

Course Outline – Distance

BSB41407 Certificate IV in Occupational Health & Safety

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This qualification would suit an OHS officer in a full-time dedicated role who works under the supervision of an OHS Coordinator or OHS Manager.

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Occupational Health and Safety Coordinator
- Occupational Health and Safety Officer.

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Distance education gives the individual the flexibility to design a program that suits their needs. Whether looking to launch a career or up skill in an existing role, the Work Plus Development & Training model allows the flexibility to make it work.

Work Plus Development & Training view distance education and workplace education equally, with both achieving the same quality service delivery and nationally recognised qualifications.

In order to ensure that the business and the individuals gain the most out of this qualification, a **flexible** approach is taken by Work Plus Development + Training, which includes:

- Undertaking a Training Needs Analysis with the business and the individuals...
- ...Negotiating the “Planned Outcomes” with the business and the individuals...
- ...Provision of quality learning and assessment resources...

... and as distance education participants, there is still plenty of opportunity to access Work Plus Development & Training’s qualified consultants, using a range of methods including...

- ...Telephone & Facsimile (both business & after hours)
- ...Email & Other web based communications
- ...Online Forums & Blogs

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

Certificate IV in Occupational Health & Safety – the qualification rules

Requiring 9 units for the qualification.

6 occupational health and safety units including:

- BSBOHS408A Assist with compliance with OHS and other relevant laws and at least one of
- BSBOHS405B Contribute to the implementation of emergency procedures

or

- BSBOHS406B Use equipment to conduct workplace monitoring

Occupational Health and Safety Units

- 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
- BSBOHS406B Use equipment to conduct workplace monitoring
- BSBOHS408A Assist with compliance with OHS and other relevant laws

3 elective units

At least **2** of the **elective units** must be selected from the remaining occupational health and safety units or the elective units listed below.

The other **elective unit** may be selected from the remaining occupational health and safety units, the remaining elective units, anywhere else in the BSB07 Business Services Training Package or any other currently endorsed national Training Package, of which 1 unit may be selected from a Certificate III or Diploma qualification.

Creative Thinking

- BSBCRT501A Originate and develop concepts

Customer Service

- BSBCUS401A Coordinate implementation of customer service strategies
- BSBCUS402A Address customer needs

Financial Administration

- BSBFIA402A Report on financial activity

General Administration

- BSBADM409A Coordinate business resources

Innovation

- BSBINN301A Promote innovation in a team environment

Interpersonal Communication

- BSBCMM401A Make a presentation

IT Support

- BSBITS401A Maintain business technology

Marketing

- BSBMKG413A Promote products and services
- BSBMKG414A Undertake marketing activities

Occupational Health and Safety

- BSBOHS407A Monitor a safe workplace

Project Management

- BSBPMG510A Manage projects

Relationship Management

- BSBREL401A Establish networks

Research

- BSBRES401A Analyse and present research information

Risk Management

- BSBRSK401A Identify risk and apply risk management processes

Writing

- BSBWRT401A Write complex documents

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.

**Enrol now online at www.workplus.com.au
or call 03 6344 3747 to talk to a
Work Plus Development + Training representative today**