

Cluster 2 - Health and Safety Management

Course Information Sheet

This cluster is delivered and assessed by **Master Builders Association of Victoria (RTO no 3935)**.



This is a **nationally accredited short course** that applies to personnel who:

- Contribute to WHS risk management, including identification and risk control processes in the construction industry
- Work under supervision and use some discretion and judgement to respond to monitoring hazardous chemicals that have the potential to harm human health in the workplace
- Work with complex documents that require review and analysis of a range of information sources
- Research and evaluate information from a variety of sources to apply solutions to risks and hazards in the construction industry using knowledge of organisational policies and procedures

This cluster forms part of BSB41419 Certificate IV in Work Health and Safety along with the following two clusters -

Cluster 1 Health and safety fundamentals

Cluster 3 Health and safety implementation

NOTE: If you are undertaking study in Work Health and Safety (WHS) in Victoria, you should be aware that the State of Victoria is bound by the Victorian Occupational Health and Safety Act (Vic) 2004, and course content covered relates to this legislation. The terms OHS and WHS are equivalent and generally either can be used in the workplace. Please be aware that other States and Territories in Australia operate under the National Model WHS Legislation, and if you are working in the Health and Safety industry outside of the State of Victoria, you may need to familiarise yourselves with these laws.

Learning outcomes

You will have gained the skills and knowledge to:

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- Identify and analyse reliable research information
- Present information in an appropriate manner using complex documents
- Use a style guide and produce workplace documentation
- Identify hazards in the workplace
- Assist with completing a risk assessment
- Evaluate implemented controls
- Use information from the workplace to develop processes and procedures to control hazardous substances in the workplace
- Monitor and report on the processes implemented.

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Who should study this cluster?

This cluster is designed for personnel in dedicated occupational health and safety roles such as:

- Project managers
- OHS coordinators
- Compliance Officers
- Return to Work Coordinators or;
- OHS officers.

Master Builders' entry requirements

It is a Master Builder's requirement for those wishing to undertake this cluster that they:

- are successful at a Language, Literacy and Numeracy (LLN) assessment & a Pre-Training Review
- have basic computer skills as this course is delivered partially online

AND

- have CPCCOHS1001A Work safely in the construction industry (White Card) if working on a building and construction site prior to course commencement.

OR

- have CPCCWHS1001 Prepare to work safely in the construction industry

OR

- have completed a Red Card course (Pre-July 1, 2008)

AND

- be currently working or have worked in the building and construction industry for at least 2 years

OR

- be currently enrolled in a degree in a construction-related field.

What you need to bring to class

You must bring a pen and notebook to class.

In addition, you must bring **evidence of entitlement to study in Australia** to your first class (not necessary if you have already presented this to Master Builders).

- Photo ID

and ONE of the below:

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- Original or certified copy of green Medicare Card OR
- Original or certified copy of Australian or New Zealand Passport OR
- Original or certified copy of Australian Citizenship certificate OR
- Original or certified copy of Australian citizenship by descent extract OR
- Original or certified copy of Australian Birth Certificate (not Birth Extract) OR
- Original or certified copy of Naturalisation document OR
- Original or certified copy of Visa or Immigration documentation.

Please note: You will not be able to attend the class until evidence of entitlement to study has been presented.

Learning support

Master Builders provides additional support if you require assistance in completing your course assessments and requirements. A range of support services is available to students who experience literacy, digital literacy and numeracy difficulties.

Master Builders encourages all individuals with disabilities to apply for training courses in accordance with the requirements of the Equal Opportunity Act (Vic) 2010 and related legislation. Master Builders further encourages individuals from all social, racial, cultural and educational backgrounds to apply.

Course induction

This is an important part of the course which covers the following aspects of the course:

- Course structure
- Assessment requirements
- Learning support
- Required and recommended texts
- Study and learning techniques
- Learning Management System

You will receive your training manuals on the first day.

Cluster structure and duration

Cluster 2 Health and safety management covers the following units of competency.

- BSBWHS414 Contribute to WHS risk management

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- BSBINS401 Analyse and present research information
- BSBWRT411 Write complex documents
- BSBWHS431 Develop processes and procedures for controlling hazardous chemicals in the workplace.

Delivery Mode: Blended

The course is delivered over **8 weeks** and consists of:

- **3 face-to-face classroom** (day or equivalent evening) sessions.
- **5 weeks** (non-attendance) for you to research and complete all relevant assessment tasks to complete the cluster.

