

## Workplace Health and Safety

### Course Description

It is the responsibility of everyone to have a good understanding of WHS/OHS processes to be followed to ensure the safety of others, as well as yourself, within a work environment.

This course is especially applicable to those who have a supervisory role in ensuring the safety of others in the work environment. Successful completion of this course will lead to a nationally recognised statement of attainment for a unit of competency, which is a core unit from within the Certificate IV in Business (BSB40215).

### Learning Outcomes

This course will provide you with the skill and knowledge to:

- Provide information on WHS/OHS policies and procedures
- Implement & monitor participation of the work team to manage WHS/OHS
- Implement & monitor procedures for identifying hazards and assessing risks
- Implement & monitor procedures for controlling risks
- Implement & monitor procedures for maintaining WHS/OHS



### Program overview: WHS / OHS in the workplace

This course will provide you with the skills to identify processes to protect the health and safety of workers and others within your workgroup or organisation. To complete the assessment requirements of this course you will need access to a workplace either as an employee or on a voluntary basis.

Successful completion of this course will lead to a statement of attainment for the nationally recognised unit of competency: **BSBWHS401: Implement & monitor WHS policies, procedures & programs to meet legislative requirements.**

The successful completion of this course will provide you with a learning pathway towards many Certificate IV level qualifications, such as the Certificate IV in Business

This course is delivered flexibly online allowing you to log in and work through your course at a time and place suitable to your needs.

### Course fees

Program fees includes access to your course content which includes all required resources as well as one-on-one trainer support for the duration of your enrolment. Payment can be made via our payment gateways by credit card, bank transfer, cheque or money order. Payment plans are also available by arrangement.

Course:	Normally	<b>##ENROL NOW</b>	Enrolment period
OHS in the Workplace:	\$ 300	<b>\$270</b>	4 months

*##Enrol now' prices quoted are only for pay up front enrolments. \* Prices subject to change, please check our website for most up to date specials.*

### Course Duration & Enrolment Period

We suggest that this unit will take approximately 10-20 hours to complete. This is a very generous estimate that also depends on your previous skill and knowledge. The enrolment period for this course is 6 months, however it should only take you a fraction of this time.

## Trainer support

You have one-on-one trainer support for the duration of your enrolment. Your trainer will assist you throughout the program with any questions you may have and to assist you work on any challenges that may impede your progress. Support is provided by: Phone; email; Skype text, chat and video link; message and forums from within your course. Assessments are turned around within 72 hours allowing you to continue working consistently through your course.

## Description of units:

### **BSBWHS401 – Implement & monitor WHS policies, procedures & program to meet legislative requirements**

This unit specifies the competency required to effectively protect yours and workers health and safety, as well as that of others within the workgroup or organisation. This unit applies to individuals with a broad knowledge of WHS/OHS policies who contribute well-developed skills in generating solutions to unpredictable problems through analysis and evaluation of information for a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

## Assessment Pathway

The following pathways are available for you:

- **Study followed by assessment**
- **Recognition of Prior Learning:** If you have previous skill and knowledge and can provide evidence to support your RPL application. RPL application kit provided on request.
- **Assessment only:** Simply work through the assessments

NOTE: The assessment tasks for this course require you to have access to a workplace as an employee or on a volunteer basis. The assessment tasks consist of questionnaires and practical exercises to confirm your participation in ensuring a safe workplace. You will also need to arrange for your supervisor to sign a third party report to confirm your consistency in participating in safe work practices.

## How do I enrol?

Through our website: [www.connect.edu.au](http://www.connect.edu.au). Simply select the course you wish to enrol and follow the prompts. If you have any questions please phone: 1300 737 434 during business hours or email: [info@connect.edu.au](mailto:info@connect.edu.au)

