

Research and apply Work Health and Safety (WHS) legislation



Course duration: 4-days

Course cost: \$950 per person (public workshops)

Special rates can be negotiated for workshops conducted by Training Services Australia on behalf of our clients, exclusively for their personnel

Aim of course: To equip participants with the skills, knowledge and attitude to:

- Read and interpret WHS legislation
- Provide advice to others on WHS legal issues
- Conduct effective research into WHS issues
- Use business writing as a means of communicating with others on WHS matters

Units covered: BSBWHS402 – Assist with compliance with WHS laws
BSBRES401 – Analyse and present research information
BSBWRT301 – Write simple documents

Delivery method: Face-to-face, off-the-job facilitated learning, reinforced by a practical, work-based assignment completed after the workshop.

Who should attend? This workshop has been developed for those who need to provide advice in their organisation about the legislative duties, rights and obligations of individuals and parties prescribed in Work Health and Safety (WHS) legislation. The course is ideal for those working at the level of a Work Health and Safety officer.

Please note that the course is applicable to those operating under the:

- Occupational Safety and Health Act (WA) 1984, or
- Mines Safety and Inspection Act (WA) 1994

Qualification: This course forms part of the BSB41415 Certificate IV in Work Health and Safety.

Pre-requisites: No qualifications are necessary to participate in this workshop.



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Language, literacy and numeracy (LLN) requirements:

To successfully complete the course, participants will need to have a **relatively high level of reading and writing ability, and reasonable numeracy and computer skills** (internet research and word processing). Examples of activities that participants will need to perform include:

- Gather, critically analyse and review information from a variety of sources, including WHS legislation
- Use the internet to conduct WHS research
- Write reports to management on WHS issues
- Administer surveys and analyse and interpret the results

Those wishing for further advice about whether they have the necessary LLN skills to complete this course should contact a TSA Training Advisor.

Access to a workplace environment:

To complete the assessment component of this course, participants need to be working in, or have access to, an organisation in which they are able to provide WHS advice to others. Ideally, this will be a workplace where they are currently an employee.

Pre-course work:

Before attending the workshop, participants are encouraged to:

- Find out which WHS legislation applies in their workplace
- Access and bring a copy of their organisation's WHS policy
- Access and bring a copy of their organisation's writing style guidelines

Homework:

Participants may be required to complete some work at home after each day of the course, in preparation for the following day.

Topics

DAY 1 – ASSIST WITH COMPLIANCE WITH WHS LAWS

- The legal and organisational framework for WHS
- Duties, rights and responsibilities under WHS legislation

DAY 2 – ASSIST WITH COMPLIANCE WITH WHS LAWS (CONTINUED)

- Providing advice on WHS compliance
- WHS training needs

DAY 3 – ANALYSE AND PRESENT RESEARCH INFORMATION

- Planning your research
- Gathering research information
- Organising, analysing and presenting research information

DAY 4 – WRITE DOCUMENTS

- Planning to write a document
- Written communication approaches
- Suggestions for writing well

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Assessment

The assessment for this course consists of:

- Assessment questions and activities to be completed on-course
- Post-course assessment activities requiring candidates to practically apply the competencies in the workplace. These include:
 - Review of organisation's policies and procedures for research and document writing
 - Review of workplace for compliance against WHS regulations
 - Research and report on organisation's WHS training needs
 - Preparation of memo regarding duty of care, penalties and WHS regulator
 - Workplace WHS survey and report
- Third party report from supervisor confirming practical application of competencies in the workplace

Assessment timeframe

Participants have four months to complete their assessment after attendance at the course.

The number of hours taken to complete this assessment will vary substantially between participants. However, as a rough guide, it is recommended that participants allow approximately 30 – 40 hours to complete the assessment for this course.

Resource requirements

To complete the assessment for this course, participants will need to have access to:

- a computer, a printer and the internet
- their organisation's work health and safety policies, procedures, forms and associated documentation
- people they can involve in work health and safety activities, including surveys
- a supervisor / manager who can review their work and provide feedback to TSA

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available for this course.

RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the units on which the course is based. TSA's RPL policy and some general information about the RPL process are available in the Policies and Procedures area of our website.

Please contact Training Services Australia for an application kit and for information about the fees and charges that apply. Note that RPL enquiries should be made before attending the course.

National recognition

Training Services Australia recognises qualifications and statements of attainment issued by other Registered Training Organisations under the Australian Qualifications Framework. TSA's policy for National Recognition is available from the Policies and Procedures area of our website.

If you have already achieved one or more of the units from this course and wish to have them recognised, please contact a TSA Training Advisor.