

BSB41419

# Certificate IV in Work Health and Safety

## Course Overview



Victorian  
Chamber of Commerce  
and Industry

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## 1. Welcome

Welcome to your Certificate IV in Work Health and Safety course at the Victorian Chamber of Commerce and Industry. This Course Overview has been developed to provide you with important facts regarding the program. Please read it carefully. If you require further information, please speak to your facilitator or the Training Coordinator whose details appear below.

### 1.1 The Victorian Chamber Team

Belinda Tierney Executive Manager, Training Services Email: <a href="mailto:btierney@victorianschamber.com.au">btierney@victorianschamber.com.au</a> Phone: (03) 8662 5345 Address: Level 2, 150 Collins Street, Melbourne 3000	My facilitator is: <hr/> Phone: <hr/> Email: <hr/>	Sabina Bennett Training Coordinator Email: <a href="mailto:sbennett@victorianschamber.com.au">sbennett@victorianschamber.com.au</a> Phone: (03) 8662 5493 Address: Level 2, 150 Collins Street Melbourne 3000
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## 2. BSB41419 Certificate IV in Work Health and Safety

### 2.1 Program Information

Job roles in the WHS sector focus on preventing work-related health problems, diseases, injuries, and death in a work area or organisation.

The Certificate IV in WHS is a nationally recognised qualification designed primarily for existing workers who have a variety of WHS responsibilities and who may require additional WHS knowledge and skills, or for those who wish to enter the work health and safety profession or have WHS as a regular component of their usual work.

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.

This 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 officers, coordinators, advisors and facilitators.

Key features of the program include:

- Efficient delivery methods, combining classroom face-to-face workshops, self-directed learning and workplace learning and application of skills and knowledge
- Options for onsite or online connected in real time delivery using Zoom, following the same classroom arrangements or others as agreed (conditions apply)
- Nationally recognised competencies that can be applied on the job
- Units of study that reflect the current industry and workplace context
- A wide range of learning opportunities, including unlimited online access to virtual businesses that complement or provide the workplace specific documents and situations

Flexible and focussing on workplace development of skills and knowledge and their immediate applicability on job, this program ensures its industry relevance and currency to participants.

**Note:** This program covers the learning topics using mainly the Victorian OHS Act 2004 and OHS Regulations 2017, but it also references other WHS acts and legislation, for general knowledge. The terms 'OHS' and 'WHS' are equivalent, and either can be used in the workplace.

## 2.2 Entry Requirements and Pathways

There are no entry requirements for this qualification.

### Enrolment Requirements

As this qualification requires participants to apply and practice their new skills across an organisation, have access to different occupational groups and circumstances, and also to base their assessment solutions in a workplace environment, it is strongly recommended that participants are employed or otherwise engaged in a OHS/ WHS or related role.

Assessment assistance may be provided, if this is not possible, including access to virtual businesses and resources.

Participants must be over 18 years of age.

### Equipment Requirements

To access the course learning and assessment materials, as well as the virtual businesses, the participants must have reliable access to the internet and a suitable electronic device, such as computer, laptop or tablet with MS Office-type of software and Adobe Reader or Acrobat.

You may also be required to bring a device to your class sessions, to access your course materials, or you may choose to print your own hard copies. If you'll have any difficulties with this, you will have to inform the Training Coordinator in advance.

Please be aware that as the Victorian Chamber is moving towards a paper-free classroom and office, hardcopies of course materials may not be available or be limited and fees may apply to get this organised on an individual basis.

- Online - Connected in real time delivery option (Zoom):

Participants must also have basic abilities to use electronic devices to connect to an online meeting platform (Zoom) and participate effectively in an online - type of learning environment.

Additional information will be provided at enrolment, if necessary.

### Pathways into the qualification

Preferred pathways for participants considering this qualification include:

- with a Certificate III in OHS/ WHS or other relevant qualifications or courses; OR
- with vocational experience in work health and safety roles, without a formal qualification

Job roles for participants seeking entry based upon their vocational experience may include:

- Health and Safety Representative
- Health and Safety Committee Member
- Health and Safety Assistant

### Pathways to completion and further studies

Pathways to completion of this qualification include:

- Course attendance and assessment
- RPL / Credit Transfer and National Recognition for partial or full qualification
- A combination of the above

Units completed in this program may be credited towards other qualifications through a national recognition process.

