



Vocational Institute  
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*First Choice for Vocational Education.....*

## Diploma of Occupational Health and Safety BSB51307

This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.

### Job Roles

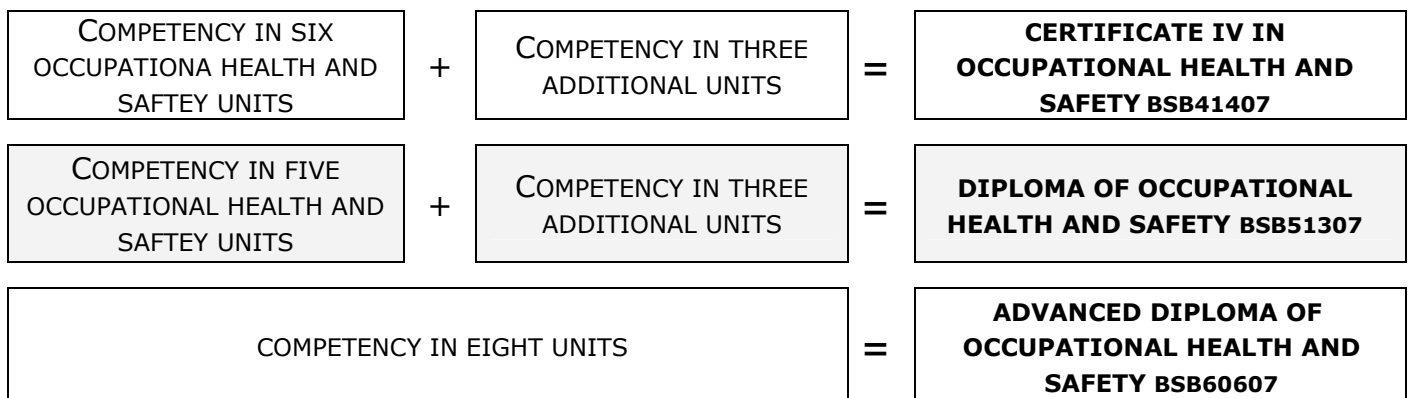
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- OHS Manager
- OHS Practitioner
- Senior OHS Officer

### Qualification Pathways

#### Prerequisite requirements

There are no prerequisite requirements for individual units of competency.



#### Pathways from the qualification

After achieving the BSB51307 Diploma of Occupational Health and Safety, candidates may undertake the BSB60607 Advanced Diploma of Occupational Health and Safety, a qualification for those individuals who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies.

### Qualification Rules

A total number of 8 units are required to complete this qualification. They consist of:

- **5 occupational health and safety units plus**
- **3 elective units**

The **3 elective units** may be selected from the remaining OHS unit and the elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced 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.

### **Occupational Health and Safety Units**

BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS

BSBOHS502B Participate in the management of the OHS information and data systems

BSBOHS503B Assist in the design and development of OHS participative arrangements

BSBOHS504B Apply principles of OHS risk management

BSBOHS505B Manage hazards in the work environment

BSBOHS508B Participate in the investigation of incidents

### **Elective Units**

BSBOHS506B Monitor and facilitate the management of hazards associated with plant

BSBOHS507B Facilitate the application of principles of occupational health to control OHS Risk

### **Selecting Elective Units for Different Outcomes**

The context for this qualification varies and this must guide the selection of elective units. Examples of appropriate elective units for particular outcomes follow.

#### ***OHS Manager***

##### **5 occupational health and safety units**

BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS

BSBOHS502B Participate in the management of the OHS information and data systems

BSBOHS503B Assist in the design and development of OHS participative arrangements

BSBOHS504B Apply principles of OHS risk management

BSBOHS505B Manage hazards in the work environment

##### **3 elective units**

BSBMGT515A Manage operational plan

BSBOHS506B Monitor and facilitate the management of hazards associated with plant

BSBOHS507B Facilitate the application of principles of occupational health to control OHS risk

#### ***OHS Practitioner***

##### **5 occupational health and safety units**

BSBOHS501B Participate in the coordination and maintenance of a systematic Approach to managing OHS

BSBOHS502B Participate in the management of the OHS information and data systems

BSBOHS503B Assist in the design and development of OHS participative arrangements

BSBOHS504B Apply principles of OHS risk management

BSBOHS505B Manage hazards in the work environment

##### **3 elective units**

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

BSBSUS501A Develop workplace policy and procedures for sustainability

<b>Occupational Health and Safety Units</b>	
<b>O H &amp; S</b>	
<b>Element</b>	<b>Unit Descriptor</b>
<b>BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS</b>	
<ol style="list-style-type: none"> <li>1. Contribute to the strategic planning process</li> <li>2. Participate in development of an O H &amp; S plan</li> <li>3. Support the implementation of the systematic approach to managing OHS</li> <li>4. Provide advice to key personnel and stakeholders</li> <li>5. Participate in monitoring OHS</li> <li>6. Participate in reviewing the management of OHS</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to effectively participate in the coordination and maintenance of a systematic approach to managing occupational health and safety (OHS) in the workplace. It includes strategies, policies and procedures necessary to systematically manage OHS and its evaluation to ensure that the workplace is, as far as is practicable, safe and without risks to the health of employees and others.</p>
<b>BSBOHS502B Participate in the management of the OHS information and data systems</b>	
<ol style="list-style-type: none"> <li>1. Access sources of OHS information and data</li> <li>2. Assist in the application of policies and procedures for collection of workplace information, data and records</li> <li>3. Assist in maintaining information and data management systems that enable retrieval and distribution of OHS information and data</li> <li>4. Participate in the analysis of information and data to identify trends and actions for prevention</li> <li>5. Communicate OHS information and results of data analysis to stakeholders and external bodies</li> <li>6. Communicate the effectiveness of OHS information and data systems through monitoring and evaluation</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to participate in the provision of information and performance data necessary to inform management and other stakeholders of occupational health and safety (OHS) issues and to measure and evaluate the management of OHS.</p>

