

Occupational Health and Safety Representative Course

Program Overview:

This interactive **five day** course provides the essential knowledge and skills that elected Safety Representatives and other relevant supervisory/management personnel require to work within legislation. Successful completion of the Safety Representative Course can provide participants with a partial completion of the Certificate III in Occupational Health and Safety (BSB30707) if they undertake further study. Refer to “Pathways from the course” section below for further information. **Construction Training Funding is available for this course to eligible participants.**

The Occupational Health and Safety Representative Course has five modules:

Module 1: Occupational safety & health legislation

Module 2: Conduct workplace inspection and investigations as a Safety and Health Representative

Module 3: Conduct hazard identification and risk management associated with the role of the Safety and Health Representative

Module 4: Communicate on safety and health matters and represent employees

Module 5: Resolve conflict and issue (PINS) provisional improvement notices in the role of the Safety and Health Representative

Course Dates:

18th-22nd January 2010

22nd – 26th March 2010

17th – 21st May 2010

19th – 23rd July 2010

13th – 17th September 2010

15th – 19th November 2010

Course Times:

8.30 am – 4.00pm

Pathways from the Course:

After completing the Occupational Health and Safety Representative Course, participants may choose to be assessed against some of the units of competence from the Certificate III in Occupational Health and Safety (BSB30707). Candidates should indicate to the facilitator that they wish to be assessed, and will have one month from attendance at the 5 day workshop to submit completed assessments. **There is no charge for this service.** Skills recognition may occur dependent on existing knowledge and skills, or further workplace experience as a safety and health representative. The units of competence covered during the one week course are:

Unit Code	Unit Title	Unit	Average study hours required
BSBOHS301B	Apply knowledge of OHS legislation in the workplace	Core	30
BSBOHS302B	Participate effectively in OHS communication and consultative processes	Core	30
BSBOHS303B	Contribute to OHS hazard identification and risk assessment	Core	30
BSBOHS304B	Contribute to OHS hazard control	Core	30
BSBOHS305B	Contribute to OHS issue resolution	Core	20
BSBOHS307B	Participate in OHS investigations	Core	30

Enrolment and Assessment for the Certificate III in Occupational Health and Safety (BSB30707) units:

Participants can undertake additional study to gain the full Certificate III in Occupational Health and Safety BSB30707. Please refer to the following page for more details of this option.

Cost:

Classroom:

\$950.00

Includes optional assessment, resources and catering (morning, afternoon tea and light lunch).

A subsidy of \$600 may be available through the Construction Training Fund to eligible candidates.

Call us for more information or go the Construction Training Fund website at <http://bcitf.org/>

Flexible learning:

\$250 per unit PLUS resource/text books fees

RPL

\$150 per unit plus an initial Non Refundable Enrolment fee of \$150



Please Note: CTS may cancel courses where there are insufficient numbers. Participants will be notified as soon as possible.

Partial Certificate III in Occupational Health and Safety (BSB30707)

Program Overview:

Participants who have completed the Occupational Health and Safety Representative Course and who successfully completed assessments in the six units can then enroll in the remaining units listed below to complete the full Certificate III in Occupational Health and Safety (BSB30707).

Core Unit	Unit Title	Unit	Average study hours required
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures	Core	20
BSBWOR301A	Organise personal work priorities and development	Elective	30
BSBDIV301A	Work effectively with diversity	Elective	20
BSBINM301A	Organise workplace information	Elective	20
BSBSUS301A	Implement and monitor environmentally sustainable work practices	Elective	40
BSBWRT301A	Write simple documents	Elective	30

Pathways from the Course:

After achieving the BSB30707 Certificate III in Occupational Health and Safety candidates may undertake the Certificate IV in Occupational Health and Safety or a range of other Certificate IV qualifications.

Enrolment and Assessment for the Certificate III in Occupational Health and Safety units:

Enrolments for the units listed are accepted throughout the year and assessments and learning are undertaken on a flexible basis. Participants are required to complete a range of assessment tasks showing how they would or are applying the competencies addressed within the workplace. The units must be completed, submitted and assessed within 1 year of commencement. You will be contacted by a Case Manager on a regular basis who will provide feedback and assistance. Participants will receive assessment tasks in class and be required to undertake further study outside of the classroom.

Cost:

Flexible learning:

\$250 per unit PLUS resource/text books fees

RPL:

\$150 per unit plus an initial Non Refundable Enrolment fee of \$150

Certificate III in Occupational Health and Safety (BSB30707)

Program Overview:

This qualification reflects the role of skilled operators who apply a broad range of competencies in varied work contexts, using some discretion and judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. This qualification is for people whose main job is not dedicated to OHS but who take it on as a voluntary duty or as part of their supervisory role. Possible job titles relevant to this qualification include: Health and Safety Assistant; Health and Safety Committee Member; Health and Safety Representative.

Pathways from the Qualification:

After achieving the BSB30707 Certificate III in Occupational Health and Safety candidates may undertake the Certificate IV in Occupational Health and Safety or a range of other Certificate IV qualifications.

Accreditation and Articulation:

This practical Certificate is part of the Business Services Training Package which is nationally accredited. This program aligns with the Australian Qualifications Framework level 3.

Qualification Rules:

Requiring 12 units for the qualification, consisting of 7 specialist OHS core units and 3 BSBCMN common units plus 2 extra units.

Subsidised Training

If you are currently unemployed you may qualify for course fee free training for this qualification under the Australian Government "Productivity Places Program". Limited subsidised training places may also be available to existing workers for this qualification. Please refer to the website <http://www.trainingwa.wa.gov.au/dtwd/detcms/portal/> for more information or call one of our friendly staff or email training@ctsconsult.com.au to find out if you are eligible and if funding is currently available.

Enrolment and Assessment:

Participants attend a five day Introductory Safety Rep course, then complete six more units on a flexible, external basis. More details are available on pages 32 and 33 of this course guide. Participants are required to complete a range of assessment tasks showing how they would or are applying the competencies addressed within the workplace. The Certificate III program must be completed, submitted and assessed within 12 months of commencement. You will be contacted by a Case Manager on a regular basis who will provide feedback and assistance.

Course Outline:

Unit Code	Unit Title	Unit	Average study hours required	
BSBOHS301B	Apply knowledge of OHS legislation in the workplace	Core	30	SAFETY REP COURSE
BSBOHS302B	Participate effectively in OHS communication and consultative processes	Core	30	SAFETY REP COURSE
BSBOHS303B	Contribute to OHS hazard identification and risk assessment	Core	30	SAFETY REP COURSE
BSBOHS304B	Contribute to OHS hazard control	Core	30	SAFETY REP COURSE
BSBOHS305B	Contribute to OHS issue resolution	Core	20	SAFETY REP COURSE
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures	Core	20	Flexible
BSBOHS307B	Participate in OHS investigations	Core	30	SAFETY REP COURSE
BSBWOR301A	Organise personal work priorities and development	Elective	30	Flexible
BSBDIV301A	Work effectively with diversity	Elective	20	Flexible
BSBINM301A	Organise workplace information	Elective	20	Flexible
BSBSUS301A	Implement and monitor environmentally sustainable work practices	Elective	40	Flexible
BSBWRT301A	Write simple documents	Elective	30	Flexible

Cost: Please refer to previous pages of this guide ([SHREP](#) course & [Partial Cert III](#)) for total cost to complete this qualification in the classroom or on a flexible basis. This course is also fully available online. See course costs below.

Online:

Non Refundable Enrolment Fee \$187.00 includes access to online portal then \$150.00 per unit PLUS text books if required.