



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB30707 Certificate III in Occupational Health and Safety**

**Revision Number: 1**

## **BSB30707 Certificate III in Occupational Health and Safety**

### **Modification History**

Not applicable.

## Description

### Descriptor

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

- Health and Safety Assistant
- Health and Safety Committee Member
- Health and Safety Representative.
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## Pathways Information

### Qualification Pathways

#### *Entry requirements*

There are no entry requirements for this qualification.

#### *Pathways into the qualification*

Preferred pathways for candidates considering this qualification include:

- BSB20107 Certificate II in Business or other relevant qualification/s

OR

- with 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.

#### *Pathways from the qualification*

After achieving this qualification candidates may undertake:

- BSB41407 Certificate IV in Occupational Health and Safety.
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## Licensing/Regulatory Information

### Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## Entry Requirements

Not applicable.



## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### Qualification Code and Title

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>contributing to communication processes with emergency management services and talking with the casualty, bystanders and medical staff in an emergency situation</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>working as part of a group to request occupational health and safety information and data</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>contributing to assessment of risks to first aiders and others, and determining an appropriate response</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>identifying possible improvements to occupational health and safety and contributing these to the decision making process</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>contributing to plans such as occupational health and safety action plans</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>organising daily priorities</li> </ul>
Learning	<ul style="list-style-type: none"> <li>applying learning about occupational health and safety processes to future operations</li> </ul>
Technology	<ul style="list-style-type: none"> <li>using communication technology including media and equipment to talk to emergency management services</li> </ul>

## Packaging Rules

### Packaging Rules

**Total number of units = 12**

**7 core units plus**

**5 elective units**

## Packaging Rules

**3 elective units** must be selected from the elective units listed below.

The remaining **2 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from a Certificate II qualification and **1 unit** from a Certificate IV qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

### 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

#### Customer Service

BSBCUS301A	Deliver and monitor a service to customers
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#### Diversity

BSBDIV301A	Work effectively with diversity
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#### Financial Administration

BSBFIA301A	Maintain financial records
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#### General Administration

BSBADM311A	Maintain business resources
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#### Information Management

BSBINM301A	Organise workplace information
BSBINM302A	Utilise a knowledge management system

#### Innovation

**Packaging Rules**

BSBINN201A Contribute to workplace innovation

**Interpersonal Communication**

BSBCMM301A Process customer complaints

**IT Use**

BSBITU306A Design and produce business documents

**Product Skills and Advice**

BSBPRO301A Recommend products and services

**Sustainability**

BSBSUS301A Implement and monitor environmentally sustainable work practices

**Workplace Effectiveness**

BSBWOR301A Organise personal work priorities and development

BSBWOR401A Establish effective workplace relationships

**Writing**

BSBWRT301A Write simple documents

**Imported Units**

HLTFA402B Apply advanced first aid

HLTFA403A Manage first aid in the workplace

**Selecting Elective Units for Different Outcomes**

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

**Health and Safety Assistant**

**7 core units** plus

**3 elective units**

- BSBINM301A Organise workplace information
- HLTFA402B Apply advanced first aid
- HLTFA403A Manage first aid in the workplace

**2 elective units** selected in accordance with the Qualification Rules for this qualification.