Certificate III in Occupational Health and Safety (FFS)
Course Code: BSB30707

Description: The Certificate III in Occupational Health and Safety was developed to enable health and safety representatives and people involved with workplace health and safety to attain a professional qualification in occupational health and safety. This qualification reflects the role of skilled operators who apply a broad range competencies in varied work contexts, using some discretion and judgement and relevant theoretical knowledge. They may provide technical advice and support to a team. This qualification is for people whose main job is not dedicated to OHS but who take it on as a voluntary duty.

Qualification & Recognition: The course is recognised nationally.

Recognition of Prior Learning and Credit Transfer: You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from formal studies or training. AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute. Contact Holmesglen to obtain an RPL information brochure.

Job Prospects: Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:
- Health and Safety Assistant
- Health and Safety Committee Member
- Health and Safety representative

Who Can Apply: People who have some knowledge of OHS within the workplace.

Selection Criteria: Some vocational experience in working in OHS roles without a formal qualification.

Course Length: 2 days plus workplace based assignments

Assessment: Assessment is a combination of assignments, case studies and reports.

Course Date/s 2010: Thursday 18 March & Friday 19 March
Tuesday 15 June & Wednesday 16 June
Monday 20 September & Tuesday 21 September
Wednesday 1 December & Thursday 2 December

Employability skills: All the units contain employability skills

Opportunities for Further Study: After achieved Certificate III in Occupational Health and Safety participants may undertake Certificate IV in Occupational Health and Safety

Cost: This is a fee for service course. The cost is $900 per participant.

Contact: Ed Smart
Program Coordinator – Holmesglen Safety
T. 03 9564 6287

Location: Waverley Campus, 585 Waverley Road, Glen Waverley

Course Arrangements: This course is nationally accredited and offered as a fee for service program. All days will be fully catered. Notes and resources are included. The qualification will be awarded to participants who have satisfactorily completed all the required assessments and have been deemed as competent for all the above units.
Competencies
Total number of units = 12 (7 OHS units plus 5 elective units)

The Certificate III in Occupational Health and Safety will cover the following competencies:

<table>
<thead>
<tr>
<th>Unit Code &amp; Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BSBOHS301B – Apply knowledge of OHS legislation in the workplace</td>
<td>20</td>
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<tr>
<td>This unit describes the performance outcomes, skills and knowledge required to apply understanding of the occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards is achieved.</td>
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<tr>
<td>BSBOHS302B – Participate effectively in the OHS communication and consultative process</td>
<td>30</td>
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<tr>
<td>This unit applies to individuals who assist OHS specialists and contribute to compliance with OHS legislation in the workplace.</td>
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<tr>
<td>BSBOHS303B – Contribute to OHS hazard identification and risk assessment</td>
<td>30</td>
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<tr>
<td>This unit applies to individuals who assist OHS specialists in relation to the identification of workplace hazards and assessment of OHS risks in the workplace.</td>
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<tr>
<td>BSBOHS304B – Contribute to OHS hazard control</td>
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<tr>
<td>This unit applies to individuals who assist OHS specialists in relation to controlling OHS hazards in the workplace.</td>
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<tr>
<td>BSBOHS305B – Contribute to OHS issue resolution</td>
<td>30</td>
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<tr>
<td>This unit applies to individuals who assist OHS specialists in relation to resolving OHS issues and effectively communicating the outcomes of the issue resolution process to employees.</td>
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<tr>
<td>BSBOHS306B – Contribute to implementing emergency prevention activities and response procedures</td>
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<tr>
<td>This unit applies to individuals who assist OHS specialists in relation to the implementation of emergency prevention and response procedures.</td>
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<tr>
<td>BSBOHS307B – Participate in OHS investigations</td>
<td>25</td>
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<tr>
<td>This unit applies to individuals who assist OHS specialists in relation to an investigation of an OHS incident in the workplace.</td>
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<tr>
<td>BSBOHS201A – Participate in OHS processes</td>
<td>20</td>
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<td>This unit applies to individuals who require a fundamental knowledge of OHS to carry out their own work which may be in a defined context under direct supervision or with some individual responsibility. This unit has broad applicability across industries and workplace contexts.</td>
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<tr>
<td>BSBOHS401B – Contribute to the implementation of a systematic approach to managing OHS</td>
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<tr>
<td>This unit applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.</td>
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The unit may apply both in a work unit of a large organisation or in a small to medium enterprise.
BSBSUS301A – Implement and monitor environmentally sustainable work practices
This unit applies to those with responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools, such as:

- identifying areas for improvement
- developing plans to make improvements
- implementing and monitoring improvements in environmental performance.

A person who demonstrates competence in this unit must be able to provide evidence of the ability to implement and monitor integrated environmental and resource efficiency management policies and procedures within an organisation. Evidence must be strictly relevant to the particular workplace role.

BSBWOR301A – Organise personal work priorities and development
This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement using appropriate theoretical knowledge of work scheduling and performance improvement to provide technical advice and support to a team.

BSBWRT301A – Write simple documents
This unit applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts. They may exercise discretion and judgement to produce a range of basic workplace documentation.

Following the Initial 5 day OHS course 2 extra days must be completed:

Assignments and or case studies will be given out during the course and the work is to be completed to be eligible for a qualification.

Day 1
Session 1 Introduction to Program, Assessment Pack, Report Writing
Session 2 Emergency Preparedness
Session 3 & 4 Environmental Awareness

Day 2
Session 1 & 2 Resolving OHS Issues
Session 3 & 4 Personal Development and Performance
Session 5 Assessment