

30596QLD Course in Functioning as a WH&S Officer

Overview

This course enables participants to attain competencies and knowledge of current legislation requirements and workplace health and safety practices enabling the Workplace Health and Safety Officer (WHSO) to establish or monitor existing educational programs and undertake consultative, advisory, investigative and reporting functions. It has been developed to meet workplace health and safety statutory requirements for the training and appointment of WHSOs.

Target Audience

- Existing workers in the building and construction industry

Entry Requirements

There are no restrictions on entry to this course, however it is preferred that students are current industry workers and have at least an intermediate level of numeracy, literacy and communication skills.

Delivery

This course should be undertaken in two (2) consecutive stages. Stage 1 is delivered and assessed over five (5) days and Stage 2 is delivered and assessed over four (4) days of face-to-face classroom sessions.

Units of Competency

STAGE 1: There are three (3) core units of competency associated with this stage:

- WHSO/01 Provide advice on workplace health and safety
- WHSO/02 Manage health and safety hazards and risks in the workplace
- WHSO/03 Manage workplace incidents

STAGE 2: There is one (1) elective unit of competency associated with this stage:

- WHSO/04 Manage health and safety in the construction workplace

**N.B. Prior to enrolling in Stage 2, students should have successfully completed Stage 1.*

Outcomes

It is expected that participants should be able to:

- Advise management of the overall functioning of WH&S systems in the workplace
- Establish WH&S educational programs
- Assist WH&S inspectors
- Identify, assess, manage and control workplace hazards and risks
- Undertake WH&S audit activities
- Develop WH&S plans
- Investigate, evaluate and analyse WH&S incidents in the workplace
- Develop and implement initiatives to prevent the recurrence of incidents
- Increase awareness of WH&S policies and procedures including emergency and first aid requirements

Upon successful completion of this course participants will receive a Statement of Attainment.

Completing students may apply to the Department of Employment and Industrial Relations (DEIR) for appointment as a WHSO.



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Assessment Requirements

Participants will be required to successfully complete a series of assessment tasks which may include written exams, case studies and assignments.

Recognition of Prior Learning (RPL) / Credit Transfer

Prospective participants may be eligible to receive RPL or credit transfer depending on whether they have any previous industry experience or hold existing qualifications. Applicants should speak with CSTC at the time of enrolment to discuss these options further.

How to Enrol

Interested applicants should download a copy of the New Student Application Form from our website and submit it with payment to their local CSTC office. Payment options are provided on the reverse side of the application form, and course prices listed on the Course Dates Brochure are subject to change without notice.

Course Dates & Fees

Dates and fees associated with this course are provided separately on the Course Dates Brochure specific to each training location. These brochures can be downloaded from our website.

Refund Policy

The Refund Policy confirms that refunds are provided (as appropriate) within an acceptable time frame. In all instances, a full refund of enrolment fees will be made to the payer if training is cancelled by CSTC for any reason. Please refer to CSTC's website for further information regarding refunds and cancellations.

Additional Information

It is recommended that participants undertake 30523QLD Course in Recertification to Function as a WH&S Officer five (5) years after completing this course. Participants should contact their local CSTC office to enrol in this course.