

PROVIDER DETAILS																																					
<b>Name of RTO</b>	<b>Allens Training Pty Ltd</b>																																				
<b>Training Status</b>	Registered Training Organisation (RTO)																																				
<b>RTO number</b>	<b>90909</b>																																				
<b>Phone number</b>	<b>1300 559 064</b>																																				
<b>Web site</b>	www.allenstraining.com.au																																				
<b>ABN number</b>	63 114 756 857																																				
<b>Registration details</b>	Our scope of training is listed on <a href="http://training.gov.au">training.gov.au</a> . The link to our registration is <a href="http://training.gov.au/Organisation/Details/3631df49-64e3-4a58-aec2-a1d8335c972e">http://training.gov.au/Organisation/Details/3631df49-64e3-4a58-aec2-a1d8335c972e</a>																																				
<b>Rights and Responsibilities</b>	<p>This course information sheet is designed be read in conjunction with the “Student Agreement”</p> <p>The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of it’s partner organisations. It is a condition of enrolment that you and we agree to abide by the terms and conditions outlined in the “Student Agreement”</p> <p>This agreement can be viewed and downloaded at <a href="http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf">http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf</a></p>																																				
COURSE INFORMATION																																					
<b>Qualification Code</b>	<b>BSB41407</b>																																				
<b>Qualification Title</b>	<b>Certificate IV in Occupational Health &amp; Safety</b>																																				
<b>Entry into this course</b>	There are no formal entry requirements for entry into this qualification for participants who can demonstrate evidence of knowledge of OHS in the workplace. There are pathways into this course based on previous or current employment that satisfies the academic entry requirements.																																				
<b>Units associated with this course</b>	<table border="1"> <thead> <tr> <th><b>Core units</b></th> <th>Home study (minimum)</th> <th>Workplace</th> </tr> </thead> <tbody> <tr> <td>BSBOHS401B Contribute to the implementation of a systemic approach to managing OHS</td> <td>8</td> <td>2</td> </tr> <tr> <td>BSBOHS402B Contribute to the implementation of the OHS consultation process</td> <td>5</td> <td>2</td> </tr> <tr> <td>BSBOHS403B Identify hazards and assess OHS risks</td> <td>5</td> <td>2</td> </tr> <tr> <td>BSBOHS404B Contribute to the implementation of strategies to control OHS risk</td> <td>5</td> <td>2</td> </tr> <tr> <td>BSBOHS405B Contribute to the implementation of emergency procedures</td> <td>5</td> <td>2</td> </tr> <tr> <td>BSBOHS408A Assist with compliance with OHS and other relevant laws</td> <td>5</td> <td>2</td> </tr> <tr> <th colspan="3" style="text-align: center;"><b>Elective units</b></th> </tr> <tr> <td>BSBOHS407A Monitor a safe workplace</td> <td>8</td> <td>2</td> </tr> <tr> <td>BSBRK401A Identify risk and apply risk management processes</td> <td>8</td> <td>2</td> </tr> <tr> <td>BSBCMM401A Make a presentation</td> <td>8</td> <td>2</td> </tr> <tr> <td></td> <td><b>57</b></td> <td><b>18</b></td> </tr> </tbody> </table>	<b>Core units</b>	Home study (minimum)	Workplace	BSBOHS401B Contribute to the implementation of a systemic approach to managing OHS	8	2	BSBOHS402B Contribute to the implementation of the OHS consultation process	5	2	BSBOHS403B Identify hazards and assess OHS risks	5	2	BSBOHS404B Contribute to the implementation of strategies to control OHS risk	5	2	BSBOHS405B Contribute to the implementation of emergency procedures	5	2	BSBOHS408A Assist with compliance with OHS and other relevant laws	5	2	<b>Elective units</b>			BSBOHS407A Monitor a safe workplace	8	2	BSBRK401A Identify risk and apply risk management processes	8	2	BSBCMM401A Make a presentation	8	2		<b>57</b>	<b>18</b>
<b>Core units</b>	Home study (minimum)	Workplace																																			
BSBOHS401B Contribute to the implementation of a systemic approach to managing OHS	8	2																																			
BSBOHS402B Contribute to the implementation of the OHS consultation process	5	2																																			
BSBOHS403B Identify hazards and assess OHS risks	5	2																																			
BSBOHS404B Contribute to the implementation of strategies to control OHS risk	5	2																																			
BSBOHS405B Contribute to the implementation of emergency procedures	5	2																																			
BSBOHS408A Assist with compliance with OHS and other relevant laws	5	2																																			
<b>Elective units</b>																																					
BSBOHS407A Monitor a safe workplace	8	2																																			
BSBRK401A Identify risk and apply risk management processes	8	2																																			
BSBCMM401A Make a presentation	8	2																																			
	<b>57</b>	<b>18</b>																																			
<b>Timeframe for completion - Correspondence Course</b>	Participants of the Certificate IV OHS Correspondence Course should aim to complete all the learning activities and assessment projects within 12 months. If Participants need more time to complete assessment projects, they may request an extension in writing. To ensure currency of learning, participants will have a <b>maximum of 18 months</b> from the date of enrolment to complete their qualification.																																				

