Certificate IV in Occupational Health and Safety
Course Code: BSB41407

Description: This course teaches the skills and knowledge needed by occupational health & safety (OH&S) practitioners and by those whose work encompasses some aspects of occupational health & safety. It covers a variety of OH&S fields and is designed to meet the needs of business and industry.

Qualification & Recognition: The completion of core and elective competencies qualifies the graduate for Certificate IV in OHS.

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 life experiences, or through qualifications obtained from formal studies or training. Students can apply for RPL (Recognition of Prior Learning).

AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by the Institute.

Job Prospects: In general the Certificate Level IV provides training for line supervisors and safety representatives who have a role in OH&S at the workplace, eg safety committee members. This qualification would suit an OHS officer in a fulltime position who works under the supervision of an OHS Coordinator or OHS Manager. Examples of jobs include OHS representative, OHS committee member, health and safety assistant.

Who Can Apply: People who have some knowledge of Occupational Health & Safety within the workplace.

Selection Criteria:
• Certificate III in OHS or other Cert III qualification, or providing evidence of a majority of cert III units in OHS
• or with extensive vocational experience in OHS roles
• motivation to undertake and complete the course

Course Length: The course may be completed in 12 months by attending 2 nights per week. Course duration will depend on the number of competency units undertaken by individual students each term. Course durations can be reduced by the application of Credit Transfer or Recognition of Prior Learning (RPL).

Assessment: Assessment is a combination of tests, assignments, case studies, reports and practical work depending on the nature of the unit.

Starting Date/s 2010: February – Classes start at 6:00pm

Employability skills: All the units contain employability skills

Opportunities for Further Study: Graduates of the Certificate course may continue into the Diploma with credits for successfully completed modules. Graduates of the Diploma may continue into the Advanced Diploma of OHS.

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

Location: Waverley Campus, 585 Waverley Road, Glen Waverley
Competencies

Total number of units = 9
This must include 6 OHS units including BSBOHS408A and at least one of BSBOHS405B or BSBOHS406B plus 3 electives. At least 2 of the elective units must be selected from the remaining OHS units, or specific elective units for Cert IV OHS listed in the BSB07 Training Package. The remaining elective may selected from the remaining OHS units, the BSB07 Business Services Training Package or any currently endorsed national Training Package. One unit may be selected from either a Certificate III or Diploma qualification. Units selected from other Training Packages must not duplicate units selected from within the BSB07 Training Package.

Unit Code & Title | Hours
--- | ---
BSBOHS401B – Contribute to the implementation of a systematic approach to managing OHS | 50
This unit specifies the performance outcomes skills and knowledge required to effectively contribute to the application of a systematic approach to managing occupational health & safety (OHS) to ensure that the workplace as far as practicable is as far as practicable, safe and without risks to the health of employees and others.

BSBOHS402B – Contribute to the implementation of the OHS consultation process | 40
This unit describes the performance outcomes, skills and knowledge required to contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing occupational health & safety (OHS).

BSBOHS403B - Identify hazards and assess OHS risks | 60
This unit describes the performance outcomes, skills and knowledge required to identify hazards and assess occupational health & safety risks in the workplace.

BSBOHS404B - Contribute to the implementation of strategies to control OHS risk | 40
This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health & safety risks.

BSBOHS405B – Contribute to the implementation of emergency procedures | 30
This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.

BSBOHS406B - Use equipment to conduct workplace monitoring | 60
This unit describes the performance outcomes, skills and knowledge required to accurately use equipment to contribute to the monitoring of agents and/or conditions in the workplace including, but not be limited to noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria.

BSBOHS408A - Assist with compliance with Occupational Health & Safety and other relevant laws | 40
This unit describes the performance outcomes to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee. Note. This unit is compulsory.
Unit Code & Title

BSBWRT401A – Write complex documents
This unit specifies the performance outcomes skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity. This unit covers reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources.

BSBHRM509A - Manage rehabilitation or return to work programs
This unit specifies the performance outcomes skills and knowledge required to process and analyse both workers' compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return-to-work programs, and their monitoring, ongoing review and evaluation.