WHS compliance of contractors

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Assessment

The assessment for this course consists of:

- Short answer questions (normally completed on-course)
- Case study (normally completed on-course)
- Post-course assessment activities requiring candidates to practically apply the competencies in the workplace. These include:
 - Organisational WHSMS research
 - Prepare WHSMS implementation plan for own work area
 - Support implementation of WHSMS plan in own work area
 - Review and improve WHSMS implementation plan
 - Review a safe system of work in your organisation
 - Research organisation's requirements for contractor WHS management
 - Contribute to contractor WHS induction
 - Carry out contractor audit and site inspection
 - Escalate contractor WHS non-compliance

Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- their organisation's work health and safety policies, procedures, forms and associated documentation
- information about contractor WHS management requirements in their organisation
- people they can involve in work health and safety activities, including meetings
- video / sound recording equipment (e.g., mobile phone)
- a supervisor / manager who can review their work and provide feedback to TSA

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the units on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved one or more of the units from this course and wish to have them recognised, please contact a TSA Training Advisor.