

# BSB41415 CERTIFICATE IV IN WORK HEALTH AND SAFETY

This qualification is suitable for people working in a Work Health and Safety (WHS) role who work to provide leadership and guidance to others and have some limited responsibility for the output of others.

The qualification reflects the role of workers who apply a broad knowledge base and well developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.

- Preferred pathways for candidates entering this qualification include:
- BSB30712 Certificate III in Work Health and Safety or other relevant Certificate III qualifications
- OR
- vocational experience in work health and safety roles without a formal qualification.

## BENEFITS TO THE EMPLOYEE AND EMPLOYER

- Staff can obtain a nationally accredited qualification which is recognised Australia wide
- Staff are gaining valuable work skills which then can be applied within the work place
- Employers gain supervisory employees who understand the role of management and their own responsibility for achieving goals.
- Increased effectiveness of staff who have participated in the training

## DURATION OF THE LEARNING

- These programs are competency based, which means they can be completed once all competencies have been achieved and your employer considers that you are competent at this level.
- Participants should complete their qualification within 24 months
- Assessments are set following the delivery of each unit of competency
- Participants will have a specified time in which they are expected to complete the set assessments. Specific deadlines for completion will be explained in the training agreement at the start of the course. Typically assessments are due between four and six weeks from the date that they are set.

## HOW IS THE LEARNING CONDUCTED

- The learning is a combination of both on and off job delivery and assessment.
- Learning is supervised and supported by Supervisors and Managers within your organisation
- Access to phone and email support is available from the facilitator or representative of Municipal Training
- Participants will also communicate with Municipal Training on the Municipal Training MOODLE site on-line where they can access course learning and assessment materials and course information.
- Recognition of prior learning (RPL) is encouraged and we will work with you to determine what RPL may be available to you, prior to the commencement of the course

- 10 units in total are required to obtain this qualification
- You will have access to training support notes and assessment tasks.
- Flexibility in learning will be attained through consultation with the lead facilitators and program managers employed by Municipal Training.

### **ON THE JOB ELEMENT**

Between face to face sessions your employer will be involved and will work with you in completing the qualification. Municipal Training encourages the employer to participate in the learning process by allowing each participant to apply their new skill sets to their job roles and use workplace examples as tools for their assessments.

It is a requirement of Municipal Training facilitators and representatives to inform the employer/ supervisor / and or Manager of the organisation on the assessment process and requirements.

### **RECOGNITION OF PRIOR LEARNING (RPL)**

Candidates who have at least one year's experience in working in local government will normally be eligible for RPL in the three local government units indicated in the following list of units of competency.

### **CAREER PATHWAYS**

For further information on career opportunities please visit [www.careersincouncils.sa.gov.au](http://www.careersincouncils.sa.gov.au) where you can explore the possibilities.

### **TRAINING PATHWAYS**

- Participants who have completed the Certificate IV in Work Health and Safety can then enrol into the Diploma of Work Health and Safety.

**BSB41412 CERTIFICATE IV IN WORK HEALTH AND SAFETY**

**UNITS OF COMPETENCY**

*To complete this qualification the participant must complete all 10 units*

<p><b>BSBWHS402</b></p>	<p><b>ASSIST WITH COMPLIANCE WITH WHS LAWS</b>  <i>THIS IS A CORE UNIT</i>  <i>This unit describes the skills and knowledge required to assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) legislation. It includes identification of WHS legislation, duties, rights and obligations and the necessary actions to ensure compliance in the workplace.</i></p>
<p><b>BSBWHS403</b></p>	<p><b>CONTRIBUTE TO IMPLEMENTING AND MAINTAINING WHS CONSULTATION AND PARTICIPATION PROCESSES</b>  <i>THIS IS A CORE UNIT</i>  <i>This unit describes the skills and knowledge required to contribute to setting up, running and improving work health and safety (WHS) consultation and participation processes that are prescribed in legislation. It also covers contributing to communicating relevant information identifying and delivering related training and improving the consultation and participation processes.</i></p>
<p><b>BSBWHS404</b></p>	<p><b>CONTRIBUTE TO WHS HAZARD IDENTIFICATION, RISK ASSESSMENT AND RISK CONTROL</b>  <i>THIS IS A CORE UNIT</i>  <i>This unit describes the skills and knowledge required to contribute to the processes of identifying work health and safety (WHS) hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and organisational requirements.</i></p>
<p><b>BSBWHS405</b></p>	<p><b>CONTRIBUTE TO IMPLEMENTING AND MAINTAINING WHS MANAGEMENT SYSTEMS</b>  <i>THIS IS A CORE UNIT</i>  <i>This unit describes the skills and knowledge required to 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.</i></p>
<p><b>BSBWHS406</b></p>	<p><b>ASSIST WITH RESPONDING TO INCIDENTS</b>  <i>THIS IS A CORE UNIT</i>  <i>This unit describes the skills and knowledge required to assist with actions and activities performed in response to work health and safety (WHS) incidents which includes accidents.</i></p>
<p><b>BSBWHS407</b></p>	<p><b>ASSIST WITH CLAIMS MANAGEMENT, REHABILITATION AND RETURN-TO-WORK PROGRAMS</b>  <i>This unit describes the performance outcomes, skills and knowledge required to assist with the management of workers' compensation claims, rehabilitation and return-to-work programs.</i></p>

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<p><b>BSBWHS408</b></p>	<p><b>ASSIST WITH EFFECTIVE WHS MANAGEMENT OF CONTRACTORS</b>  <i>This unit describes the skills and knowledge required to 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.</i></p>
<p><b>BSBWHS409</b></p>	<p><b>ASSIST WITH WORKPLACE MONITORING PROCESSES</b>  <i>This unit describes the performance outcomes, skills and knowledge required to assist with monitoring a range of physical agents and conditions relevant to work health and safety (WHS).</i></p>
<p><b>LGACORE104B</b></p>	<p><b>WORK EFFECTIVELY IN LOCAL GOVERNMENT</b>  <i>This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.</i></p>
<p><b>LGACORE105B</b></p>	<p><b>WORK WITH OTHERS IN LOCAL GOVERNMENT</b>  <i>This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised. The unit is appropriate for all local government staff.</i></p>