After achieving this qualification, participants will meet the current entry requirements for the Diploma of Work Health and Safety or may undertake a range of other diploma-level qualifications.

## 2.3 Course Content

### Packaging rules:

Total number of units = 10

- 5 core units, plus
- 5 elective units, which must be selected according to the Training Package packaging rules available at <https://training.gov.au/Training/Details/BSB41419>

### Units of competency to be studied

The following units of competency have been selected in consultation with industry experts and they must all be successfully completed by participants to become eligible for the Certificate IV in Work Health and Safety.

Code	Title	Nominal Hours
Core Units (5)		
BSBWHS412	Assist with workplace compliance with WHS laws	40
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes	40
BSBWHS414	Contribute to WHS risk management	60
BSBWHS415	Contribute to implementing WHS management systems	50
BSBWHS416	Contribute to workplace incident response	40
Elective Units – Group A (3)		
BSBWHS418	Assist with managing WHS compliance of contractors	40
BSBINS401	Analyse and present research information	40
BSBWRT411	Write complex documents	50
Elective Units – Group B (1)		
BSBLDR411	Demonstrate leadership in the workplace	50
Elective Units – Other (1)		
BSBWHS520	Manage implementation of emergency procedures	40
Total nominal hours		450

### Other electives options

To facilitate increased flexibility and better provide for students' diverse work and learning needs, other electives may be selected by participants for RPL/ CT purpose only or for customised courses according to the Packaging Rules.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the Australian Qualifications Framework level alignment and contribute to a valid, industry-supported vocational outcome. Other elective options must be approved by the Executive Manager, Training Services and conditions apply.

Examples of other elective units for RPL / CT purpose or for customised courses can be found at the above link.

## **Unit descriptor and application**

The following units apply to people working in a broad range of WHS roles across all industries:

### **1. BSBWHS412 Assist with workplace compliance with WHS laws**

This unit describes the skills and knowledge required to assist with establishing and maintaining workplace compliance with work health and safety (WHS) laws. It includes identifying applicable WHS laws, duties, rights and obligations, and the necessary actions to ensure WHS compliance in the workplace.

It also includes assisting with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws and those of WHS regulators.

### **2. BSBWHS413 Contribute to implementation and maintenance WHS consultation and participation processes**

This unit describes the skills and knowledge required to contribute to implementing and maintaining work health and safety (WHS) consultation and participation as prescribed in legislation.

It also covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation.

### **3. BSBWHS414 Contribute to WHS risk management**

This unit describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards.

It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements.

WHS hazard identification and risk control processes are those defined in written workplace procedures.

### **4. BSBWHS415 Contribute to implementing WHS management systems**

This unit describes the skills and knowledge required to contribute to implementing a plan for a work health and safety management system (WHSMS) that applies to own role.

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

For the purposes of this unit of competency, 'safe systems of work' refers to a formal procedure that results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or, where this is not possible, risks are minimised.

### **5. BSBWHS416 Contribute to workplace incident response**

This unit describes the skills and knowledge required to assist with actions and activities performed in response to workplace incidents according to work health and safety (WHS) legislative and organisational requirements.



The unit applies to those who contribute to workplace incident responses by undertaking a varied range of activities in a structured and familiar work environment as defined in written procedures.

The terms 'incident' and 'accident' are equivalent. Specific state/territory legislation may use one or the other.

## **6. BSBWHS418 Assist with managing WHS compliance of contractors**

This unit describes the skills and knowledge required to assist with managing the work health and safety (WHS) implications of using contractors. It involves identifying contractor duties, establishing organisational WHS compliance requirements associated with those duties, establishing and communicating the requirements expected of contractors, monitoring contractor compliance with WHS requirements, and implementing required responses to identified non-compliance.

