
Certificate III in Occupational Health and Safety BSB30707

Description

This qualification reflects the role of skilled operators who apply a broad range of competencies in varied work contexts, using some discretion and judgement 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.



Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Health and Safety Assistant; Health and Safety Committee Member; Health and Safety Representative.

Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB20107 Certificate II in Business or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB20107 Certificate II in Business or other relevant qualification/s OR
- with some vocational experience working in occupational health and safety roles without a formal business qualification. This breadth of expertise would equate to the competencies required to undertake this qualification.

After achieving the BSB30707 Certificate III in Occupational Health and Safety, candidates may undertake the BSB41407 Certificate IV in Occupational Health and Safety, a qualification that provides a pathway enabling individuals to use well-developed skills and a broad knowledge of occupational health and safety in a wide variety of contexts, or a range of other relevant Certificate IV qualifications.

Qualification Rules

7 Core Units + 5 Elective Units = 12 Units

Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace.

You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

7 Core Units:

BSBOHS301B	Apply knowledge of OHS legislation in the workplace
BSBOHS302B	Participate effectively in OHS communication and consultative processes
BSBOHS303B	Contribute to OHS hazard identification and risk assessment
BSBOHS304B	Contribute to OHS hazard control
BSBOHS305B	Contribute to OHS issue resolution
BSBOHS306B	Contribute to implementing emergency prevention activities and response procedures
BSBOHS307B	Participate in OHS investigations

Elective Units - choose at least 3 from the list below:

BSBADM311A	Maintain business resources
BSBCMM301A	Process customer complaints
BSBCUS301A	Deliver and monitor a service to customers
BSBDIV301A	Work effectively with diversity
BSBFIA301A	Maintain financial records
BSBINM301A	Organise workplace information

BSBINM302A	Utilise a knowledge management system
BSBINN201A	Contribute to workplace innovation
BSBITU306A	Design and produce business documents
BSBPRO301A	Recommend products and services
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWOR301A	Organise personal work priorities and developments
BSBWOR401A	Establish effective workplace relationships
BSBWRT301A	Write simple documents
HLTFA402B	Apply advanced first aid
HLTFA403A	Manage first aid in the workplace

The other 2 **elective units** may be selected from the remaining elective units listed above, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed above, a maximum of 1 unit may be selected from a Certificate II qualification and 1 unit from a Certificate IV qualification.