



Certificate IV  
in  
Occupational Health and Safety

BSB41407



**COURSE INFORMATION**



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## About WLI

With more than 15 years experience conducting competency based training and assessment behind us, Workplace Learning Initiatives, an award winning Registered Training Organisation, has developed an innovative range of courses designed to provide accreditation and ongoing professional development.

## The WLI Commitment to Quality



We are a quality assured company. Our quality assurance accreditation covers systems for the design, development and implementation, on and off-site, of vocational education and training products and services that facilitate workplace learning and change and may lead to recognised credentials. This certification also includes commissions for research relating to work, adult education and vocational training.



We have been awarded "Highly Recommended" status in the Australian Achiever Awards for excellence in customer service again—proving we deliver on the promise of customer care.



We are a Registered Training Organisation authorised to offer training and assessment services which may lead to the issue of nationally recognised Australian Qualifications Framework (AQF) qualifications or statements of attainment. We also comply with the quality requirements of the NRT standards.

## ***Course Objectives***

This course is designed to provide those people wishing to become qualified in the field of Occupational Health and Safety with a comprehensive understanding of OH&S in the workplace. It is ideally suited to persons who have Occupational Health and Safety as the whole, or a significant part of their job responsibilities. This course is suitable for people working, or who aspire to work, as a Health and Safety officer in a small to medium sized organisation.

This course will provide graduates with the skills and knowledge to be able to:

- Contribute to the systemic implementation and management of OHS
- Contribute to the implementation of an OHS consultative process
- Identify hazards and assess risks
- Contribute to the implementation of strategies to control risk
- Contribute to the implementation of emergency response procedures
- Assist with OHS compliance other relevant laws and regulations, and much more

The Certificate IV in Occupational Health and Safety is a nationally recognised OH&S qualification and will provide those who complete it with an excellent specialist qualification.

## ***Pathways into the qualification***

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:

- after achieving the BSB30707 Certificate III in Occupational Health and Safety or other relevant Certificate III qualification  
OR
- providing evidence of competency in the majority of units required for the BSB30707 Certificate III in Occupational Health and Safety  
OR
- with extensive vocational experience in occupational health and safety roles.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Health and Safety Representative
- Health and Safety Committee Member
- Health and Safety Assistant.

This breadth of expertise would equate to the competencies required to undertake this qualification.

## ***Pathways from the qualification***

After achieving the BSB41407 Certificate IV in Occupational Health and Safety, candidates may undertake the BSB51307 Diploma of Occupational Health and Safety, a qualification for those wishing to develop specialised skills and knowledge required to coordinate and maintain the OHS program within an organisation, or a range of other Diploma level qualifications.

## ***Learning and Recognition Options***

At WLI, we believe that every person is an individual, each one with different needs. As a result, we have developed several different options for participants to undertake this program.

Training and assessment for our Certificate IV in Occupational Health and Safety is offered in the following formats:

- Recognition of Current Competency (RCC)
- Combination of RCC and work based projects
- Combination of workshops and workplace projects
- Customised flexible delivery

The program examples outlined below have been developed as an indication only and should not be considered our only approach.

<b>Recognition of Current Competence (RCC) - \$750.00</b>	
<b>Suitable for:</b>	<b>How it works</b>
<p>People who have extensive experience with OH&amp;S in the workplace—in particular, those who have had a role or are currently specialising in the management and delivery of a range of Occupational Health and Safety services in the workplace.</p>	<p>Once you have enrolled in the program, a suitable time to undertake your initial RCC interview will be organised with you. This may be performed either face to face, or over the telephone (which means location is not an issue).</p> <p>During your initial interview, we will discuss your experiences and abilities, and map these to the qualification requirements. This saves you time, as there is no need to complete complex documentation.</p> <p>We will help you to develop an evidence portfolio, and to identify proof of competency. Where you have the ability, but no evidence, we may set assessment activities for you to complete (tailored to your workplace and industry).</p> <p>Using a tailored checklist that we provide, you collect the evidence, and then send it to us for assessment. It really is that simple. No more confusing processes or complex documents to complete. We take the hard work out of your RCC Process.</p>
<p>Duration:</p>	<p>This process could take up to 6 weeks depending on how long it takes for you to develop your RCC portfolio. It's up to you.</p>