The unit applies to those who work in a broad range of WHS roles across all industries in organisations that use contractors to supply services, including labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations, and major contracts and projects, as relevant to the organisation. This includes casual and volunteer workers. It does not cover visitors, or outworkers or suppliers of goods, materials or products to workplaces.

## **7. BSBWHS520 Manage implementation of emergency procedures**

This unit describes the skills and knowledge required to implement initial response procedures for emergencies. Its focus is on the implementation of procedures already developed for short-term emergency responses. It assumes that expert advice will be available in identifying potential emergencies and in formulating response plans.

The unit applies to those with supervisory responsibilities for managing work health and safety (WHS) in the workplace who contribute to the implementation of procedures for responding to emergencies. These people 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.

## **8. BSBLDR411 Demonstrate leadership in the workplace**

This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values.

It applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These leaders have a strong influence on the work culture, values and ethics of the teams they supervise.

## **9. BSBINS401 Analyse and present research information**

This unit describes the skills and knowledge required to collect, organise, analyse and present information using available systems and sources. This includes identifying research requirements and sources of information, evaluating the quality and reliability of the information, and preparing and producing reports.

It applies to those who are required to analyse and apply their knowledge of the organisation to research tasks, evaluate information from a variety of sources and apply solutions to a range of predictable and unpredictable problems.

## **10. BSBWRT411 Write complex documents**

This unit describes the skills and knowledge required to plan, draft and finalise complex documents.

It applies to individuals who work in a range of business environments and are skilled in the creation of documents that are more complex than basic correspondence, memos and/ or forms that require review and analysis of a range of information sources.

## 2.4 Recognition of Prior Learning (RPL) / Credit Transfer

Participants are advised that RPL/ Credit Transfer option is available, and this process must start upon enrolment, and preferably be completed before the course commences.

This will allow participants who were unsuccessful to enrol in and complete all the required units in this qualification.

Students are not permitted to enter RPL arrangements after they have attended their units (or missed them), after missing assessment deadlines or after being assessed NYC (or in any other similar situations).

The RPL option must not be used by students as a means for avoiding consequences for non-attendance and/ or non-submission of assessments, during the course delivery or within the allocated assessment period after the workshops.

### National Recognition

Under the national recognition process, RTOs are required to recognise qualifications and statements of attainment issued by another RTO.

As such, direct credit under the national recognition requirement will be granted for previously achieved units of competency that have the exact same code and title as the units in the current qualification the student is enrolled in.

### RPL and Credit Transfer

Victorian Chamber may grant credit transfer for equivalent common units from superseded or other qualifications previously achieved by participants (or for other electives; conditions apply).

An indicative list of equivalent units that might be used for credit transfer is provided in the table below, as reference only:

BSBWHS412 Assist with workplace compliance with WHS laws	BSBWHS402 Assist with compliance with WHS laws	BSBWHS402A Assist with compliance with WHS laws
BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes	BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes	BSBWHS403A Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS414 Contribute to WHS risk management	BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control	BSBWHS404A Contribute to WHS hazard identification, risk assessment and risk control
BSBWHS415 Contribute to implementing WHS management systems	BSBWHS405 Contribute to implementing and maintaining WHS management systems	BSBWHS405A Contribute to implementing and maintaining WHS management systems
BSBWHS416 Contribute to workplace incident response	BSBWHS406 Assist with responding to incidents	BSBWHS406A Assist with responding to incidents
BSBWHS520 Manage implementation of emergency procedures	BSBWHS510 Contribute to implementing emergency procedures	BSBWHS510A Contribute to implementing emergency procedures
BSBLDR411 Demonstrate leadership in the workplace	BSBMGT401 Show leadership in the workplace	BSBMGT401A Show leadership in the workplace
BSBINS401 Analyse and present research information	BSBRES411 Analyse and present research information	BSBRES401 / 401A Analyse and present research information
BSBWRT411 Write complex documents	BSBWRT401 Write complex documents	BSBWRT401A Write complex documents



If credit transfer is not suitable, students may consider the RPL path, which draws on a variety of types of evidence (e.g. prior learning and education, past and current work experience, volunteering, etc.) to confirm competency in a particular subject.