<b>Course Outcomes</b>	<p>This is a nationally accredited course, which is designed for higher-level supervisors than line supervisors, OHS supervisors, union representatives or safety committee members, who are perhaps assistant safety officers/representatives, managers at both middle and senior management levels. On the job training is necessary to ensure an understanding of the outcomes required in each unit.</p> <p>The units cover a range of OHS functions relative to workplace roles, responsibilities and work levels.</p> <p>This qualification reflects the roles of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others. This qualification would suit an OHS officer in a full-time dedicated role who works under supervision of an OHS coordinator or OHS manager.</p> <p>They include aspects such as identifying hazards; assessing OHS risks; implementing strategies to control OHS risk; advising on application of safe design principles to control OHS risk, etc.</p>
<b>Award Issued</b>	<p>Students who successfully complete this nationally recognised training will be awarded the qualification:</p> <p><a href="#">BSB41407 Certificate IV in Occupational Health &amp; Safety</a></p>
<b>Pathways to other qualifications or employment opportunities</b>	<p>Students who successfully completed this qualification may be eligible for entry into further study such as:</p> <p>BSB51307 Diploma of Occupational Health and Safety</p>
<b>Where is the training package information located?</b>	<p>A copy of training package information related to this qualification can be found at:</p> <p><a href="http://www.allenstraining.com.au/f.ashx/downloads/cert-4.pdf">http://www.allenstraining.com.au/f.ashx/downloads/cert-4.pdf</a></p>
<b>Duration of course</b>	<p>This course requires a <u>combination of both</u> home study and work place hours. Home study approximately 57 hours. Practical approximately 18 hours.</p> <p>This would equate to approximately 75 hours or the equivalent of 2 weeks of training. The times included in this document are <u>minimum</u> times. Home study hours may vary depending on experience of the student.</p>
<b>Language, literacy and numeracy requirements</b>	<p>Language, literacy and numeracy requirements are needed to undertake this course.</p> <p>Specifically you would need the ability to:</p> <ul style="list-style-type: none"> <li>• Activity seeks feedback from others as a way of self-improvement</li> <li>• Gathers information by way of self-paced research</li> <li>• Writes clear and detailed OHS instructions</li> <li>• Presents OHS issues at meetings</li> <li>• Works in a team to formulate OHS policy</li> <li>• Is able to research legislations via web based information sources and company documents</li> </ul> <p>Further detailed information can be obtained from the "Australian Core Skills Framework" - a copy of this document is available by clicking on the link <a href="http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf">http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf</a></p>
<b>Pre-requisites</b>	<p>Entry into the Certificate IV requires participants to have sufficient numeracy and literacy skills to read and comprehend instruction for referencing legislation, preparing reports, completing assessments and essay writing</p> <p>Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:</p> <ul style="list-style-type: none"> <li>• after achieving the BSB30707 Certificate III in Occupational Health and Safety or other relevant Certificate III qualification</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• providing evidence of competency in the majority of units required for the BSB30707 Certificate III in Occupational Health and Safety</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• with extensive vocational experience in occupational health and safety roles.</li> </ul> <p>Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:</p>

