



MHRC

MURRAY HOUSE RESOURCE CENTRE

(RTO 2068)

James St, Pinjarra WA 6208 P: (08) 9531 2298

Course Overview V1.4



BSB41419 Certificate IV in Work Health and Safety

COURSE OVERVIEW



WHO SHOULD COMPLETE THE COURSE?

The program is for anyone who:

- aspires to be a supervisor, or work in a safety role
- manages risk effectively, applies relevant Work Health and Safety (WHS or OHS) laws
- contributes to WHS within the workplace
- wish to refresh their skills and knowledge in relation to their current job role.
- requires formal recognition of existing skills and knowledge as part of their job description or for compliance reasons within their workplace or on a client site.

Entry Requirements:

Those entering this program must be able to demonstrate vocational competency and past work experience. Vocational competency is defined as broad industry knowledge and experience. This course is not suitable for those entering the workforce.

It is recommended that you have basic computer skills, including ability to research on the internet and basic keyboard skills to complete assessment templates. Literacy level must be enough to be able to write reports and other documents. The Certificate III in Work Health and Safety is recommended for those who are new to the workforce or face literacy challenges.

For those who do not have basic computer skills a foundation course is recommended prior to commencement. These courses are available via Murray House Resource Centre and are subject to minimum numbers. Please discuss this with us prior to enrolling in this qualification.

Access to a workplace: Assessment tasks require workplace application. Please let us know if you are not currently employed so we can suggest alternatives for you.

HOW IS THE COURSE DELIVERED?

The program is delivered online over six-month period (self-paced) with a highly qualified trainer and assessor who will align the program to your required outcomes and your workplace context. Phone, email and face to face coaching is offered so you are supported in your studies. Face to face workshops/contact hours are offered regularly.

Before you begin the program, you will have a discussion with your trainer about your learning outcomes, training needs, special requirements and your career aspirations so that you get what you want from your studies. You will be guided to explore options that suit your individual requirements within the program.



You will have a phone interview with the trainer and assessor to ascertain the above requirements and to ensure that the program is suitable for you and what level of support you may require to complete.

You will also be asked to provide a Resume and training needs analysis will be undertaken so that the trainer and assessor can see your prior knowledge and existing skill set.

HOW WILL YOU BE ASSESSED?

Assessment is competency based and evidence based, so you will be required to demonstrate evidence of your ability to perform the tasks required and the knowledge required to complete the units of competency and to apply these in the workplace.

Assessment Methods: You will be required to complete a major project, which will be a series of structured activities that are relevant to current industry practice. The evidence that you produce will be contextualised for your own workplace, or a workplace of your choice.

You will be directly observed by an appropriate person performing tasks in the workplace. Using your workplace to base your projects on adds value to your employer and supplies a practical context for your study.

Your knowledge will be assessed by:

- Knowledge Questions
- Major Project
- Structured Activities
- Observation



HOW LONG WILL IT TAKE TO COMPLETE?

Your course enrolment is for a period of 12 months. During this time, you must complete 10 units of competency. You need to plan to complete a unit of competency every 5- 6 weeks in order to complete the course. You can work more quickly than this.

Your enrolment will be processed in two modules each of 6 months duration. Each module consists of 5 units of competency.

Depending upon your prior knowledge this qualification may take you 470 hours to complete in full. Experienced people with good computer skills may achieve competency in a shorter period.

Your learning experience requires you to engage in the learning resources and undertake independent research and study.

HOW MUCH DOES IT COST?

\$1850. Payment may be made per module; Module 1 \$950 Module 2 \$900

WHAT IS INCLUDED IN THE COURSE?

The program is divided into two modules that build on each skill level that will scaffold your learning and provide you with a clear framework for your skills development.

Module One:

This module will provide you with the skills and knowledge of the WHS legislative framework and how this is applied in a systematic way to the workplace.

This module would be highly beneficial for safety administrators and supervisors to gain valuable background into key responsibilities and to give context to their role.

This Module is comprised of five units of competency:

BSBWHS412 Assist with workplace compliance with WHS laws (Release 1)

This unit describes the skills and knowledge required to assist with establishing and maintaining workplace compliance with work health and safety (WHS) laws. It includes identifying applicable WHS laws, duties, rights and obligations, and the necessary actions to ensure WHS compliance in the workplace.

It also includes assisting with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws and those of WHS regulators.



BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes (Release 1)

This unit describes the skills and knowledge required to contribute to implementing and maintaining work health and safety (WHS) consultation and participation as prescribed in legislation.

It also covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation.

BSBWHS414 Contribute to WHS risk management (Release 1)

This unit describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards.

It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.

BSBWHS415 Contribute to implementing WHS management systems (Release 1)

This unit describes the skills and knowledge required to contribute to implementing a plan for a work health and safety management system (WHSMS) that applies to own role.

The unit applies to individuals with responsibilities for contributing to the implementation of an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts. (Note: work done in this unit will contribute to BSBWHS418 Assist with managing WHS compliance of contractors).