Note that if credit is sought based on units listed in the 3<sup>rd</sup> column above, evidence of current engagement / work experience in a relevant OHS role where the respective competencies are routinely used is mandatory.

*Refer to your Participant Handbook or contact the Training Coordinator for more information on the RPL / CT and national recognition processes.*

## 2.5 Attendance

Attendance at all scheduled training sessions is compulsory for assessments to be considered. The assessments will also be discussed during those workshops and students' engagement and participation will be observed by the trainer/assessor.

Students who missed classes, will have to attend make-up classes, as directed by the Victorian Chamber.

Assessments submitted without attending the unit unfortunately cannot be considered as there will be no evidence of actual participation in training for that unit, as required.

For all modes of delivery, attendance will be marked at the beginning of each scheduled session, when your ID will also be checked.

*For more information about attendance and make-up classes please refer to your Participant Handbook or contact the Training Coordinator.*

## 2.6 Training Delivery

This program is delivered through a combination of guided learning workshops, reading through and undertaking the activities in the Learner Guides to understand the underpinning theoretical concepts, and self-directed learning and workplace-based assessment activities.

The trainers will use a variety of techniques to introduce the learning topics, which may include presentation, group discussion, demonstration, role play, simulation, and practice activities.

Online-Zoom sessions may be recorded and saved for a limited time in case students would want to access them; any Zoom assessment demonstration tasks will be recorded and saved as evidence of assessment and for audit purposes.

### **Student technical and wellbeing support during Zoom sessions:**

The trainer will check the ergonomics with the students at the beginning of the session and will allow for and schedule extra breaks and physical movement during the session.

The course session will be monitored by the Victorian Chamber ICT technicians and support and assistance will be provided should the need arise during the session/ course. Such support cannot be extended to issues like internet/ NBN or personal technology failure; Vic Chamber will endeavour to assist participants on a case by case basis.

## 2.7 Assessment Methods and Requirements

To demonstrate competency for the units in this qualification, participants will be required to complete all the units' assessments as provided and explained by your trainer/assessor.

The assessments are designed to gather evidence that demonstrates consistent performance of typical activities experienced by individuals carrying out work health and safety duties in the workplace.

Each assessment consists of a number of assessment tasks to be undertaken in the workplace or in a simulated work environment.

The assessment methods may include the following:

- Knowledge assessment - questions and answers
- Practical assessment (e.g. a 'Case Study') - workplace-based or virtual business - based projects, which may include a combination of real work situations and case studies / scenarios (including discussions, exercises, research, analysis, reports and presentations), portfolios or demonstration of tasks.

If the assessment requires samples of documentation from the workplace, they must be attached to the corresponding task, careful to remove/ block out any confidential information.

Participants should answer the assessment tasks using the information provided in the learning materials and the context of their own workplace (or provided in case studies/scenarios), or by accessing the virtual businesses documentation and context.

Some assessments may require you to record a video as you are demonstrating / role-play your task to a group of people in the workplace or elsewhere and submit the file as part of your assessment portfolio; you may also be required to demonstrate the task directly to your assessor via Zoom. Your trainer/assessor will clarify all the requirements with you and assist with different arrangements for collecting evidence if this is not possible.

**IMPORTANT NOTE:** Even if you are conducting the assessment in a simulated environment, you are still required to have access to a number of people with sufficient knowledge and experience necessary for the required task roles.

All participants will be supported by their facilitator to complete their out-of-class assessments via email and telephone or online (Zoom, Teams, Skype, etc) as needed. The Victorian Chamber regularly monitors course progress and participants are also encouraged to liaise with their facilitator regarding their progress or to arrange for an assessment consultation, if necessary.

It is expected that participants will informally contact their assessor to discuss assessment progress and clarify issues as needed for the duration of the course, for up to two hours per unit in total (i.e. not in a 2-hours block).

## 2.8 Course Materials

At the beginning of your course, you will be provided with all the necessary learning and assessment materials, which may include Learner Guides and Assessment Workbooks. Your training resources will be provided to you via email in electronic format (pdf and word files), as an online access link, or a combination of those.

