

CERTIFICATE IV IN OCCUPATIONAL HEALTH AND SAFETY (BSB41407)

Units of Competency:

For the Certificate IV in OHS Courses, the ACTU Organising Centre delivers 11 units as follows:

2009 BSB41407 Units	Blended Course	Online Course
BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS	e-learning	e-learning
BSBOHS402B Contribute to the implementation of the OHS consultation process	Workshop	e-learning
BSBOHS403B Identify hazards and assess OHS risks	Workshop	e-learning
BSBOHS404B Contribute to the implementation of strategies to control OHS risk	Workshop	e-learning
BSBOHS405B (must do 405 or 406) Contribute to the implementation of emergency procedures	* Not offered	e-learning
BSBOHS406B (must do 405 or 406) Use equipment to conduct workplace monitoring	Workshop	Not offered
BSBOHS408A CORE - MUST DO Assist with compliance with OHS and other relevant laws	e-learning	e-learning
BSBRK401A Identify risk and apply risk management processes	Workshop	e-learning
BSBWRK401A Develop and implement an organising plan	Workshop	Not offered
BSBWOR404A Develop work priorities	Workshop	e-learning
BSBREL401A Establish networks	Not offered	e-learning

* If BLENDED participants are unable (due to unforeseen circumstances) to attend the BSBOHS406B workshop and assessment, they may complete BSBOHS405 online instead at no extra cost.

Unit Summaries:

The following is a summary of each Unit of Competency.

OHS

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.

Elements:

1. Contribute to the implementation of information and data systems
2. Contribute to the implementation of OHS strategies, systems and plans
3. Support integration of OHS within the overall management approach
4. Identify OHS implications of proposed changes to the workplace and provide advice to control risks
6. Evaluate effectiveness of the approach to managing OHS
5. Identify implications of all sources of change to managing OHS and provide advice regarding those changes

OHS

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).

Elements:

1. Contribute to procedures to raise OHS issues or request information and data
2. Contribute to procedures for communicating OHS information and data
3. Communicate OHS information, data and advice effectively to influence management decision making and action
4. Contribute to maintaining OHS arrangements

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.

Elements:

1. Investigate incidents for prevention
2. Access existing sources of information and data to identify hazards
3. Conduct hazard identification
4. Assess risk
5. Participate in implementation process

OHS

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.

Elements:

1. Develop option/s for risk control
2. Select appropriate option/s to control risks
3. Contribute to implementation of controls
4. Contribute to monitoring and evaluation of effectiveness of controls

OHS

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.

Elements:

1. Identify potential emergencies
2. Identify options for initial response
3. Plan initial response procedures
4. Implement initial response procedures
5. Contribute to post event activities
6. Monitor emergency response and address deficiencies

OHS

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.

Elements:

1. Select measuring device/s
2. Prepare to collect workplace information and data
3. Use devices to collect workplace information and data
4. Document and evaluate results of monitoring

CORE OHS

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.

Elements:

1. Determine the legal framework of OHS in the workplace
2. Provide advice on OHS compliance
3. Comply with legal requirements
4. Report incidents of non compliance
5. Contribute to ongoing monitoring of compliance with OHS legislation

ELECTIVE

BSBRK401A 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.

Elements:

1. Identify risks
2. Analyse and evaluate risks
3. Treat risks
4. Monitor and review effectiveness of risk treatment/s

ELECTIVE

BSBWRK401A Develop and implement an organising plan

This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a strategic approach to organising and recruiting union members.

Elements:

1. Develop organising plans
2. Implement organizing plans
3. Evaluate organising plans

ELECTIVE

BSBWOR404A Develop work priorities

This unit describes the performance outcomes, skills and knowledge required to plan one's own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one's own career planning and professional development.

Elements:

1. Plan and complete own work schedule
2. Monitor own work performance
3. Coordinate professional development

ELECTIVE

BSBREL401A Establish networks

This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers

Elements:

1. Develop and maintain business networks
2. Establish and maintain business relationships
3. Promote the relationship