	<ul style="list-style-type: none"> <li>• Health and Safety Representative</li> <li>• Health and Safety Committee Member</li> <li>• Health and Safety Assistant.</li> </ul>
	<p>This breadth of expertise would equate to the competencies required to undertake this qualification</p>
<b>Student rights</b>	<p>A detailed description in the student agreement concerning your rights and responsibilities is available on our website. This important information should be read prior to the course. An example of some of the information that is contained in this document include our refund policy, complaints procedures, who to talk to concerning issues raised during the class, assessments information and guarantees.</p>
<b>How does legislation affect my training?</b>	<p>This course follows State or Territory legislation. While no licensing, legislative, regulatory or certification requirements apply holistically to this qualification at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this qualification. Refer to unit Performance Criteria and Range Statement for details.</p>
<b>Target Audience</b>	<p><b>Target Audience:</b> This qualification would suit an OHS officer in a full-time dedicated role who works under supervision of an OHS coordinator or OHS manager.</p>
<b>Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?</b>	<p>If you have completed courses in a related field you may be able to take advantage of a facility called “RPL” or “Recognition of Prior Learning”. This means that account may be taken of related qualifications, even if they are issued by another Registered Training Organisation, to satisfy some or all of the course requirements. Evidence considered for assessment is the RPL Application Form plus a wide range of supporting evidence. If further evidence is required then this is negotiated with the candidate. The process may include a further interview, written assignment, workplace assessment, and collection of other material.</p> <p>The outcome may be that we can:</p> <ol style="list-style-type: none"> <li>1. Provide the qualification based on the material supplied.</li> <li>2. Provide the qualification subject to some form of assessment, but without classroom attendance.</li> <li>3. Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion.</li> </ol> <p>Fees will be charged for the RPL service and will be discussed when you approach Allen’s Training to determine the requirements that will need to be supplied.</p> <p><a href="#">The RPL form</a> is located on: <a href="http://www.allenstraining.com.au/f.ashx/downloads/RPL-Allens-Training-23112010.pdf">http://www.allenstraining.com.au/f.ashx/downloads/RPL-Allens-Training-23112010.pdf</a></p>
<b>Course fees</b>	<p>This course may be delivered by way of partnership arrangements with your trainer. The course fee will be paid direct to the trainer (the partner organisation). This course is usually arranged by the employer of a workgroup and the employer can be invoiced for the training. If the employer does not arrange the training, or the employer does not agree to fund the training, training fees must be paid by the individual students direct to the trainer. All partners will be required to meet minimum resource and facility requirements and course fees are available at the time of enrolment.</p>
<b>Refund Policy</b>	<p>A detailed explanation of our refund policy is contained in the “Student Agreement”</p>
<b>Location of the training</b>	<p>The training required by the target group requires training either at the employer’s workplace so that they can develop skills consistent with their job description in their own employment practice, at a simulated workplace or in a classroom. A flexible learning strategy incorporating On line learning programs may be utilised where appropriate. This information will be made available at the time of enrolment.</p>
<b>What you need</b>	<ul style="list-style-type: none"> <li>• Pens</li> <li>• Note paper</li> <li>• ID sufficient for 100 points of ID</li> <li>• Access to web, email, workplace activities are required</li> </ul>
<b>Identifying Special Needs</b>	<p>Person(s) participating in training may have special needs. Where these needs are identified through the enrolment process the trainer will explore the options available to them to support the learner through the training program. Candidates with special needs may include those with language, literacy and/or numeracy problems, disabilities, and anxious or inexperienced candidates.</p>
<b>Support services</b>	<p>At any time, assistance is always available by email <a href="mailto:jim@allenstraining.com.au">jim@allenstraining.com.au</a> or phoning the office 0248228066 and ask for Jim to discuss the levels of assistance available.</p> <p>Client Supports services are also listed in the “Student Agreement”</p>
<b>Reasonable</b>	<p>As an example, If a person with a disability meets essential entry requirements, the RTO must</p>

