



## BSB41407 - Certificate IV in Occupational Health and Safety COURSE OUTLINE

Who is this program for?

This program is for people who work within Occupational Health and Safety. It would suit an OHS officer who works under the supervision of an OHS Coordinator.

Duration

The duration of the course is 24 months when completed as a traineeship, but in some circumstances, can be completed in less time.

Prerequisites

Nil

How is the Course delivered?

The course can be customised to suit your learning needs. It is run through a combination of facilitated training and on the job training with competency based written and group work assessment. There are also opportunities to arrange verbal assessment where literacy barriers are an issue.

Packaging Rules

A total of 9 units must be completed. 6 elective units must be selected from Group A. Of this selection, BSBOHS408A Assist with compliance with OHS and other relevant laws must be selected, along with BSBOHS405B Contribute to the implementation of emergency procedures OR BSBOHS406C Use equipment to conduct workplace monitoring. The remaining 3 units can be selected from Group A or Group B. See overleaf for explanation of units within groups.

Qualification

At the completion of all units of competency, candidates are awarded with a Certificate IV in Occupational Health and Safety – BSB41407.

Enrolment Fee

\$500 New Entrant; \$500 Existing Worker (employed more than three months).

Potential vocational outcomes

Occupational Health and Safety Coordinator, Safety Inspector.

Who can I contact for more information?

[traineeships@changenetwork.com.au](mailto:traineeships@changenetwork.com.au)

## GROUP A (Choose at least 6)

Please note: BSBOHS408A must be selected, along with BSBOHS405B or BSBOHS406C

CODE	UNIT NAME	PURPOSE OF COMPETENCY
BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS	This unit describes the performance outcomes, skills and knowledge required to effectively contribute to the application of a systematic approach to managing occupational health and safety (OHS) to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.
BSBOHS402B	Contribute to the implementation of the OHS consultation process	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 and safety (OHS).
BSBOHS403B	Identify hazards and assess OHS risks.	This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.
BSBOHS404B	Contribute to the implementation of strategies to control OHS Risk	This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
*BSBOHS405B	Contribute to the implementation of emergency procedures	This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.
*BSBOHS406C	Use equipment to conduct workplace monitoring	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 <b style="color: red;">Must be selected</b>	Assist with compliance with OHS and other relevant laws	This unit describes the performance outcomes required 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.

## GROUP B (Choose 3 or 1 from Group A and 2 from Group B)

CODE	UNIT NAME	PURPOSE OF COMPETENCY
BSBCRT501A	Originate and develop concepts	This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.
BSBCUS401A	Coordinate implementation of customer service strategies	This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
BSBCUS402A	Address customer needs	This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed.
BSBFIA402A	Report on financial activity	This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.
BSBADM409A	Coordinate business resources	This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use.
BSBINN301A	Promote innovation in a team environment	This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.
BSBCMM401A	Make a presentation	This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.
BSBITS401A	Maintain business technology	This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements.
BSBMKG413A	Promote products and services	This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services.
BSBMKG414A	Undertake marketing activities	This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.

BSBOHS407A	Monitor a safe workplace	This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.
BSBPMG510A	Manage projects	This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project.
BSBREL401A	Establish networks	This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.
BSBRES401A	Analyse and present research information	This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.
BSBRSK401A	Identify risk and apply risk management processes	This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation.
BSBSUS301A	Implement and monitor environmentally sustainable work practices	This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.
BSBWRT401A	Write complex documents	This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.