

BSB30719 Certificate III in Work Health and Safety

Course Information Sheet

About the course

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

This is a **nationally accredited course** which assists students to apply Occupational Health and Safety (OHS) legislation, identify workplace hazards, assess risks associated with these hazards and apply risk control (with guidance).

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:

- Compliant application of OHS legislation, regulations, codes and standards in the workplace.
- Monitoring and reviewing safety management practices.
- Communication, leadership and negotiation skills.
- OHS issue resolution
- Supporting diversity in the workplaces
- Application of safety documents including incident reports, safe work methods statements (SWMS) and provisional improvement notices (PINs).

Learning outcomes

You will have gained the skills and knowledge to:

- Refer to OHS laws and regulations to support workplace OHS requirements.
- Identify hazards, including hazardous chemicals, assess the risks on domestic and commercial building sites and establish appropriate risk control measures for these hazards.
- Participate in the prevention of potential emergencies
- Know how to respond to workplace incidents, taking into account legislative requirements
- Consult effectively with management, subcontractors and workers about OHS concerns.
- Participate in the effective communication of OHS information, techniques and procedures to other team members.
- Understand how to work effectively with a diverse workplace
- Provide safety leadership in the workplace
- Support OHS specialists in resolving OHS issues
- Produce quality OHS documentation

Who should study this course?

This course is suitable for:

- OHS committee members
- Site supervisors
- Health and Safety Representatives or personnel who provide occupational health and safety advice and support to a team, including in a voluntary capacity.

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Master Builders Victoria 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)

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 Victoria).

- 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 Victoria 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 Victoria 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 Victoria 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.

Course structure and duration

BSB30719 Certificate III in Work Health and Safety has been divided into three main clusters that combined cover a total of 11 units of competency. To achieve the BSB30719 Certificate III in Work Health and Safety, you must complete all the 3 clusters (11 units) as listed in the table below.

Delivery Mode: Blended

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

- **12 face-to-face classroom** (day or equivalent evening) sessions including **half-day simulation session**.
- **17 weeks** (non-attendance) 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 the **Master Builders Association of Victoria (RTO no 3935)** for the following units:

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No	Cluster Name	Unit Code and Unit Title	Nominal Hours
		Course Induction	
01	Cluster 1 Introduction to health and safety	BSBWHS307 Apply knowledge of WHS laws in the workplace	20
02		BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes	50
03		BSBWHS331 Participate in identifying and controlling hazardous chemicals	40
04		BSBWRT311 Write simple documents	30
05	Cluster 2 Communication and consultation	BSBWHS309 Contribute effectively to WHS communication and consultation processes	30
06		BSBINM302 Organise workplace information	30
07		BSBWHS310 Contribute to WHS issue-resolution processes	30
08	Cluster 3 Workplace relationships and incident response	PUAFER001 Identify, prevent and report potential facility emergency situations	02
09		BSBTWK301 Use inclusive work practices	30
10		BSBLDR413 Lead effective workplace relationships	50
11		BSBWHS416 Contribute to workplace incident response	40

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 a **Statement of Attainment** for the units completed.

It is highly recommended that you undertake the Cluster 1 Introduction to health and safety before commencing Clusters 2 Communication and consultation or Cluster 3 Workplace relationships and incident response. This is due to the assumed legal and regulatory knowledge that is provided in detail during the first cluster.

Please visit the Master Builders Victoria 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, case studies and simulations. 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 (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>

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Funding options

This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. Master Builders Victoria encourages individuals with a 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 BSB30719 Certificate III 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 Victoria shop. For a copy of the Publication Order Form please contact (03) 9411 4555 or email enrolments @mbav.com.au.

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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 Victoria 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) and 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 the 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

Students who have successfully completed a BSB30719 Certificate III in Work Health and Safety with Master Builders Victoria may be eligible for a credit transfer of two (2) units of competency towards completion of the BSB41419 Certificate IV in Work Health and Safety with Master Builders Victoria. Units that credit can be applied for are:

- 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 students are strongly advised to commence study in the BSB41419 Certificate IV Work Health and Safety within 12 months of completion of the BSB30719 Certificate III Work Health and Safety or BSB30715 Certificate III Work Health and Safety.

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Further study opportunities

Study Pathways at the Master Builders Association of Victoria

Other relevant courses that you could undertake to further their career and/or industry knowledge following completion of this course include:

- BSB41419 Certificate IV in Work Health and Safety

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

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 Victoria training policies

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

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