**RCC and work based projects - \$750.00 up to \$1000.00**

<b>Suitable for:</b>	<b>How it works</b>
<p>People who have extensive experience with OH&amp;S in the workplace—in particular, those who have had a role or are currently specialising in the management and delivery of a range of Occupational Health and Safety services in the workplace.</p>	<p>Once you have enrolled in the program, a suitable time to undertake your initial RCC interview will be organised with you. This may be performed either face to face, or over the telephone (which means location is not an issue).</p> <p>During your initial interview, we will discuss your experiences and abilities, and map these to the qualification requirements. This saves you time, as there is no need to complete complex documentation.</p> <p>We will help you to develop an evidence portfolio, and to identify proof of competency. Where you have the ability, but no evidence, we may set assessment activities for you to complete (tailored to your workplace and industry).</p> <p>Using a tailored checklist that we provide, you collect the evidence, and then send it to us for assessment. It really is that simple. No more confusing processes or complex documents to complete. We take the hard work out of your RCC process.</p> <p>Additional fees will be charged for any workshop or project work required to achieve the qualification. The maximum additional fee charged will be \$250.00.</p>
<p>Duration:</p>	<p>The RCC process could take up to 6 weeks depending on how long it takes for you to develop your RCC portfolio, but can be completed in less time. The time needed to complete the work based projects will depend on the number and complexity of the project(s).</p>

**Combination of workshops and workplace projects - \$2050.00**

<b>Suitable for:</b>	<b>How it works:</b>
<p>People who may have a certificate III and are working in, or aspire to work in, a Health &amp; Safety specialist role and are seeking a higher level qualification.</p>	<p>This program is divided into a series of 8 one day workshops, two weeks apart. By participating in the workshops and undertaking some workplace based projects and assessment we systematically work through all of the learning and assessment requirements for the qualification.</p>
<p>Duration:</p>	<p>Total course duration is 20 weeks. All workshops are completed in 16 weeks and participants have a further 4 weeks to complete and hand in their assignments.</p>

<b>Customised flexible delivery - \$2250.00</b>	
<b>Suitable for:</b>	<b>How it works</b>
<p>People already working in a H&amp;S capacity and who want to gain this qualification, but may not have the time to attend workshops.</p>	<p>As per all programs, we start with identifying your current skills, and offering RCC where appropriate</p> <p>We then tailor a program for you to progress through at your own pace. This program offered is mainly "project" based, and is supported by online learning and regular contact with one of our experienced OH&amp;S trainers.</p> <p>Talk to us for more details.</p>
<p>Duration:</p>	<p>TBA</p>

All workshop fees include resource materials and all day workshops include a light lunch.

## Qualification Structure

Certificate IV in Occupational Health and Safety requires the successful completion of 9 units in total; comprising of 6 Core and 3 Elective units. At least 2 of the elective units must be selected from the elective units listed below. The other elective unit may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from a Certificate III or Diploma qualification.

CORE UNITS	
Unit Code	Unit Title
BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS
BSBOHS402B	Contribute to the implementation of the OHS consultation process
BSBOHS403B	Identify hazards and assess OHS risks
BSBOHS404B	Contribute to the implementation of strategies to control OHS risk
BSBOHS405B	Contribute to the implementation of emergency procedures
BSBOHS408A	Assist with compliance with OHS and other relevant laws
ELECTIVE UNITS (Choose 3)	
Unit Code	Unit Title
BSBOHS406B	Use equipment to conduct workplace monitoring
BSBOHS407A	Monitor a safe workplace
BSBCRT501A	Originate and develop concepts
BSBCUS401A	Coordinate implementation of customer service strategies
BSBCUS402A	Address customer needs
BSBFIA402A	Report on financial activity
BSBADM409A	Coordinate business resources
BSBINN301A	Promote innovation in a team environment
BSBCMM401A	Make a presentation
BSBITS401A	Maintain business technology
BSBMKG413A	Promote products and services
BSBMKG414A	Undertake marketing activities
BSBPMG510A	Manage projects
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBRSK401A	Identify risk and apply risk management processes
BSBWRT401A	Write complex documents

## Sample Course Structure

The following sample shows a typical course structure for the Certificate IV in Occupational Health and Safety.

Core	
Unit Code	Unit Title
BSBOHS408A	Assist with compliance with OHS and other relevant laws
BSBOHS405B	Contribute to the implementation of emergency procedures
BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS
BSBOHS402B	Contribute to the implementation of the OHS consultation process
BSBOHS403B	Identify hazards and assess OHS risks
BSBOHS404B	Contribute to the implementation of strategies to control OHS risk
Elective	
Unit Code	Unit Title
BSBWRT401A	Write complex documents
BSBRSK401A	Identify risk and apply risk management processes
BSBOHS407A	Monitor a safe workplace

## ***About the units 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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

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.

The unit may apply both in a work unit of a large organisation or in a small to medium enterprise.

### **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). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

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 addresses the formal and informal processes of ensuring people in the organisation are informed about OHS and have opportunities to effectively participate in OHS processes. This unit will involve working with individuals and working with groups.

### **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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

This unit applies to individuals with supervisory responsibilities in managing OHS in the workplace who identify hazards and assess risks using developed processes and tools. The unit also introduces basic incident analysis as an important skill underlying incident investigation, which is addressed in greater complexity in BSBOHS508B Participate in the investigation of incidents.

