

WHS for Contract Administrators

Managing Safety Risk Through Contract Decisions

WHS obligations, contract decisions and practical governance

Practical WHS awareness for safer, defensible contract administration decisions.

PRACTICAL TRAINING | CONSTRUCTION WHS | CONTRACT ADMINISTRATION

CLEARER
DECISIONS.
FEWER DISPUTES.
BETTER
PROJECT OUTCOMES.

PEOPLE
PROCESS
DISCIPLINE
RESULTS



Course Overview

This practical course helps Superintendents and Contract Administrators understand how WHS duties, governance and contract decisions interact. Using the Commonwealth framework and Queensland as the working example, it translates safety obligations into practical considerations for programs, directions, EOTs, variations, traffic management, incidents, non-conformances and payment decisions.



What the Course Covers

- ✓ WHS framework, PCBUs, duties and key terminology
- ✓ Commonwealth and Queensland WHS context
- ✓ Principal contractor and concurrent duty interfaces
- ✓ AS 2124 / AS 4000 safety implications
- ✓ Programs, recovery and unsafe acceleration risk
- ✓ Directions, means, methods and operational control
- ✓ EOTs, variations, traffic staging and access
- ✓ Incidents, NCRs, governance records and payment pressure



6 Key Takeaways

- 1 Know which WHS framework applies and identify the enforceable State or Territory legislation for the project.
- 2 Understand PCBU, officer, worker and principal contractor roles, including the possibility of concurrent duties.
- 3 Remain active in administration without taking over safety-critical means, methods, sequencing or resourcing.
- 4 Test the WHS implications of programs, directions, EOTs, variations, access arrangements and traffic staging.
- 5 Document safety-related governance, responsible parties, actions, close-out dates and evidence of serious issues.
- 6 Avoid commercial or recovery pressure that could encourage unsafe shortcuts in delivery.



Who Should Attend

-  Superintendents and Contract Administrators
-  Project Managers and Project Engineers
-  Principal / client-side delivery teams
-  Commercial and Contracts Managers
-  Construction verification and technical advisers
-  Senior construction personnel interfacing with WHS governance
-  Project controls and program assurance personnel
-  Client-side engineers and construction administrators



Why Clients Book This Course

- ✓ Practical WHS awareness for contract administration teams
- ✓ Connects safety duties to everyday contract decisions
- ✓ Uses Australian construction and Queensland WHS context
- ✓ Clarifies operational control and principal-contractor boundaries
- ✓ Strengthens governance records, escalation and accountability
- ✓ Helps avoid commercial pressure that can drive unsafe behaviour



Delivery Options

-  **In-house team delivery**
At your offices or project site
-  **Live online delivery**
Interactive and engaging
-  **Lunchtime masterclass format**
High-impact and practical
-  **Tailored for client and project teams**
Customised to your needs



Build Safer Contract Administration

Equip your team to make contract decisions that support safe delivery while preserving clear operational responsibilities and governance boundaries.

Contact Enginuity Training to discuss delivery options for your team.

RIGHT KNOWLEDGE.
STRONGER PROJECTS.
BRIGHTER AUSTRALIA.