<b>adjustment</b>	<p>make changes or "reasonable adjustments" necessary for that person to perform their course-work.</p> <p>In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p><b>Adjustments may include:</b></p> <ul style="list-style-type: none"> <li>• Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability.</li> <li>• Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system.</li> <li>• Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability.</li> <li>• Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person."</li> </ul>																																																																																	
<b>Resources required by the trainer to conduct this training</b>	<p>This qualification is only delivered by a distance method.</p> <p>The support person has OHS qualifications and experience to guide the student when they require support. Support can be gain by emailing <a href="mailto:jim@allenstraining.com.au">jim@allenstraining.com.au</a> or by phone 1300 5569 064</p>																																																																																	
<b>Assessments methods explained</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Written assessment paper for every unit. The pass mark is 75%.</li> <li><input checked="" type="checkbox"/> Practical demonstrations/skills assessments in the workplace</li> </ul> <p>Based on a combination of the written paper, group activities and practical demonstrations/skills assessments, your Trainer/assessor will determine whether you have acquired the competencies required for each unit</p>																																																																																	
<b>What documents does the student send back to Allens Training and by what method?</b>	<p>Enrolment and assessment paper for each unit. Can be submitted by either:</p> <ul style="list-style-type: none"> <li>- Registered post with Australia Post to PO Box 1265 Goulburn NSW 2580 <b>or</b></li> <li>- Fax to Allens Training 0248228055 and keep the originals as a copy <b>or</b></li> <li>- Scan and send by email to <a href="mailto:courses@allenstraining.com.au">courses@allenstraining.com.au</a> and keep the originals as a copy</li> </ul>																																																																																	
<b>Summative assessment</b>	<p>A summative assessment occurs at the end of the training and assesses a whole of course approach a measure of accountability or what has been learnt after the learning process has taken place e.g. formal test or final practical assessment</p>																																																																																	
<b>Formative assessment</b>	<p>Formative assessments occurs during the course when content is being taught and learned and should continue throughout the period of learning and is not meant to assign competency</p>																																																																																	
<b>Evidence required to demonstrate competency in this unit</b>	<p>This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions</p>																																																																																	
<b>Evidence gathering techniques</b>	<p>The letters on the chart refer to the documented evidence gathering techniques used</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">Program area</th> <th style="background-color: #d3d3d3;">A</th> <th style="background-color: #d3d3d3;">B</th> <th style="background-color: #d3d3d3;">C</th> <th style="background-color: #d3d3d3;">D</th> <th style="background-color: #d3d3d3;">E</th> <th style="background-color: #d3d3d3;">F</th> <th style="background-color: #d3d3d3;">G</th> <th style="background-color: #d3d3d3;">H</th> </tr> </thead> <tbody> <tr> <td>Managing OHS</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Contribute to OHS consultation</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>OHS considerations and hazard identification</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Controlling OHS risk</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Implement emergency procedures</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Identify risk</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Training and monitoring</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td style="background-color: #d3d3d3;">Key:</td> <td style="background-color: #d3d3d3;">A Demonstration</td> <td style="background-color: #d3d3d3;">C Interview</td> <td style="background-color: #d3d3d3;">E Role play</td> <td style="background-color: #d3d3d3;">G Written test</td> <td style="background-color: #d3d3d3;">B Oral questioning</td> <td style="background-color: #d3d3d3;">D Group scenario</td> <td style="background-color: #d3d3d3;">F Case study</td> <td style="background-color: #d3d3d3;">H Pre course work book</td> </tr> </tbody> </table>	Program area	A	B	C	D	E	F	G	H	Managing OHS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Contribute to OHS consultation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		OHS considerations and hazard identification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Controlling OHS risk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Implement emergency procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Identify risk									Training and monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Key:	A Demonstration	C Interview	E Role play	G Written test	B Oral questioning	D Group scenario	F Case study	H Pre course work book
Program area	A	B	C	D	E	F	G	H																																																																										
Managing OHS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																																																																											
Contribute to OHS consultation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																																																																											
OHS considerations and hazard identification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																																																																											
Controlling OHS risk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																																																																											
Implement emergency procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																																																																											
Identify risk																																																																																		
Training and monitoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>																																																																											
Key:	A Demonstration	C Interview	E Role play	G Written test	B Oral questioning	D Group scenario	F Case study	H Pre course work book																																																																										
<b>Assessing the evidence</b>	<p>Assess the evidence gathered against the unit of competency being assessed. Ensure you have the following completed for each learner:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Written Assessment (records the evidence gathered)</li> <li><input checked="" type="checkbox"/> Student Enrolment and Assessment Record (records the final assessment result)</li> <li><input checked="" type="checkbox"/> Assessment Tool Review</li> </ul>																																																																																	

**Employability Skills**
**Communication**

- establishing communication with emergency management services and talking with the casualty, bystanders and medical staff in an emergency situation

**Teamwork**

- establishing return to work programs with rehabilitation providers, relevant managers and the employee
- working as part of a group to request occupational health and safety

**Problem Solving**

- assessing risks to first aiders and others, and determining an appropriate response

**Initiative and Enterprise**

- identifying possible improvements to occupational health and safety, and contributing these to the decision making process

**Planning and Organising**

- planning documents such as occupational health and safety action plans based on the purpose, appropriate format, means of communication and logical presentation of data, information and knowledge

**Self-management**

- planning work priorities

**Learning**

- applying learning about occupational health and safety processes to future operations
- identifying training needs of people with occupational health and safety responsibilities and providing the training

**Technology**

- using communication technology, including media and equipment, to talk to emergency management services
- using software systems to record and file documentation for hazard identification and risk assessment
- 

**Individual units explained**
**Course Content:**
**BSBOHS401B - Contribute to the implementation of a systematic approach to managing OHS**

This unit specifies the outcomes required to effectively contribute to the application of a systematic approach to managing OHS to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and others. It addresses the actions necessary to systematically manage OHS. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice. This unit may apply in a work unit of a large organisation or in a small to medium enterprise.

