

**OH&S SHORT COURSE
Nationally Accredited Statement of Attainment**

MONITOR-A-SAFE WORKPLACE - BSBCMN411A

Is a recognised unit of *Certificate IV in Business (Frontline Management) BSB41001* under the AQTF. This OH&S module is essentially a mini-version of the Certificate IV in Workplace Safety (National Code) 12174 NSW and provides an excellent overview of OH&S essentials for Directors, Supervisors, Managers and small business owners. Text is specifically designed for this Course.

This OH&S unit is an excellent due diligence initiative in respect of practical application under OH&S law in all States & Territories in Australia and the Commonwealth jurisdiction. It is ideal for Directors, senior Management, Supervisors, floor managers, small business owners in ANY industry to secure a national accreditation unit in OH&S and a broad understanding of Occupational Health and Safety requirements in business.

DELIVERY OF THIS COURSE IS OVER A ONE DAY FACE TO FACE GROUP ENVIRONMENT SESSION usually in Groups of 10 with 2 work assignments to be completed relating to your particular business or industry. The assignments are submitted to our accredited trainers by the participant's, personally, by correspondence or on-line basis, for final assessment by our RTO. If satisfactory, a Nationally recognised Certificate of Attainment and Accreditation will be issued.

BSBCMN411A - Monitor a Safe Workplace

Effective Safety is about creating a culture of awareness and participation throughout the business.

This course is concerned with the responsibilities of managers and supervisors to implement and monitor the organisation's OH&S policies, procedures and programs in the relevant work areas to meet legislative requirements.

The course covers the implementation and monitoring of your organisation's OH&S policies. We examine the processes of consultation with employees to establish effective OH&S Policies and Procedures. In addition we examine systems to identify hazards, assess risks and implement controls within your work environment.

Section 1: Provide information to Employees about OH&S policies and procedures.

- 1.1 Relevant of OH&S Legislation and Codes of Practice.
- 1.2 Establishing OH&S Policies and Procedures for your business.
- 1.3 Pro-active approach to OH&S Hazard Identification and Risk Assessment.



Section 2:

Implement and Monitor Employee participation in OH&S matters

- 2.1 The importance of consultation.
- 2.2 Employee consultation options.
- 2.3 Prompt response to consultation.
- 2.4 Consultation outcomes.

Section 3:

Implement and monitor the organisation's procedures for providing OH&S training

- 3.1 Identify OH&S training needs.
- 3.2 Consultation to meet the organisations training needs.
- 3.3 Provide workplace training, coaching and mentoring to facilitate learning and achievement.
- 3.4 Establish OH&S training budget.

Section 4:

Implement and monitor procedures for identifying workplace hazards and assessing their risks

- 4.1 Identify and report OH&S hazards as per procedures.
- 4.2 Establish or review your hazard response.

Section 5:

Implement and monitor the organisation's procedures for controlling risks

- 5.1 Control Risks using OH&S hierarchy of controls
- 5.2 Monitor your risk control system.
- 5.3 Identify inadequacies and rectify

Section 6: Implement and monitor the organisation's procedures for maintaining OH&S records.

- 6.1 Accurately record incidents of OH&S injury and disease.
- 6.2 Utilise work records to identify hazards and monitor risk control procedures.



Duration:

1 full day plus assignments - 2 workplace assignments relating to your specific business or industry.

To be completed by the participant's, by correspondence /on line basis, for final assessment by our RTO.

Provided Materials: OH&S course workbook, notes & National Statement of Attainment under AQTF system.

Courses offered under license