Upon successful completion of this short course, you will be awarded a Statement of Attainment by **Master Builders Association of Victoria (RTO no 3935)** for the following units:

No.	Clusters	Units		
		Code	Title	Nominal Hours
1.	Cluster 2 Health and safety management	BSBWHS414	Contribute to WHS risk management	60
2.		BSBINS401	Analyse and present research information	40
3.		BSBWRT411	Write complex documents	50
4.		BSBWHS431	Develop processes and procedures for controlling hazardous chemicals in the workplace	50
Total				200

Cluster delivery of BSB41419 Certificate IV in Work Health and Safety -

It is highly recommended that you undertake the Cluster 1 Health and safety fundamentals before commencing Clusters 2 Health and safety management or Cluster 3 Health and safety implementation. This is due to the assumed legal and regulatory knowledge provided in detail during the first cluster.

Please visit Master Builders training website or call on (03) 9411 4555 for more information on fees and the process of enrolment in the individual clusters.

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Assessment

Assessment activities may be a combination of knowledge tests and case studies. All assessments will be contextualised to the OHS requirements appropriate to the building and construction workplace.

Assessments are submitted in electronic format through our Learning Management System (LMS). You will receive login details for the LMS post enrolment in the course. Training in the use of this system will be provided on the first day of the course.

Unique Student Identifier

From 1 January 2015, in order to undertake Nationally Recognised Training, you must have a Unique Student Identifier (USI). Your USI means all your training records and results will be in one place.

See more at: <http://www.mbavtraining.com.au/content/unique-student-identifier-usi/>

To get a USI, go to: <https://www.usi.gov.au/your-usi/create-usi>

Funding options

Victorian and Commonwealth Government funding is available to eligible individuals who enrol in the full **BSB41419 Certificate IV in Work Health and Safety** qualification. However, this funding cannot be granted to applicants enrolling in individual clusters of the qualification.

For up-to-date information, please contact the Training Department on (03) 9411 4555.

Required texts

Copies of the below legislation are required for the clusters of BSB41419 Certificate IV in Work Health and Safety:

- Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 2017*

*Digital copies may be downloaded for free from government websites. Hard copies may be purchased through the Master Builders shop. For a copy of the Publication Order Form, please contact (03) 9411 4555 or email enrolments@mbav.com.au.

Recognition of prior learning (RPL) or credit transfer

The Australian Qualifications Framework (AQF) is a comprehensive national policy framework that defines all qualifications recognised nationally in post-compulsory education within Australia. As a Registered Training

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Organisation (RTO) authorised to deliver training and issue qualifications under the AQF, Master Builders recognises AQF qualifications and Statements of Attainment issued by RTOs throughout Australia for qualifications and Units of Competency currently on its Scope of Registration.

Recognition of prior learning (RPL) is an assessment process that involves the assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

An application for RPL or credit transfer can be submitted prior to the commencement of the course.

Alternatively, RPL and credit transfer procedures are also referred to during course induction (where there is a course induction). Students can apply for RPL or credit transfer after the first day of class. Timelines of the application and how it will affect the attendance of classes while an application is in progress will be organised between the applicant and a Training Department staff member. Please telephone the Training Department on (03) 9411 4555 if you would like to discuss this further.

Units where credits may apply

The units covered in this short course do not contribute towards any other qualification delivered in Master Builders. Students who have successfully completed this short course with Master Builders will have completed two units as part of BSB41419 Certificate IV in Work Health and Safety.

Further study opportunities

Study Pathways at Master Builders Association of Victoria

You could further enrol in the following two clusters to successfully complete BSB30719 Certificate III in Work Health and Safety-

Cluster 1 Health and safety management

Cluster 3 Health and safety implementation

Possible career and tertiary study pathways to becoming an Occupational Health and Safety professional

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Role Level	Positions	Types of qualifications required	Industry Experience Required
Early Career Roles	Health and Safety Officer WorkCover – Employee Health Officer Return to Work Coordinator Compliance and Safety Coordinator Occupational Health and Safety Coordinator	Certificate IV in OHS or WHS Diploma in OHS or WHS Advanced Diploma in OHS or WHS	2 – 4 years
Line Manager/ Middle Management	Occupational Health and Safety Manager Occupational Health and Safety Business Partner Occupational Health and Safety Specialist Health, Safety and Environment Officer Safety and Operations Officer Emergency Services Officer	Auditing Qualifications Bachelor's in occupational health and Safety Bachelor's in health sciences Bachelor's in human resource management Environmental or sustainability tertiary qualifications	7 - 10 Years
Senior Management	Corporate Health and Safety Manager Group Health, Safety and Environment Manager National Health, Safety and Environment Manager	Auditing Qualifications Bachelor of Occupational Health and Safety Bachelor of Health Sciences Bachelor of Human Resource Management Bachelor of Commerce Postgraduate qualifications Environmental or sustainability tertiary qualifications	Extensive

Exit opportunities

On successfully completing all required units, you will receive your statement of attainment listing all units successfully completed.

NOTE: Some students may decide to exit the course for further foundational learning and content studies if a lack of work experience (years and type) is identified.

Master Builders' training policies

<http://www.mbvtraining.com.au/content/policies-and-procedures/>

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