

Certificate IV in Work Health and Safety

BSB41415

Unit Descriptions & Evidence Required
to Demonstrate Competency

10 Units

5 Core Units /5 Elective Units



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Course Description

This qualification is suitable for people working in a work health and safety (WHS) role who may or may not work under supervision. They may 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.

Pathways Information

Pathways into the qualification

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.

Pathways from the qualification

- BSB51315 - Diploma of Work Health and Safety.

Entry Requirements

There are no entry requirements for this qualification.

What you must do to complete the course

To be awarded BSB41415 - Certificate IV in Work Health and Safety, competency must be achieved in 10 units as noted on the contents page.

SBWHS402 - (Core) Assist with compliance with WHS laws

Unit Descriptor

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.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to individuals who assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws as part of a systematic approach to managing WHS. This unit applies to people who work in a broad range of WHS roles across all industries.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- determining current work health and safety (WHS) legal requirements for the workplace
- providing advice to parties and individuals about current WHS legal requirements for the workplace, including underpinning principles, legal duties, rights and obligations and WHS regulator functions and powers
- assessing workplace compliance with WHS legislative requirements
- determining the training needs of individuals and parties in relation to WHS requirements
- developing and implementing workplace changes in order to achieve WHS legal compliance.
- detail the duties, rights and obligations of individuals and parties as specified in relevant WHS legislation, and specify the location of relevant information on WHS legislation
- describe the functions and powers of the relevant WHS regulator and how they are exercised

- identify internal and external sources of WHS information, and how to access them
- outline the objectives and principles underpinning WHS legislation
- specify method/s used for:
 - assessing WHS compliance
 - determining training needs in relation to WHS compliance
 - implementing changes to achieve WHS compliance.

BSBWHS403 - (Core) Contribute to implementing maintaining WHS consultation and participation processes

Unit Descriptor

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.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to individuals whose job role includes contributing to implementing and maintaining WHS consultation and participation processes in their work area and job role.

This unit applies to people who work in a broad range of WHS roles across all industries.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- explain clearly and accurately to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding work health and safety (WHS) consultation and participation processes
- contribute, as appropriate to job role and work area, to:
- setting up and running WHS consultation and participation processes to ensure that relevant individuals and parties understand and can participate in the processes
- identifying training needs to support the WHS consultation and participation processes and providing learning opportunities, coaching and mentoring as appropriate to needs
- communicating information and data about WHS consultation and participation processes

- identifying barriers to effective WHS consultation and participation and developing, implementing and evaluating measures to remove the barriers.
- describe requirements under WHS legislation and organisational policies and procedures for consultation and participation processes and the individuals and parties who need to participate
- describe possible barriers to the implementation and effectiveness of WHS consultation and participation processes and strategies to remove them
- identify internal and external sources of WHS information and data and how to access them
- describe training requirements for individuals and parties necessary for effective WHS consultation and participation processes

BSBWHS404 - (Core) Contribute to WHS hazard identification, risk assessment and risk control

Unit Descriptor

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.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

It applies to individuals who contribute to WHS risk management processes in their work role in a range of industry and workplace contexts.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- identify and interpret information and data about work health and safety (WHS) requirements and apply it to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control and the development of a risk control plan
- contribute to documenting and evaluating risk management processes
- communicate about WHS requirements and compliance with a range of people
- comply with WHS requirements for hazard identification, risk assessment and risk control activities
- identify WHS duty holders and their duties.
- outline the WHS risk management (hazard identification, risk assessment and risk control) requirements specified in:
 - relevant WHS Acts and regulations
 - organisational WHS policies, procedures, processes and systems
- explain the difference between hazards and risks in the work context
- outline a range of common workplace hazards, the harms they may cause and how these harms are caused
- explain how risk assessment and controls can eliminate or minimise risks
- identify internal and external sources of WHS information and data and how to access them.

BSBWHS405 - (Core) Contribute to implementing and maintaining WHS management systems

Unit Descriptor

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.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Application of the Unit

It applies to individuals with responsibilities for contributing to an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- developing work health and safety (WHS) policy
- planning the Work Health and Safety management system (WHSMS) to incorporate return-to-work and injury management procedures and other elements relevant to the work area
- communicating and explaining WHS policy and the WHSMS to others to facilitate their contribution in developing, implementing and evaluating the systems
- implementing the plan
- evaluating WHS performance and communicating the outcomes
- reviewing and improving the WHSMS.
- outline the elements of the organisation's WHSMS with reference to the relevant commonwealth and state or territory WHS Acts, regulations, codes of practice and standards.
- identify regulatory authority WHSMS tools, standards and guidance material and explain how they apply to the work area
- explain the importance of effective return-to-work and injury management in a WHSMS
- identify limitations of a WHSMS, problems with WHSMS implementation and possible negative effects on WHS
- outline organisational WHS policies, procedures, processes and systems and how they apply to the work area.

