



ATEC

Australasian Training
& Education Centre



www.atec.edu.au | info@atec.edu.au
Phone: 1300 002 832 | Mobile: 0448 899 565

Certificate IV in Work Health and Safety

BSB41412

Qualification 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.

Target audience:

Existing workers in this industry who may require additional WHS information.

Prerequisites:

There are no pre requisites for this course

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

- BSB51312 Diploma of Work Health and Safety.

Award issued:

Students who successfully complete this nationally recognised training will be awarded the qualification:

- BSB41412 Certificate IV in Work Health and Safety

Course duration:

- Full course: 40 hours face-to-face training
- Distance Learning: Online training + workplace observation

Individual Units

BSBWHS402A	Assist with compliance with WHS laws
BSBWHS403A	Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS404A	Contribute to WHS hazard identification, risk assessment and risk control
BSBWHS405A	Contribute to implementing and maintaining WHS management systems
BSBWHS406A	Assist with responding to incidents
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWHS407A	Assist with claims management, rehabilitation and return-to-work programs
BSBWHS408A	Assist with effective WHS management of contractors
BSBWHS410A	Contribute to work-related health and safety measures and initiatives
PUAWER002B	Ensure workplace emergency prevention procedures, systems and processes are implemented
BSBMGT403A	Implement continuous improvement

Assist with compliance with WHS laws

BSBWHS402A

Contribute to implementing & maintaining WHS consultation & participation processes

BSBWHS403A

Unit Description

This unit describes the performance outcomes, 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) laws.

It includes identification of WHS legislation, duties, rights and obligations and the necessary actions to ensure compliance in the workplace.

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.

Target audience:

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.

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBWHS402A Assist with compliance with WHS laws

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Unit Description

This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation and maintenance of work health and safety (WHS) consultation and participation processes in the workplace as part of a systematic approach to managing WHS.

This unit applies to individuals who contribute to the implementation of WHS consultation and participation processes as part of their WHS supervisory responsibilities.

Target audience:

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

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBWHS403A - Contribute to implementing and maintaining WHS consultation and participation processes

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Contribute to WHS hazard identification, risk assessment and risk control

BSBWHS404A

Contribute to implementing & maintaining WHS management systems

BSBWHS405A

Unit Description

This unit describes the performance outcomes, skills and knowledge required to contribute to identifying work health and safety (WHS) hazards; assessing WHS risks; and developing, implementing and evaluating risk controls appropriate to own job role and work area.

This unit applies to individuals who contribute to identifying WHS hazards; assessing WHS risks; and developing, implementing and evaluating risk controls appropriate to their own job role and work area as part of their WHS responsibilities.

Target audience:

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

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBWHS404A - Contribute to WHS hazard identification, risk assessment and risk control

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Unit Description

This unit describes the performance outcomes, 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.

This unit applies to individuals with responsibilities for contributing to an organisation's WHSMS as part of their work health and safety (WHS) responsibilities.

Target audience:

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

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBWHS405A - Contribute to implementing and maintaining WHS management systems

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Assist with responding to incidents

BSBWHS406A

Implement and monitor environmentally sustainable work practices

BSBSUS301A

Unit Description

This unit describes the performance outcomes, skills and knowledge required to assist with actions and activities performed in response to incidents.

This unit applies to individuals who assist with the range of actions and activities undertaken in response to incidents as part of their work health and safety (WHS) role.

Target audience:

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

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBWHS406A - Assist with responding to incidents

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Unit Description

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.

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..

Target audience:

This unit applies to those with responsibility for a specific area of work or who lead a work group or team

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBSUS301A - Implement and monitor environmentally sustainable work practices

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Assist with claims management, rehabilitation & return-to-work programs

BSBWHS407A

Assist with effective WHS management of contractors

BSBWHS408A

Unit Description

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.

This unit applies to individuals who assist with claims management, rehabilitation and return-to-work programs.

Note that the unit does not in any way address the process of treating the worker for their injury or illness as this is the task of health and rehabilitation professionals. Instead the unit focuses on assisting with managing claims and ensuring that the organisation supports the worker through return-to-work programs.

Target audience:

This unit applies to individuals who assist with claims management, rehabilitation and return-to-work programs.

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBWHS407A - Assist with claims management, rehabilitation and return-to-work programs

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Unit Description

This unit describes the performance outcomes, 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.

This unit applies to individuals who either work in organisations that are supplied with services by contractors, or work in organisations that supply such services. It is only concerned with the supply of on-site services to workplaces. It does not cover outworkers or contractors who supply goods, materials or products to workplaces.

Target audience:

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

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBWHS408A - Assist with effective WHS management of contractors

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Contribute to work-related health & safety measures and initiatives

BSBWHS410A

Ensure workplace emergency prevention procedures, systems & processes are implemented

PUAWER002B

Unit Description

This unit describes the performance outcomes, skills and knowledge required to contribute to a range of work-related health and safety measures and initiatives.

This unit applies to individuals who contribute to the selection, development, implementation and evaluation of a range of work-related health and safety measures and initiatives. These include specific legislative requirements and obligations, or non-legislative requirements that contribute to the health and safety of workers.

Target audience:

This unit applies to individuals who contribute to the selection, development, implementation and evaluation of a range of work-related health and safety measures and initiatives

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBWHS410A - Contribute to work-related health and safety measures and initiatives

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Unit Description

This unit covers the competency required to implement workplace emergency prevention procedures within a workplace or a defined group of workplaces.

The person undertaking this work may be supervising some people in the workplace. All aspects of the unit must be undertaken in line with legislative requirements, workplace policies and procedures, and accepted safe practices.

This unit has been developed to cover the broad range of emergencies and workplaces as considered in Australian Standard 3745—2010.

This unit places responsibility on individual employees in the workplace to implement workplace emergency prevention procedures, systems and processes; coordinate workplace emergency prevention inspections; review and report on workplace procedures; and undertake routine hazard analysis consistent with job function.

The knowledge and skills gained through the completion of this unit may be applied by employees across all industries.

Target audience:

This unit applies to employees in the workplace within all industries and in all contexts.

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- PUAWER002B - Ensure workplace emergency prevention procedures, systems and processes are implemented

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation

Implement continuous improvement

BSBMGT403A

Unit Description

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

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

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

Target audience:

Existing workers in this industry who may require additional WHS information.

Prerequisites:

There are no pre requisites for this course

Award issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- BSBMGT403A - Implement continuous improvement

Course duration:

- Full course: 8 hours face-to-face training
- Distance Learning: Online training + workplace observation