

# Certificate IV in Occupational Health & Safety

**BSB41407**

## Course Description

This course has been specifically designed to develop the knowledge and skills of an Occupational Health and Safety practitioner within any work context. It provides a practical approach to establishing and maintaining safety systems and procedures which comply with Australian and international standards. You will also learn how to implement OHS initiatives and processes based on organisational goals and objectives and how to work effectively with others in your workplace to address OHS issues.

## Career Outcomes

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Occupational Health and Safety Coordinator and Occupational Health and Safety Officer.

## Pre-requisites

No previous knowledge or experience is required to undertake this course. It is beneficial for students to have access to a workplace while undertaking this qualification.

## Computer Requirements

Throughout the program you will need to have access to a PC or laptop with the following requirements:


- Microsoft Windows (98, Me, 2000, 2003, XP or Vista )
- Microsoft Word 97 or later
- Adobe Acrobat Reader\*
- Access to Internet and Email
- CD-Rom Drive

\* Can be downloaded free of charge from [www.adobe.com](http://www.adobe.com)

## Delivery Methods

ACTE endeavours to accommodate a variety of client needs by providing a comprehensive list of delivery methods. The following delivery methods are available for this qualification:

- **Distance Learning** (All workbooks sent to client)
- **Blended Learning** (Periodic Workshops and Distance Learning)
- **Workplace** (Trainer delivers on site with client)
- **Assessment Only Pathway** (RPL/RCC)



For further information, please contact one of our course advisors on **1800 22 99 33**.

## Course Duration

Depending on your choice of delivery method you may have up to 12 months to complete this qualification.

Distance	Blended/Workplace	Assessment Only
12 months to complete with tutor support	4 Day Workshop (9:00-4:30), plus 3 months to complete	6 months to complete with RPL Advisor for support

## Course Units

There are 9 units – 6 Occupational Health & Safety units plus 3 elective units.

### Core Units

Unit Code	Unit Title
BSBOHS401B	Contribute to the implementation of a systematic approach to managing OH&S
BSBOHS402B	Contribute to the implementation of OH&S consultation process
BSBOHS403B	Identify hazards and assess OH&S risks
BSBOHS404B	Contribute to the implementation of strategies to control OH&S risk
BSBOHS405B	Contribute to the implementation of emergency procedures
BSBOHS408A	Assist with compliance with OH&S and other relevant laws

### Elective Units

Unit Code	Unit Title
BSBOHS407A	Monitor a safe workplace
BSBRSK401A	Identify risk and apply risk management processes
BSBWRT401A	Write complex documents

## Resources Included

All of the learning materials required to complete this qualification will be provided. These learning materials have been designed to engage and lead the student through the learning process. Students will receive:

- ACTE compendium
- Introductory Letter (Document explaining the program)
- Student Materials CD (Supplementary reading materials and electronic templates to assist you in completing the assessment)
- Summary Notes (Course notes for each unit of competency, available in hard copy)
- Activity Sheets (For face-to-face students only)
- Assessment Workbooks (available in hard copy)

## Pathways

Individuals who successfully complete the ACTE BSB41407 Certificate IV in Occupational Health and Safety 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.

For more details contact one of our course advisors on **1800 22 99 33**.

## Assessment Information

Assessment is ongoing throughout the learning process to both gather data on attainment of competencies, and to provide learners with feedback on how they are progressing. For more details contact one of our course advisors on **1800 22 99 33**.

## Enrolment Form

To enrol in this qualification or to find out further information, contact one of our course advisors on **1800 22 99 33**.