BSBWHS406 - (Core) Assist with responding to incidents

Unit Descriptor

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.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

It applies to individuals who work under supervision and use some discretion and judgement to respond to incidents within their level of responsibility.

The unit applies to people who work in a broad range of WHS roles across all industries.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- identifying Work Health and Safety (WHS) legislative and organisational requirements and duty holders in relation to responding to WHS incidents
- communicating relevant WHS requirements clearly and accurately to individuals and parties
- providing first aid according to workplace procedures and processes
- reporting, notifying and documenting incidents, and meeting legislative requirements
- obtaining information about incidents using appropriate data collection techniques including:
 - information about actions and events leading up to, occurring during or after, an incident from those involved
 - identifying and accessing additional data
- investigating incidents including:
 - providing information and other assistance to investigators
 - using appropriate techniques to undertake inspections, interviews, simulations and timelines of actions and events as required

- reviewing reports on incidents, injuries and illnesses
- contacting relevant persons and authorities as required
- communicating and implementing recommendations from investigations.
- explain hierarchy of control and considerations for choosing between different risk controls including possible inadequacies of particular risk controls
- identify internal and external sources of WHS information and data, and how to access them including, at a minimum:
 - safe work procedures
 - WHS policies and procedures
 - WHS Acts, regulations, codes of practice, industry standards and guidelines
 - workplace records of hazard and controls risk assessments and incidents
- outline the organisation's WHS policies, procedures, processes and systems relevant to own job role or work area that relate to WHS incidents and accidents including initial response and first aid, investigations and reporting
- explain own role and role of duty holders in responding to incidents.

BSBCMM401 - (Elective) Make a presentation

Unit Descriptor

This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

prepare and deliver presentations related to occupation or area of interest which demonstrate the use of:

- prepare and deliver presentations related to occupation or area of interest which demonstrate the use of:
 - effective presentation strategies and communication principles
 - aids and materials to support the presentation
- select and implement methods to review the effectiveness of own presentation and document any changes which would improve future presentations.
- identify information collection methods that will support review and feedback of presentations
- identify regulatory and organisational obligations and requirements relevant to presentations
- describe the principles of effective communication
- describe the range of presentation aids and materials available to support presentations.

BSBWHS409 - (Elective) Assist with workplace monitoring processes

Unit Descriptor

This unit describes the skills and knowledge required to assist with monitoring a range of physical agents and conditions relevant to work health and safety (WHS).

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Application of the Unit

It applies to individuals working in a broad range of WHS roles across all industries who assist with using a range of measuring devices to collect, interpret, evaluate and report on workplace information and data in relation to physical agents and conditions.

It does not extend to hazard identification, risk assessment or developing control measures based on the outcomes of monitoring, which are covered in BSBWHS404 - Contribute to WHS hazard identification, risk assessment and risk control.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- identifying regulatory requirements and standards that apply to monitoring of physical agents and/or conditions relevant to work health and safety (WHS)
- identifying the context of measurements to be undertaken including:
 - which physical agents and/or conditions will be measured and their characteristics
 - where the measurements will be taken
 - area or space available
 - movements of people and equipment, tasks or activities being undertaken, number of persons occupying area and other factors that may impact on the sampling or data-collection processes
 - physical features of equipment, such as emitting sources
- preparing for and collecting workplace WHS data and information including:
 - selecting and calibrating appropriate equipment and selecting appropriate scale
 - defining a sampling process and plan