1. Contribute to the implementation of information and data systems
2. Contribute to the implementation of OHS strategies, systems and plans
3. Support integration of OHS within the overall management approach
4. Identify OHS implications of proposed changes to the workplace and provide advice to control risks
5. Identify implications of all sources of change to managing OHS and provide advice regarding those changes
6. Evaluate effectiveness of the approach to managing OHS

**BSBOHS402B - Contribute to the implementation of the OHS consultation process**

This unit specifies the outcomes required to effectively contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing OHS. The unit addresses the formal and informal processes of ensuring people in the organisation are informed about OHS and have opportunities to effectively participate in OHS processes

1. Contribute to procedures as an individual or as part of a group to raise OHS issues or request information and data
2. Contribute to procedures for communicating OHS information and data
3. Communicate OHS information and data and advice effectively to influence management decision making and action
4. Contribute to maintaining arrangements

**BSBOHS403B - Identify hazards and assess OHS risks**

This unit specifies the outcomes required to identify hazards and assess OHS risks in the workplace. It addresses the knowledge, processes and techniques necessary to identify hazards and assess risks using developed processes and tools. It also introduces basic incident analysis as an important skill underlying incident investigation. This unit introduces the concept of risk assessment but it should be noted that more advanced units divide risk assessment into risk analysis and risk evaluation.

1. Investigate incidents for prevention
2. Access existing sources of information and data to identify hazards
3. Conduct hazard identification
4. Assess risk
5. Participate in implementation process

**BSBOHS404B - Contribute to the implementation of strategies to control OHS risk**

This unit specifies the outcomes required to contribute to the implementation of strategies to control OHS risks. It addresses the knowledge, processes and techniques necessary to contribute to the implementation of OHS risks controls. It is about consideration of the various interactions between people and their activities, equipment, environment and work systems when controlling OHS risks in workplaces.

1. Develop options for risk control
2. Select appropriate option(s) to control risks
3. Contribute to implementation of controls
4. Contribute to monitoring and evaluation of effectiveness of controls

**BSBOHS405B - Contribute to the implementation of emergency procedures**

This unit specifies the outcomes required to contribute to the implementation of planning and response procedures for emergencies. It addresses the knowledge, processes and techniques necessary to contribute to the implementation procedures for responding to emergencies. The unit assumes that expert advice will be available in identifying potential emergencies and in formulating the response plan. The unit focuses on implementation of procedures already developed for short-term emergency responses.

1. Identify potential emergencies
2. Identify options for initial response
3. Plan initial response procedures
4. Implement initial response procedures
5. Contribute to post event activities
6. Emergency response is monitored and deficiencies addressed

**BSBOHS408A - Assist with compliance with OHS and other relevant laws**

This unit describes the performance outcomes required to apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

1. Determine the legal framework of OHS in the workplace
2. Provide advice on OHS compliance
3. Comply with legal requirements
4. Report incidents of non-compliance
5. Contribute to ongoing monitoring of compliance with OHS legislation

**BSBOHS407A - Monitor a safe workplace**

This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

1. Provide information to the workgroup about OHS policies and procedures
2. Implement and monitor participative arrangements for the management of OHS
3. Implement and monitor the organisation's procedures for providing OHS training
4. Implement and monitor procedures for identifying hazards and assessing risks
5. Implement and monitor the organisation's procedures for controlling risks
6. Implement and monitor the organisation's procedures for maintaining OHS records for the team

**BSBRSK401A - Identify risk and apply risk management processes**

This unit describes the performance outcomes, skills and knowledge required to identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

1. Identify risks
2. Analyse and evaluate risks
3. Treat risks
4. Monitor and review effectiveness of risk treatment/s

**BSBCMM401A Make a presentation**

Students are required to provide evidence of the following competencies to demonstrate competency in this unit.