

BSB41407

Certificate IV in Occupational Health and Safety

Course information and vocational outcomes

This is accredited 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 prerequisite requirements for individual units of competency.

To complete this course nine units must be successfully undertaken. These units must consist of:

- six elective units must be selected from the Group A units listed below 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** BSBOHS406C 'Use equipment to conduct workplace monitoring'
- At least one elective unit must be selected from the Group A or Group B
- The remaining two elective units may be selected from the Group A or Group B units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, one unit may be selected from a Certificate III or Diploma qualification.
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Employability skills

The following is a summary of the employability skills for this qualification. It should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

Communication

- establishing communication with emergency management services and talking with the casualty, bystanders and medical staff in an emergency situation

Teamwork

- establishing return to work programs with rehabilitation providers, relevant managers and the employee
- working as part of a group to request occupational health and safety

Problem solving

- assessing risks to first aiders and others, and determining an appropriate response

Initiative and enterprise

- identifying possible improvements to occupational health and safety, and contributing these to the decision making process

Planning and organising

- planning documents such as occupational health and safety action plans based on the purpose, appropriate format, means of communication and logical presentation of data, information and knowledge

Self management

- planning work priorities

Learning

- applying learning about occupational health and safety processes to future operations
- identifying training needs of people with occupational health and safety responsibilities and providing the training

Technology

- using communication technology, including media and equipment, to talk to emergency management services
- using software systems to record and file documentation for hazard identification and risk assessment

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

The nominal hours of this qualification are between 350 and 450 hours depending on the units selected.

Completion of this course carries with it a Nationally Recognised Certificate.

Course content

Group A units

- **BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS (50 nominal hours)**
(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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice. The unit may apply both in a work unit of a large organisation or in a small to medium enterprise.)
 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
 5. Identify implications of all sources of change to managing OHS and provide advice regarding those changes
 6. Evaluate effectiveness of the approach to managing OHS

- **BSBOHS402B - Contribute to the implementation of the OHS consultation process (40 nominal hours)**
(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). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area. It addresses the formal and informal processes of ensuring people in the organisation are informed about OHS and have opportunities to effectively participate in OHS processes. This unit will involve working with individuals and working with groups.)
 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

- **BSBOHS403B - Identify hazards and assess OHS risks (60 nominal hours)**
(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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with supervisory responsibilities in managing OHS in the workplace who identify hazards and assess risks using developed processes and tools. The unit also introduces basic incident analysis as an important skill underlying incident investigation, which is addressed in greater complexity in BSBOHS508B 'Participate in the investigation of incidents'.)
 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

- **BSBOHS404B - Contribute to the implementation of strategies to control OHS risk (40 nominal hours)**
(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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with supervisory responsibilities for managing OHS in the workplace who contribute to the implementation of OHS risk controls in the workplace.)

 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

- **BSBOHS405B - Contribute to the implementation of emergency procedures (30 nominal hours)***
(This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with supervisory responsibilities for managing occupational health and safety (OHS) in the workplace who contribute to the implementation of procedures for responding to emergencies. The unit assumes that expert advice will be available in identifying potential emergencies and in formulating the response plans. As the unit focuses on implementation of procedures already developed for short term emergency responses, it is less complex than BSBOHS508B 'Participate in the investigation of incidents', which has a greater scope both in situations addressed and the timeframe for action. Contributions to the actions to control OHS risks are covered in BSBOHS404B 'Contribute to the implementation of strategies to control OHS risk.')

 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

- **BSBOHS406C - Use equipment to conduct workplace monitoring (60 nominal hours)***
(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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit applies to individuals who contribute to the monitoring of agents and/or conditions in the workplace by using a range of measuring devices to identify hazards, assess risk and monitor the effectiveness of risk controls. Measurement of ergonomic factors and their impact on the human body has been excluded from this unit. This unit does not extend to interpreting results and developing control measures based on the outcomes of the monitoring, as this is addressed in BSBOHS404B 'Contribute to the implementation of strategies to control OHS risk'. This unit contains employability skills.)

 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

- **BSBOHS408A - Assist with compliance with OHS and other relevant laws (40 nominal hours)**
(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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit OHS applies to individuals with supervisory responsibilities for assisting with legal compliance as part of a systematic approach to managing OHS. It includes identification of common law duty of care, appropriate legislation and regulations and the necessary actions to ensure compliance in the workplace. The unit may apply both in a work unit of a large organisation or in a small to medium enterprise.)
 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

Group B units

Creative thinking

- **BSBCRT501A - Originate and develop concepts (20 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who originate and develop concepts of some complexity and progress that concept to the point where it can be implemented. Individuals may be employed by organisations, be sub contractors or consultants brought in by companies to work on specific projects, or be individuals or part of a team working independently. Concepts could be developed for any business or community activity or process such as marketing campaigns, staff development programs, information technology and communication systems. This unit is also highly relevant to practitioners in the creative industries who develop products such advertising campaigns, radio and television programs, entertainment events, films, exhibitions and digital media products. A person undertaking this role would operate with a high degree of autonomy and at a senior level if working within an organisation. However, the process of generating concepts and ideas is collaborative in nature. Skills associated with writing proposals to support concept development are covered in BSBWRT401A 'Write complex documents'.)
 1. Evaluate and explore needs and opportunities
 2. Develop a range of creative approaches
 3. Refine concepts
 4. Develop concepts to an operational level
- **BSBCUS401A - Coordinate implementation of customer service strategies (40 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with a broad knowledge of customer service strategies who contribute well developed skills in addressing customer needs and problems. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.)
 1. Advise on customer service needs
 2. Support implementation of customer service strategies
 3. Evaluate and report on customer service

- **BSBCUS402A - Address customer needs (50 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to workers required to be familiar with a product and/or service that varies widely and is capable of significant customisation. The customer relationship would typically involve direct interaction a number of times over an extended period. This unit is appropriate to workers who are expected to have detailed product knowledge in order to recommend customised solutions. They would be expected to apply organisational procedures and be aware of, and apply as appropriate, broader factors involving ethics, industry practice and relevant government policies and regulations.)