- performing tests
- correct preparation, use, maintenance, cleaning storage and if required disposal of equipment
- consultation and communication with individuals and parties about the requirements, purpose and nature of the monitoring
- interpreting and evaluating results of monitoring including calculations using appropriate units of measurement, logarithmic scales, decimals and order of magnitude relevant to making and interpreting measurements and measurement error
- preparing and presenting clear and logical reports that are appropriate to purpose of report and the target audience
- keeping records that meet regulatory requirements
- seek expert advice, support and equipment as required.
- ensure own safety during monitoring process.
- list typical physical agents and/or conditions relevant to WHS including:
- biological agents, such as insects, mites and bacteria
 - electricity
 - fibres, dusts and particulates
 - fumes, mists, gases and vapours
 - heat and humidity
 - light
 - noise
 - radiation, including ionising, non-ionising and laser
 - vibration
- outline aspects of WHS Acts, regulations, codes of practice and standards that are relevant to measuring physical agents and/or conditions and how they apply to the organisation
- explain the mode of action of common physical, biological and chemical agents on the body and how they produce discomfort or harm
- list the characteristics, mode of action and units of measurement for major hazard types
- describe environmental conditions that impact on measurements
- explain types of measuring and monitoring equipment and techniques for correct and safe use including limitations on use and output, calibration, adjustment, maintenance and any in-built alarms.

BSBWHS410 - (Elective) Contribute to work-related health and safety measures and initiatives

Unit Descriptor

This unit describes the skills and knowledge required to manage the identification, review, development, implementation and evaluation of effective participation and consultation processes as an integral part of managing work health and safety (WHS).

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Application of the Unit

It applies to individuals with responsibility for enabling people to be consulted about, and to participate in, WHS management and decision making across the organisation. These individuals will work in a range of WHS roles across all industries and apply a substantial knowledge base and well developed skills in a wide variety of WHS contexts.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- contribute to scoping, establishing, reviewing and evaluating work health and safety (WHS) measures and initiatives to:
 - address specific legislative requirements and obligations
 - support non-statutory health promotion programs
- contribute to ensuring work-related health and safety measures and initiatives comply with legislative requirements and obligations
- liaise with relevant people internal and external to the organisation.
- explain the application of relevant mandatory health monitoring, including biological monitoring, to help secure work health and safety
- explain the difference between work-related health and safety measures and initiatives designed to meet specific legislative requirements and obligations, and those designed to support non-statutory health promotion programs, and give examples of each
- list factors that impact on work-related health and safety and their potential effects
- identify internal and external sources of WHS information and data, and how to access them

- outline organisational WHS and other relevant policies, procedures, processes and systems, including human resources
- summarise relevant WHS legislation, other legislation (such as privacy and workers' compensation) and common law rights and duties specific to work-related health and safety measures and initiatives
- describe work-related health and safety measures and initiatives that either address specific legislative requirements and obligations, or support non-statutory health prevention programs, including:
 - the factors impacting on worker health and safety that they address
 - effectiveness
 - costs and benefits
 - criteria for decisions regarding their implementation in a specific workplace
 - how they should be implemented.

BSBINN301 - (Elective) Promote innovation in a team environment

Unit Descriptor

This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- apply practices that promote innovation within a team including:
 - modelling open and respectful communications
 - contributing to the make-up and rules of the team
 - planning and scheduling of activities
 - reflecting on activities, feedback and challenges to identify improvement options
- encourage others to contribute to innovation in the team
- implement improvements and communicate about them.
- explain what innovation is, the different types of innovation and the benefits of innovation
- describe the internal and external factors that contribute to a team becoming and remaining innovative including:
 - team characteristics
 - the role of group dynamics and diversity
 - broader environmental factors
- explain how activities can encourage or hinder innovation in a team including:
 - allocation of time and activities
 - modelling behaviour
 - rewards and recognition
 - communications
 - feedback.

BSBMGT403 - (Elective) Implement continuous improvement

Unit Descriptor

This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

At this level, work will normally be carried out within routine and non-routine methods and procedures, which require planning, evaluation, leadership and guidance of others.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Application of the Unit

It applies to managers who have an active role in implementing the continuous improvement process to achieve the organisation's objectives. Their position is closely associated with the creation and delivery of products and services which means that they have an important role in influencing the ongoing development of the organisation.

Evidence Guide

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Evidence of the following is essential for a participant to demonstrate competency in this unit:

- implement continuous improvement systems and provide mentoring and coaching support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes
- implement processes to inform team members about savings and productivity/service improvements achievements
- communicate effectively to support the continuous improvement system and implementation of improvements
- apply continuous improvement to customer services including internal and external customers
- implement, monitor and adjust improvement plans, processes and procedures to improve performance
- document performance to identify further opportunities for improvement
- manage records and reports within the organisation's systems and procedures.
- give examples of continuous improvement processes
- list typical areas of need for coaching and mentoring to support continuous improvement
- explain how change management techniques can support continuous improvement and initiative
- identify the organisation's systems and data that can be used for benchmarking and monitoring performance for continuous improvement.