

BSB41419 Certificate IV in Work Health and Safety

Course Information Sheet

About the course

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



This is a **nationally accredited course** which aims to provide you with in-depth knowledge and understanding to implement and monitor workplace Occupational Health and Safety (OHS) policies, procedures and programs.

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.

Topics covered include:

- Safety management systems
- Australian Safety Standards including 4801
- Compliance with Victorian OHS legislation
- Written and verbal communication techniques
- Influencing skills
- OHS monitoring, reviewing and reporting techniques
- Consultative arrangements and collaborative practices for safe work
- Investigative analysis
- OHS issue resolution

Learning outcomes

You will have gained the skills and knowledge to:

- Maintain managerial and organisational level compliance with OHS legislation, codes and standards in the workplace.
- Instigate and review the identification of workplace hazards, risk assessment processes and the selection of appropriate risk controls.
- Develop processes and procedures for controlling hazardous chemicals in the workplace
- Use personal influencing skills such as collaboration, reflection and feedback to communicate the importance of OHS safety management systems.
- Research, develop, implement and monitor the strategies, plans and documentation required to establish a workplace-specific systematic safety management system.
- Explain and disseminate specific components of workplace safety management strategies to the appropriate organisational level.
- Review, investigate and evaluate the effectiveness of organisational safety management systems and use this information for reporting and continuous improvement activities.
- Provide technical advice and support in the resolution of OHS incidents.
- Implement an expert-derived emergency prevention and response procedure
- Provide leadership to promote team cohesion.

Who should study this course?

The BSB41419 Certificate IV in Work Health and Safety is recognised across all industries as an appropriate entry point for OHS practitioners seeking to further their careers in the OHS field. Therefore, this course 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.

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Master Builders entry requirements

It is a Master Builder's requirement for those wishing to undertake this course 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) or its equivalent

AND

- be currently working or have worked in the building and construction industry for at least 3 years

OR

- have completed a Certificate III in Work Health and Safety.

What you need to bring to class

You must bring 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:

- 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.

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Learning support

Master Builders provides additional support if you require assistance in completing your course assessments and requirements. A range of support services are 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
- Learning Management System

You will receive your training manuals on the first day.

Course structure and duration

BSB41419 Certificate IV in Work Health and Safety has been divided into three main clusters that combined cover a total of 10 units of competency. To achieve the BSB41419 Certificate IV in Work Health and Safety, you must complete all the 3 clusters (10 units) as listed in the table below.

Delivery Mode: Blended

The course is delivered over a period of **30 weeks** and consists of:

- **11 face-to-face classroom** (day or equivalent evening) sessions.
- **19 (non-attendance) weeks** for you to research and complete all relevant assessment tasks (online) for the completion of the course.

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

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| No. | Clusters | Units | | |
|----------------------------|---|-----------|--|---------------|
| | | Code | Title | Nominal Hours |
| 1. | Cluster 1 - Health and safety fundamentals | BSBWHS412 | Assist with workplace compliance with WHS laws | 40 |
| 2. | | BSBWHS413 | Contribute to implementation and maintenance of WHS consultation and participation processes | 40 |
| 3. | Cluster 2 - Health and safety management | BSBWHS414 | Contribute to WHS risk management | 60 |
| 4. | | BSBINS401 | Analyse and present research information | 40 |
| 5. | | BSBWRT411 | Write complex documents | 50 |
| 6. | | BSBWHS431 | Develop processes and procedures for controlling hazardous chemicals in the workplace | 50 |
| 7. | Cluster 3 – Health and safety implementation | BSBWHS415 | Contribute to implementing WHS management systems | 50 |
| 8. | | BSBWHS418 | Assist with managing WHS compliance of contractors | 40 |
| 9. | | BSBWHS416 | Contribute to workplace incident response | 40 |
| 10. | | BSBLDR413 | Lead effective workplace relationships | 50 |
| Total Nominal Hours | | | | 460 |

Cluster delivery - You also have the option of enrolling in the individual clusters and successfully complete all the units of competency covered by them to receive **Statement of Attainment** for the units completed.

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

Assessment

Assessment activities may be a combination of knowledge tests, written assignments, case studies, workplace simulated scenarios, third party reports and assessor observations. All assessments will be contextualized to the OHS requirements appropriate to the building and construction workplace.

Assessments are submitted in electronic format through our Learning Management System. Training in use of this system will be provided on the first day of the course. Basic Microsoft Word skills are required to complete assessment tasks.

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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

This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. Master Builders encourages individuals with disability to access government subsidized training.

NOTE: Accessing the Skills First funding may affect your eligibility to access that fund again in the future.

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 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 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 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.

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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) and students can apply for RPL or credit transfer after the first day of class. Timelines of the application and how it will affect attendance of classes while 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

If you have successfully completed a BSB30715 Certificate III in Work Health and Safety or a BSB30719 Certificate III in Work Health and Safety prior to enrolling in this course with Master Builders, you **may be** eligible for a credit transfer for the following unit of competencies towards completion of the BSB41419 Certificate IV in Work Health and Safety provided these units are listed as successfully completed in the transcripts provided by you:

- BSBWHS416 – Contribute to workplace incident response
- BSBLDR413 - Lead effective workplace relationships

As the Vocational Education and Training (VET) sector is focused on currency of study, you are strongly advised to commence study in the BSB41419 Certificate IV in Work Health and Safety within 12 months of completion of the BSB30719 Certificate III in Work Health and Safety or BSB30715 Certificate III in Work Health and Safety. This does not apply if you have completed the BSB30707 Certificate III in Occupational Health and Safety.

Further study opportunities

Study and career pathways

Possible career and tertiary study pathways to become an Occupational Health and Safety professional in the building and construction industry:

| Role Level | Positions | Types of qualifications required | Industry Experience Required |
|------------|-----------|----------------------------------|------------------------------|
|------------|-----------|----------------------------------|------------------------------|

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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 |

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Exit opportunities

1. On successfully completing all required units/modules you will receive your qualification and a transcript itemising all units successfully completed.
2. Following receipt of written advice from yourself as a student (or your trainer) that you do not intend to complete the full qualification, you will be issued with a Statement of Attainment listing all units/modules 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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