BSBWHS416 Contribute to workplace incident response (Release 1)

This unit describes the skills and knowledge required to assist with actions and activities performed in response to workplace incidents according to work health and safety (WHS) legislative and organisational requirements.

The unit applies to those who contribute to workplace incident/accident responses by undertaking a varied range of activities in a structured and familiar work environment as defined in written procedures. It applies to people who work in a broad range of WHS roles across all industries.

Module two:

This cluster will provide you with the practical skills and knowledge to operate effectively in a workplace as a Safety Advisor.

You will learn how to manage compliance issues with contractors, assist with the WHS aspect of injured workers returning to work and the control of dangerous chemicals within the workplace. Also, you will learn how to increase public safety through awareness programs and implement WHS monitoring processes in the workplace, all valuable skills to be an effective workplace Safety Advisor.

This cluster is comprised of five units of competency:



BSBWHS417 - Assist with managing WHS implications of return to work (Release 1)

This unit describes the skills and knowledge required to assist with managing the WHS implications of activities that facilitate an injured worker's return to work. It involves identifying those with roles, duties, rights and responsibilities for return to-work, as well as assisting in preparing, implementing and evaluating the return to work.

The unit applies to those in an organisation who assist with the WHS implications of return-to-work activities. In many organisations, this role will be performed alongside others from within the organisation or external parties, including those working in human resources, workers' compensation, workplace rehabilitation, other professional and administrative capacities, and other roles relating to return to work.

BSBWHS418 - Assist with managing WHS compliance of contractors (Release 1)

This unit describes the skills and knowledge required to assist with managing the work health and safety (WHS) implications of using contractors. It involves identifying contractor duties, establishing organisational WHS compliance requirements associated with those duties, establishing and communicating the requirements expected of contractors, monitoring contractor compliance with WHS requirements, and implementing required responses to identified non-compliance.

The unit applies to those who work in a broad range of WHS roles across all industries in organisations that use contractors to supply services, including labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations, and major contracts and projects, as relevant to the organisation. This includes casual and volunteer workers. It does not cover visitors, or outworkers or suppliers of goods, materials or products to workplaces.

BSBWHS419 - Contribute to implementing WHS monitoring processes (Release 1)

This unit describes the skills and knowledge required to contribute to monitoring a range of physical agents and conditions relating to work health and safety (WHS) in the workplace. It involves the use of a range of measuring devices to collect, interpret and report on workplace information and data in relation to those physical agents and conditions.

The unit applies to those working in a broad range of WHS roles across all industries.

The unit does not extend to hazard identification, risk assessment or developing risk controls based on the outcomes of monitoring, which are covered in BSBWHS414 Contribute to WHS risk management.

This unit does not qualify individuals to perform duties as a registered officer under any legislation.

BSBWHS431 - Develop processes and procedures for controlling hazardous chemicals in the workplace (Release 1)

This unit describes the skills and knowledge required to develop processes and procedures for controlling hazardous chemicals in the workplace, and then monitoring their effectiveness. The unit requires the application of knowledge associated with work health and safety (WHS) legislation, and organisational policies and procedures relating to controlling hazardous chemicals.



PUACOM008 - Develop and organise public safety awareness programs (Release 2)

This unit of competency involves the skills and knowledge required to develop, implement and evaluate public safety awareness programs. It includes determining scope of program and developing, implementing and evaluating the effectiveness of public safety awareness programs.

The unit applies to personnel who formally liaise with other organisations to increase response effectiveness and community safety.

TRAINING RESOURCES

You will be provided with:

- access to our Learning Management System (LMS) with online course materials and portal to complete your assessments. This is web-based so you will be able to login and work from any location and continue from where you left off.
- templates to complete your assessments available online or via USB
- Handouts and publications available by email or USB

You will need to have:

- access to a computer and internet
- basic computer skills to access information online and to complete assessment templates
- good reading and comprehension skills

Qualification Pathways

On successful completion of this Qualification you will be able to enrol in BSB51319 Diploma of Work Health and Safety



WHEN IS THE COURSE SCHEDULED?

Enrolment may occur at any time.

WHERE IS TRAINING CONDUCTED?



The course is fully online however we can provide face to face training to groups at Murray House Resource Centre in Pinjarra in our dedicated training rooms, equipped with computers and resources required to complete the program or we can come to you onsite as required.

Recognition of Prior Learning (RPL)

RPL is available to anyone who currently works in this area and can provide sufficient workplace evidence that meets the requirements of the unit of competency. If you wish to consider RPL for all or part of your qualification, please call Murray House Resource Centre to discuss this option with a qualified TAE assessor.

Credit Transfers

If you already hold any of the above units, or equivalent units, you will be awarded a Credit Transfer for each unit, which means that you will not have to participate training or complete assessments for these units. For each unit awarded Credit Transfer you will receive a \$185 discount per unit from the course fee. You will need to provide evidence of the authenticity of these units. Please refer to Credit Transfer Policy and Procedure for further information or call to discuss with one of our team.

All course enquiries:

Murray House Resource Centre:

P: 08 9531 2298

E: admin@mhr.org.au



**NATIONALLY RECOGNISED
TRAINING**