### **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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

This unit applies to individuals with supervisory responsibilities for managing OHS in the workplace who contribute to the implementation of OHS risk controls in the workplace.

### **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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

This unit applies to individuals with supervisory responsibilities for managing occupational health and safety (OHS) in the workplace who contribute to the implementation of procedures for responding to emergencies. The unit assumes that expert advice will be available in identifying potential emergencies and in formulating the response plans.

As the unit focuses on implementation of procedures already developed for short term emergency responses, it is less complex than BSBOHS508B Participate in the investigation of incidents, which has a greater scope both in situations addressed and the timeframe for action. Contributions to the actions to control OHS risks are covered in BSBOHS404B Contribute to the implementation of strategies to control OHS risk.

### **BSBOHS406B 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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

This unit applies to individuals who contribute to the monitoring of agents and/or conditions in the workplace by using a range of measuring devices to identify hazards, assess risk and monitor the effectiveness of risk controls.

Measurement of ergonomic factors and their impact on the human body has been excluded from this unit. This unit does not extend to interpreting results and developing control measures based on the outcomes of the monitoring, as this is addressed in BSBOHS404B Contribute to the implementation of strategies to control OHS risk.

### **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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

This unit applies to employees with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area.

This unit applies to individuals with a broad knowledge of OHS policies who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

### **BSBOHS408A 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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

This unit OHS applies to individuals with supervisory responsibilities for assisting with legal compliance as part of a systematic approach to managing OHS. It includes identification of common law duty of care, appropriate legislation and regulations and the necessary actions to ensure compliance in the workplace.

### **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.

This unit applies to individuals who originate and develop concepts of some complexity and progress that concept to the point where it can be implemented. Individuals may be employed by organisations, be sub contractors or consultants brought in by companies to work on specific projects, or be individuals or part of a team working independently.

Concepts could be developed for any business or community activity or process such as marketing campaigns, staff development programs, information technology and communication systems. This unit is also highly relevant to practitioners in the creative industries who develop products such as advertising campaigns, radio and television programs, entertainment events, films, exhibitions and digital media products.

A person undertaking this role would operate with a high degree of autonomy and at a senior level if working within an organisation. However, the process of generating concepts and ideas is collaborative in nature.

Skills associated with writing proposals to support concept development are covered in BSBWRT401A Write complex documents.

### **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.

This unit applies to individuals with a broad knowledge of customer service strategies who contribute well developed skills in addressing customer needs and problems. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

### **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.

This unit applies to workers required to be familiar with a product and/or service that varies widely and is capable of significant customisation. The customer relationship would typically involve direct interaction a number of times over an extended period.

This unit is appropriate to workers who are expected to have detailed product knowledge in order to recommend customized solutions. They would be expected to apply organizational procedures and be aware of, and apply as appropriate, broader factors involving ethics, industry practice and relevant government policies and regulations.

### **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.

This unit applies to individuals with a broad knowledge of financial activities who contribute financial skills and knowledge to address reporting requirements of clients and legal authorities. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

### **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.

This unit applies to individuals with a broad knowledge of business resources who contribute well developed skills and knowledge to ensure adequate resources are available to perform the work of the organisation. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

### **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.

This unit applies individuals who play a pro active role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader.

The team may 'make itself' or be constructed by others. It may have core members and members who participate at certain times or for particular purposes. It may be permanent or temporary, or come together at different times to work on specific projects.

The team could consist of a team of contractors/freelancers, permanent staff, clients and service providers, or any combination of these groups. It may operate within an organisation or across several organisations - or simply across a group of individuals.

The key focus of the unit is on what makes for an innovative team, what keeps it working well, how the structure of work can make a difference and what skills and knowledge are needed to maximise opportunities for innovation. Where a greater focus on team leadership is required this unit should be combined with units such as BSBLED401A Develop teams and individuals.

### **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.

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training, promotions, etc. They contribute well developed communication skills in presenting a range of concepts and ideas.

### **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.

This unit applies to individuals with a broad knowledge of business technology who contribute well developed skills in creating solutions to maintenance and upgrade issues with existing technology. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

### **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.

This unit applies to individuals with a broad knowledge of the promotion of products and services specific to an organisation. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

### **BSBMKG414A Undertake marketing activities**

This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.

This unit covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.

### **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..

This unit applies to individuals who work in a range of business environments and are skilled in the creation of 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.

### **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.

This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

The unit focuses on the application of project management skills and the requirement to meet time lines, quality standards, budgetary limits and other requirements set for the project.

The unit does not apply to specialist project managers. For specialist project managers, the units of competency in the Project Management competency field will be applicable.

### **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.

This unit applies to individuals with a broad knowledge of networking and negotiation who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

### **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.

This unit applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

### **BSBRISK401A 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.

This unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

In this unit, risks applicable within own work responsibilities and area of operation, may include projects being undertaken individually or by a team, or operations within a section of the organisation.