The Learner Guides are the main study material for your qualification; they are meant to guide you through each unit and consist of essential information on the topic (the underpinning theory), reflective activities, case studies and scenarios, and activities to help you practice what you have learned and to self-assess your knowledge and understanding.

Your trainer/assessor may also provide you with a range of supporting materials and refer you to the appropriate resources for extra reading and more in-depth information.

For the onsite participants, in the workplace, learning materials may be customised to increase relevance to their specific work environment and/or supplemented with appropriate workplace documentation (e.g. policies, procedures, forms).

The participants will also be provided with unlimited online access to a virtual business to assist them in case their access to a workplace is limited or to supplement their workplace documentation and situations, for certain units.

## Virtual Workplace Resources

The qualification resources used are supported by the simulated (virtual) online workplaces, Awesome Landscapes, Bigger than Big Corporation and Bounce Fitness, which provide a simulated and real workplace pathway to course completion. Students will access those with the code provided, and find a comprehensive range of policies and procedures, templates, case studies, scenarios, and other resources and files required for assessment.

## Accessing the Intranet Pages and External Links

Throughout the learning and assessment materials students will be referred to access intranet pages (simulated businesses) and/or external webpages. Links to these intranet pages and external webpages are formatted in [Blue Underlined Text](#). To access these, hold the Ctrl key for Windows users or the Command ⌘ key for Mac users while clicking on these links.

The simulated work environment can be accessed using the login details provided at the beginning of your course by the Training Coordinator.

## 2.9 Time Commitment and Course Duration

The Volume of Learning includes all activities that are required to be undertaken by the typical student to achieve the learning outcomes (including classes/ workshops, self-paced individual study, research, learning activities and practice in the workplace and assessment activities). According to the Australian Qualifications Framework, the recommended volume of learning for a certificate IV course is 0.5 – 2 years (or 600 - 2400 hours), based on full-time study.

The total course duration for this qualification under the current Training and Assessment Strategy is 16 months (total amount of training 1600 hours), which includes a total of 450 nominal hours.

To successfully complete all the requirements to gain the qualification as part-time study, within the course duration, requires a significant personal time commitment from participants. Participants should allocate an average of 10 hours per week to work through the learning materials, undertake the self-directed learning activities, and complete the assessments.

There are 8 workshops scheduled for delivery one day per fortnight over 15 weeks (8 days x 7 hours).

Each scheduled workshop requires participant's presence for 7 hours in the classroom or online (excluding breaks).

Participants will usually have 12 months from the date of the last scheduled workshop to submit all the assessments and complete the course. A different assessment deadline may be provided to you upon enrolment.

You will have to email your assessments to the Training Coordinator, unless otherwise instructed. All assessment work must be submitted by the end of the course.

This scheduling allows for a reasonable time for self-directed study, workplace practice and assessment preparation.

Where participants are able to demonstrate extenuating circumstances, however, an extension for assessment submission may be granted.

It is highly recommended that from the beginning of your course you schedule study time in your routine and plan to prepare and submit your assessments progressively during the course, and not try to fit everything in as the deadline approaches.

The nominal course end date is usually 12 months from the date of the last scheduled workshop or as instructed; this is when all the assessments are due, at the latest.

*For more detailed information about the training and assessment process, methods and requirements, refer to the Participant Handbook and seek clarification from your Trainer/ Assessor.*

## 2.10 Workshop Schedule

Session Day	Unit	Course Week
1	BSBWHS412 Assist with workplace compliance with WHS laws	Week 1
2	BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes	Week 3
3	BSBWRT411 Write complex documents	Week 5
	BSBINS401 Analyse and present research information	
4	BSBLDR411 Demonstrate leadership in the workplace	Week 7
5	BSBWHS414 Contribute to WHS risk management	Week 9
6	BSBWHS415 Contribute to implementing WHS management systems	Week 11
7	BSBWHS418 Assist with managing WHS compliance of contractors	Week 13
8	BSBWHS416 Contribute to workplace incident response	Week 15
	BSBWHS520 Manage implementation of emergency procedures	

*Please note that this schedule might change during your course; the Training Coordinator will contact you with the necessary updates.*