



BSB41407 Certificate IV in Occupational Health and Safety

This qualification reflects the role 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 the supervision of an OHS Coordinator or OHS Manager.

Job Roles

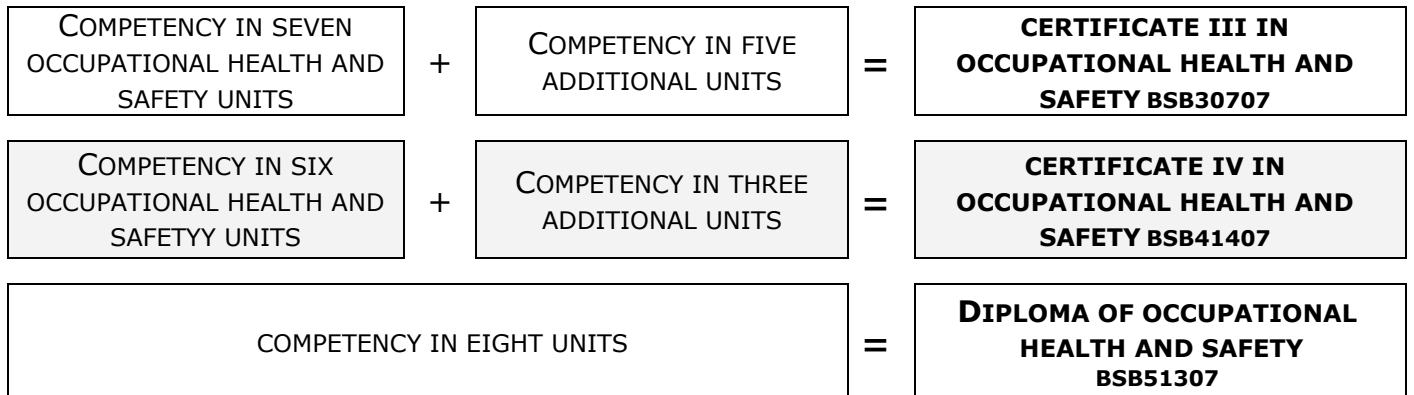
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Occupational Health and Safety Coordinator
- Occupational Health and Safety Officer

Qualification Pathways

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.



Pathways from the qualification

After achieving the BSB41407 Certificate IV in Occupational Health and Safety, candidates may undertake the BSB51307 Diploma of Occupational Health and Safety, a qualification for those wishing to develop specialised skills and knowledge required to coordinate and maintain the OHS program within an organisation, or a range of other Diploma level qualifications.

Qualification Rules

A total number of 9 units are required to complete this qualification. They consist of:

- **6 Occupational Health and Safety units** including:

BSBOHS408A Assist with compliance with OHS and other relevant laws

and at least **one** of

BSBOHS405B Contribute to the implementation of emergency procedures

Or

BSBOHS406B Use equipment to conduct workplace monitoring

- **3 Elective units**

At least **two** of the **elective units** must be selected from the remaining occupational health and safety units or the elective units listed below.

The other **elective unit** may be selected from the remaining occupational health and safety units, the remaining elective units, anywhere else in the BSB07 Business Services Training Package or any other currently endorsed national Training Package, of which 1 unit may be selected from a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units.

Occupational Health and Safety Units

BSBOHS401B Contribute to the implementation of a systematic approach to managing OHS
BSBOHS402B Contribute to the implementation of the OHS consultation process
BSBOHS403B Identify hazards and assess OHS risks
BSBOHS404B Contribute to the implementation of strategies to control OHS risk
BSBOHS405B Contribute to the implementation of emergency procedures
BSBOHS406B Use equipment to conduct workplace monitoring
BSBOHS408A Assist with compliance with OHS and other relevant laws

Elective Units

Creative Thinking

BSBCRT501A Originate and develop concepts

Customer Service

BSBCUS401A Coordinate implementation of customer service strategies

BSBCUS402A Address customer needs

Financial Administration

BSBFIA402A Report on financial activity

General Administration

BSBADM409A Coordinate business resources

Innovation

BSBINN301A Promote innovation in a team environment

Interpersonal Communication

BSBCMM401A Make a presentation

IT Support

BSBITS401A Maintain business technology

Marketing

BSBMKG413A Promote products and services

BSBMKG414A Undertake marketing activities

Occupational Health and Safety

BSBOHS407A Monitor a safe workplace

Project Management

BSBPMG510A Manage projects

Relationship Management

BSBREL401A Establish networks

Research

BSBRES401A Analyse and present research information

Risk Management

BSBRSK401A Identify risk and apply risk management processes

Writing

BSBWRT401A Write complex documents

Occupational Health and Safety Units

O H S

Element

Unit Descriptor

BSBOHS401B Contribute to the implementation of a systematic approach managing OHS

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

This unit describes the performance outcomes, skills and knowledge required to effectively contribute to the application of a systematic approach to managing occupational health and safety (OHS) to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.

BSBOHS402B Contribute to the implementation of the OHS consultation process

1. Contribute to procedures to raise OHS issues or request information and data
2. Contribute to procedures for communicating OHS information and data
3. Communicate OHS information, data and advice effectively to influence management decision making and action
4. Contribute to maintaining OHS arrangements

This unit describes the performance outcomes, skills and knowledge required to contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing occupational health and safety (OHS).

BSBOHS403B Identify hazards and assess OHS risks

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

This unit describes the performance outcomes, skills and knowledge required to identify hazards and to assess occupational health and safety (OHS) risks in the workplace.