<b>BSBOSH503B Assist in the design and development of OHS participative arrangements</b>	
<ol style="list-style-type: none"> <li>1. Identify the need for OHS participative arrangements</li> <li>2. Assist in the design of participative arrangements</li> <li>3. Assist in developing participative arrangements</li> <li>4. Support the implementation of participative arrangements</li> <li>5. Evaluate the design and development of participative arrangements</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to assist in designing and developing effective participative arrangements as an integral part of systematic approaches to managing occupational health and safety (OHS). This process will result in stakeholders having real opportunities to participate in OHS processes.</p>
<b>BSBOHS504B Apply principals of OHS risk management</b>	
<ol style="list-style-type: none"> <li>1. Access sources of information and data to identify hazards</li> <li>2. Analyse the work environment to identify hazards</li> <li>3. Assess risk associated with hazards</li> <li>4. Control risk associated with hazards</li> <li>5. Maintain hazard identification and risk control processes</li> <li>6. Monitor and review risk management processes</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to use a generic approach to identify hazards, and to assess and control occupational health and safety (OHS) risks.</p>
<b>BSBOHS505B Manage hazards in the work environment</b>	
<ol style="list-style-type: none"> <li>1. Access sources of information and data about the work environment to identify hazardous tasks or conditions</li> <li>2. Analyse the work environment to assess risk</li> <li>3. Control risk associated with hazard</li> <li>4. Monitor and review effectiveness of control strategy</li> <li>5. Apply professional practice</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to identify hazards, and to assess and control risks in the work environment. It focuses on the knowledge, processes and techniques necessary to control specific hazards in the work environment.</p>
<b>BSBOHS508B Participate in the investigation of incidents</b>	
<ol style="list-style-type: none"> <li>1. Facilitate initial assessment of the situation</li> <li>2. Participate in the establishment of investigation processes</li> <li>3. Collect information and data for analysis</li> <li>4. Analyse information and data gathered to identify immediate and underlying causes and practical prevention measures</li> <li>5. Compile investigation report</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to participate in the planning, conduct and reporting of investigations of incidents which have resulted in, or have a potential to result in, injury or damage. Situations may range from relatively minor through to major incidents.</p>

<b>Elective Units</b>	
<b>Element</b>	<b>Unit Descriptor</b>
<b>BSBOHS506B Monitor and facilitate the management of hazards associated with plant</b>	
<ol style="list-style-type: none"> <li>1. Identify hazards arising from the use of plant and associated systems of work</li> <li>2. Analyse OHS risk associated with plant</li> <li>3. Control risks associated with plant hazards</li> <li>4. Identify and recommend controls for hazards associated with maintenance activities and continued safe use of plant and equipment</li> <li>5. Identify and advise on licensing and certification issues associated with plant and equipment</li> <li>6. Review and evaluate risk control measures for plant</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to effectively identify hazards, and to assess and control risks associated with plant and equipment, including mobile plant, machinery, electrical equipment, pressure vessels and plant affecting public safety.</p>
<b>BSBOHS507B Facilitate the application of principals of occupational health to control OHS risk</b>	
<ol style="list-style-type: none"> <li>1. Identify the potential for adverse effects on health from agents in the workplace</li> <li>2. Identify the potential for adverse effects on health related to the interaction of the work environment, work systems and people</li> <li>3. Facilitate the control of risks to health in the workplace</li> <li>4. Participate in the development of strategies to communicate occupational health information and data</li> <li>5. Monitor and facilitate occupational health education and training</li> <li>6. Review and evaluate the occupational health program</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to facilitate the application of principles of occupational health and implement strategies to control occupational health and safety (OHS) risk.</p>

<b>Management</b>	
<b>BSBMGT502B Manage people performance</b>	
<ol style="list-style-type: none"> <li>1. Allocate work</li> <li>2. Assess performance</li> <li>3. Provide feedback</li> <li>4. Manage follow up</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.</p>
<b>BSBMGT515A Manage operational plan</b>	
<ol style="list-style-type: none"> <li>1. Develop operational plan</li> <li>2. Plan and manage resource acquisition</li> <li>3. Monitor and review operational performance</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.</p>
<b>Sustainability</b>	
<b>BSBSUS501A Develop workplace policy and procedures</b>	
<ol style="list-style-type: none"> <li>1. Develop workplace sustainability policy</li> <li>2. Communicate workplace sustainability policy</li> <li>3. Implement workplace sustainability policy</li> <li>4. Review workplace sustainability policy implementation</li> </ol>	<p>This unit describes the performance outcomes, skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit requires the ability to access industry information, applicable legislative and occupational health and safety (OHS) guidelines.</p> <p>While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.</p>