1. Assist customer to articulate needs
2. Satisfy complex customer needs
3. Manage networks to ensure customer needs are addressed

Financial administration

- **BSBFIA402A - Report on financial activity (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with a broad knowledge of financial activities who contribute financial skills and knowledge to address reporting requirements of clients and legal authorities. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.)

1. Compile financial information and data
2. Prepare statutory requirement reports
3. Provide financial business recommendations

General administration

- **BSBADM409A - Coordinate business resources (30 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with a broad knowledge of business resources who contribute well developed skills and knowledge to ensure adequate resources are available to perform the work of the organisation. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.)

1. Determine resource requirements
2. Acquire and allocate resources
3. Monitor and report on resource usage

Innovation

- **BSBINN301A - Promote innovation in a team environment (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies individuals who play a pro active role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. The team may 'make itself' or be constructed by others. It may have core members and members who participate at certain times or for particular purposes. It may be permanent or temporary, or come together at different times to work on specific projects. The team could consist of a team of contractors/ freelancers, permanent staff, clients and service providers, or any combination of these groups. It may operate within an organisation or across several organisations - or simply across a group of individuals. The key focus of the unit is on what makes for an innovative team, what keeps it working well, how the structure of work can make a difference and what skills and knowledge are needed to maximise opportunities for innovation. Where a greater focus on team leadership is required this unit should be combined with units such as BSBLED401A 'Develop teams and individuals'.)

1. Create opportunities to maximise innovation within the team
2. Organise and agree effective ways of working
3. Support and guide colleagues
4. Reflect on how the team is working

Interpersonal communication

- **BSBCM401A - Make a presentation (30 nominal hours)**

(This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training, promotions, etc. They contribute well developed communication skills in presenting a range of concepts and ideas.)

1. Prepare a presentation
2. Deliver a presentation
3. Review the presentation

IT support

- **BSBITS401A - Maintain business technology (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with a broad knowledge of business technology who contribute well developed skills in creating solutions to maintenance and upgrade issues with existing technology. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.)

1. Maintain performance of hardware and software
2. Provide basic system administration
3. Identify future technology requirements

Marketing

- **BSBMKG413A - Promote products and services (40 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with a broad knowledge of the promotion of products and services specific to an organisation. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.)
 1. Plan promotional activities
 2. Coordinate promotional activities
 3. Review and report on promotional activities

- **BSBMKG414A - Undertake marketing activities (50 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit covers general and basic marketing and promotional activities that do not require detailed or complex planning or implementation. It could be undertaken as part of a broader role of a person in a small enterprise, or as part of a marketing plan for a larger enterprise.)
 1. Plan marketing activities
 2. Implement and manage marketing activities
 3. Review marketing activities

Occupational Health and Safety

- **BSBOHS407A - Monitor a safe workplace (50 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to employees with supervisory responsibilities for implementing and monitoring the organisation's OHS policies, procedures and programs in a work area. This unit applies to individuals with a broad knowledge of OHS policies who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.)
 1. Provide information to the workgroup about OHS policies and procedures
 2. Implement and monitor participative arrangements for the management of OHS
 3. Implement and monitor the organisation's procedures for providing OHS training
 4. Implement and monitor procedures for identifying hazards and assessing risks
 5. Implement and monitor the organisation's procedures for controlling risks
 6. Implement and monitor the organisation's procedures for maintaining OHS records for the team

Project management

- **BSBPMG510A - Manage projects (60 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. The unit focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project. The unit does not apply to specialist project managers. For specialist project managers, the units of competency in the Project Management competency field will be applicable.)

1. Define project
2. Develop project plan
3. Administer and monitor project
4. Finalise project
5. Review project

Relationship management

- **BSBREL401A - Establish networks (35 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with a broad knowledge of networking and negotiation who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of tasks to others.)

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

Research

- **BSBRES401A - Analyse and present research information (40 nominal hours)**

(This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.)

1. Gather and organise information
2. Research and analyse information
3. Present information

Risk management

- **BSBRSK401A - Identify risk and apply risk management processes (50 nominal hours)**
(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. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of these tasks to others. In this unit, risks applicable within own work responsibilities and area of operation, may include projects being undertaken individually or by a team, or operations within a section of the organisation.)
 1. Identify risks
 2. Analyse and evaluate risks
 3. Treat risks
 4. Monitor and review effectiveness of risk treatment/s

Sustainability

- **BSBSUS301A - Implement and monitor environmentally sustainable work practices (40 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines. While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit. This unit contains employability skills. This unit applies to those with responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools, such as: identifying areas for improvement developing plans to make improvements implementing and monitoring improvements in environmental performance. A person who demonstrates competence in this unit must be able to provide evidence of the ability to implement and monitor integrated environmental and resource efficiency management policies and procedures within an organisation. Evidence must be strictly relevant to the particular workplace role.)
 1. Investigate current practices in relation to resource usage
 2. Set targets for improvements
 3. Implement performance improvement strategies
 4. Monitor performance

Writing

- **BSBWRT401A - Write complex documents (50 nominal hours)**
(This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement. This unit contains employability skills. This unit applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources.)
 1. Plan documents
 2. Draft text
 3. Prepare final text
 4. Produce document

Selecting elective units for different outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

Occupational Health and Safety Coordinator

- Six Group A units plus
- Three Group B units
- BSBCUS401A 'Coordinate implementation of customer service strategies' follow the packaging guidelines for the remaining units