BSBOHS404B Contribute to the implementation of strategies to control OHS risk	
<ol style="list-style-type: none"> 1. Develop option/s 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 	<p>This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of strategies to control occupational health and safety (OHS) risks.</p>
BSBOHS405B Contribute to the implementation of emergency procedures	
<ol style="list-style-type: none"> 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. Monitor emergency response and address deficiencies 	<p>This unit describes the performance outcomes, skills and knowledge required to contribute to the implementation of planning and response procedures for emergencies.</p>
BSBOHS406B Use equipment to conduct workplace monitoring	
<ol style="list-style-type: none"> 1. Select measuring device/s 2. Prepare to collect workplace information and data 3. Use devices to collect workplace information and data 4. Document and evaluate results of monitoring 	<p>This unit describes the performance outcomes, skills and knowledge required to accurately use equipment to contribute to the monitoring of agents and/or conditions in the workplace including, but not be limited to noise, vibration, light, fibres, dusts, fumes, mists, heat and humidity, radiation, and biological agents such as insects, mites and bacteria.</p>
BSBOHS408A Assist with compliance with OHS and other relevant laws	
<ol style="list-style-type: none"> 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 	<p>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.</p>

Elective Units	
Creative Thinking	
BSBCRT501A Originate and develop concepts	
<ol style="list-style-type: none"> 1. Evaluate and explore needs and opportunities 2. Develop a range of creative approaches 3. Refine concepts 4. Develop concepts to an operational level 	This unit describes the performance outcomes, skills and knowledge required to originate and develop concepts for products, programs, processes or services to an operational level.
Customer Service	
BSBCUS401A Coordinate implementation of customer service strategies	
<ol style="list-style-type: none"> 1. Advise on customer service needs 2. Support implementation of customer service strategies 3. Evaluate and report on customer service 	This unit describes the performance outcomes, skills and knowledge required to advise on, carry out and evaluate customer service strategies, including the design of improvement strategies based on feedback.
BSBCUS402A Address customer needs	
<ol style="list-style-type: none"> 1. Assist customer to articulate needs 2. Satisfy complex customer needs 3. Manage networks to ensure customer needs are addressed 	This unit describes the performance outcomes, skills and knowledge required to manage the ongoing relationship with a customer, which includes assisting the customer to articulate their needs, meeting customer needs and managing networks to ensure customer needs are addressed.
Financial Administration	
BSBFIA402A Report on financial activity	
<ol style="list-style-type: none"> 1. Compile financial information and data 2. Prepare statutory requirement reports 3. Provide financial business recommendations 	This unit describes the performance outcomes, skills and knowledge required to report financial activity for business both in response to client requests and to meet statutory requirements such as the completion of statutory requirement reports.
General Administration	
Element	Unit Descriptor
BSBADM409A Coordinate business resources	
<ol style="list-style-type: none"> 1. Determine resource requirements 2. Acquire and allocate resources 3. Monitor and report on resource usage 	This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use.

Innovation	
BSBINN301A Promote innovation in a team environment	
<ol style="list-style-type: none"> 1. Create opportunities to maximise innovation within the team 2. Organise and agree effective ways of working 3. Support and guide colleagues 4. Reflect on how the team is working 	<p>This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.</p>
Interpersonal Communication	
BSBCMM401A Make a presentation	
<ol style="list-style-type: none"> 1. Prepare a presentation 2. Deliver a presentation 3. Review a presentation 	<p>This unit covers the performance outcomes, skills and knowledge required to prepare, deliver and review a presentation to a target audience.</p>
IT Support	
BSBITS401A Maintain business technology	
<ol style="list-style-type: none"> 1. Maintain performance of hardware and software 2. Provide basic system administration 3. Identify future technology requirements 	<p>This unit describes the performance outcomes, skills and knowledge required to maintain the effectiveness of business technology in the workplace. It includes maintaining existing technology and planning for future technology requirements.</p>
Marketing	
BSBMKG413A Promote products and services	
<ol style="list-style-type: none"> 1. Plan promotional activities 2. Coordinate promotional activities 3. Review and report on promotional activities 	<p>This unit describes the performance outcomes, skills and knowledge required to coordinate and review the promotion of an organisation's products and services</p>
BSBMKG414A Undertake marketing activities	
<ol style="list-style-type: none"> 1. Plan marketing activities 2. Implement and manage marketing activities 3. Review marketing activities 	<p>This unit describes the performance outcomes, skills and knowledge required to plan, implement and manage basic marketing and promotional activities.</p>
Project Management	
BSBPMG510A Manage projects	
<ol style="list-style-type: none"> 1. Define project 2. Develop project plan 3. Administer and monitor project 4. Finalise project 5. Review project 	<p>This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project.</p> <p>This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.</p>

Relationship Management	
BSBREL401A Establish networks	
<ol style="list-style-type: none"> 1. Develop and maintain business networks 2. Establish and maintain business relationships 3. Promote the relationship 	<p>This unit describes the performance outcomes, skills and knowledge required to develop and maintain effective work relationships and networks. It covers the relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers.</p>
Research	
BSBRES401A Analyse and present research information	
<ol style="list-style-type: none"> 1. Gather and organise information 2. Research and analyse information 3. Present information 	<p>This unit describes the performance outcomes, skills and knowledge required to gather, organise and present workplace information using available systems.</p>
Risk Management	
BSBRSK401A Identify risk and apply risk management processes	
<ol style="list-style-type: none"> 1. Identify risk 2. Analyse and evaluate risks 3. Treat risks 4. Monitor and review effectiveness of risk treatments 	<p>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.</p>
Writing	
BSBWRT401A Write complex documents	
<ol style="list-style-type: none"> 1. Plan documents 2. Draft text 3. Prepare final text 4. Produce document 	<p>This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.</p>