



## BSB41415 Certificate IV in Work Health and Safety

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This Certificate IV is comprised of 10 units – 5 core units plus 5 elective units. (See appendix 1.) This workplace health and safety course is now the minimum requirement for WHS safety officer duties and management in many workplaces and is designed to enable participants to contribute to an organisation's WH&S Management Systems. The core units are a prerequisite for the Diploma in Work Health & Safety.

Key topics of the course include:

- *Understanding WHS Management systems*
- *Current regulatory requirements under WA Legislation*
- *Risk mitigation*
- *Incident response*
- *Continuous improvement*
- *Emergency procedures*

### Training Schedule

The Cert IV in WHS is offered as either, a blended-delivery course; 5 days face to face training, self-paced research and study, and on the job case studies: or self-paced learning, where you can start your WHS safety training course straight away, utilising a combination of course materials combined with activities, work-based assignments and online research. We do not offer e-learning however we do have a distance learning program which includes video conferencing, self-paced assignment work as above, and work based case studies. *Depending on your level of experience, and your current job role, this process can take between 6 months to 2 years to complete.*

### Support

Foundation skills describing Language, Literacy and Numeracy requirements and employability skills are incorporated in the training program. (See appendix 2 for a summary of these skills.) Your trainer will contact you prior to course commencement to discuss your learning pathway, which will include LLN assessment. If LLN testing is required there may be a fee.

Your trainer will assist you as required until you have completed your course of study. At this level the AQF descriptor is as follows:

*The worker at this level of competence will be able to:*

- *Demonstrate understanding of a broad knowledge base incorporating some theoretical concepts*
- *Apply solutions to a defined range of unpredictable problems*
- *Identify and apply skill and knowledge areas to a wide variety of contexts with depth in some cases*
- *Identify, analyse and evaluate information from a variety of sources*
- *Take responsibility for own outputs in relation to specified quality standards*
- *Take limited responsibility for the quantity of the output of others*

If you require basic IT assistance throughout the term of your study this can be provided on a fee for service basis. Please advise administration if you require any additional help. Industry terminology will be discussed on Day One of training.



## Resources

On commencement of the course you will be provided a Resource Manual. We recommend that you obtain copies of the relevant WHS Legislation for your industry (Occupational Safety and Health Act and Occupational Safety and Health Regulations or Mines Safety and Inspection Act and Mines Safety and with Inspection Regulations). You will have access to these documents during training sessions but having your own copies will assist you in your assignment work and in your workplace. They can be downloaded from:

[www.slp.wa.gov.au](http://www.slp.wa.gov.au)

[www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

[www.dmp.wa.gov.au](http://www.dmp.wa.gov.au)

## How long does it take to complete the courses?

The duration will vary according to the delivery method. Self-paced learning may be completed at your convenience within 24 months of commencement. The learning requirement for a Certificate IV level qualification is from 6 months – 24 months. Your vocational experience, previous qualifications and training will have a bearing on the duration of your study. Candidates who have been in a safety role will usually complete their studies more quickly than those with little or no safety experience.

## Assessment

Each day of training includes group activities which will form part of the overall assessment. Assessment also consists of a set of 45 Required Knowledge Questions which must be answered correctly and 4 work-based assignments which will require access to workplace information and some research.

## RPL Assessment

Murray House Resource Centre has developed an assessor led approach to applying for recognition of competency. If you are currently working in high risk industry, have been or are an accredited Health and Safety Representative, or have held a position as a Safety Professional, you will be eligible for some Recognition of Prior Learning (RPL). By compiling a portfolio of workplace documents that demonstrate your contribution to WHS processes, in combination with 3rd Party testimonials, you may be eligible for complete or partial RPL which in turn will reduce or eliminate requirements for training. This process will begin with a competency conversation with your assessor. Please make an appointment.

## Qualification

Each course participant who achieves competency in all units will be issued with the qualification: Certificate IV in Work Health and Safety (BSB41415)

Please Note: We do not provide work placement on completion of this qualification

## Partial Completion

A Statement of Attainment for each unit successfully completed will be issued to participants who partially complete a course.





## MURRAY HOUSE RESOURCE CENTRE

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### Code of Practice

The enrolment form you completed includes an abridged Code of Practice. Student Handbooks which include the complete version, information about contingencies when RTOs cease practice, and a Complaints and Grievances procedure are available when you commence your training.

### Vet Fee Help

At this point we do not offer a Vet Fee Help service. Information is available at: <http://studyassist.gov.au>

### Further Reading

Safety, Culture and Risk by Anthony Hopkins

Leading with Safety by Thomas R. Krause

Risk Makes Sense by Dr Robert Long; Joshua Long



## Appendix 1

### RPL BSB41415 Certificate IV in Work Health & Safety



#### UNIT DESCRIPTORS

Unit # and Title	Description	Already do this?
<b>BSBWHS401</b> Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.	<input type="checkbox"/>
<b>BSBWHS402</b> Assist with compliance with WHS laws	Assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) laws. It includes identification of WHS legislation, duties, rights and obligations and the necessary actions to ensure compliance in the workplace.	<input type="checkbox"/>
<b>BSBWHS403</b> Contribute to implementing and maintaining WHS consultation and participation processes	Contribute to the implementation and maintenance of work health and safety (WHS) consultation and participation processes in the workplace as part of a systematic approach to managing WHS	<input type="checkbox"/>
<b>BSBWHS404</b> Contribute to WHS hazard identification, risk assessment and risk control	Contribute to identifying work health and safety (WHS) hazards; assessing WHS risks; and developing, implementing and evaluating risk controls appropriate to own job role and work area	<input type="checkbox"/>
<b>BSBWHS405</b> Contribute to implementing and maintaining WHS management systems	Contribute to the implementation and maintenance of a work health and safety management system (WHSMS) as it applies to own work area and job role.	<input type="checkbox"/>
<b>BSBWHS406</b> Assist with responding to incidents	Assist with actions and activities performed in response to incidents..	<input type="checkbox"/>
<b>BSBWHS408</b> Assist with effective WHS management of contractors	Assist with the work health and safety (WHS) management of contractors. The WHS management of contractors has a strong focus on compliance with WHS organisational and legislative requirements.	<input type="checkbox"/>
<b>BSBWHS409</b> Assist with workplace monitoring processes	Assist with monitoring a range of physical agents and conditions relevant to work health and safety (WHS)	<input type="checkbox"/>
<b>BSBWHS410</b> Contribute to work-related health and safety measures and initiatives	Contribute to a range of work-related health and safety measures and initiatives	<input type="checkbox"/>
<b>BSBWHS510</b> Contribute to implementing emergency procedures	Contribute to the implementation of planning and response procedures for emergencies. Implementation of procedures already developed for short-term emergency responses.	<input type="checkbox"/>

***If you can check all the boxes you may be eligible for a full or partial RPL, please contact us to start your RPL process.***





**Appendix 2**

**ACSF mapping to Language Literacy and Numeracy Skills**

Qualification BSB41415 Certificate IV Work Health & Safety Skills Summary for Learner						
Summary of ACSF alignment to Foundation Skills for this qualification						
Core Skills	Level 1	Level 2	Level 3	Level 4	Level 5	Examples of the skills requirements
Learning				✓		Learn how to reference legislation, completing appropriate forms and reports, industry terminology
Reading				✓		Occupational Health & Safety Legislation, Incident Reports, Safety Data Sheets
Writing			✓			Incident Reports, Hazard Reports, Job Safety Analyses
Oral Communication			✓			Inductions, Hazard Information, Instructions for completing documents and reports
Numeracy		✓				Reading report data