



**Australian Government**

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

# **BSB51307 Diploma of Occupational Health and Safety**

**Revision Number: 2**

## BSB51307 Diploma of Occupational Health and Safety

### Modification History

Release	Comments
Release 2	New release of this Qualification released with <i>version 6 of BSB07 Business Services Training Package</i> . Outdated advice removed

### Description

#### Descriptor

This qualification reflects the role of individuals who coordinate and maintain the OHS program within an organisation. Individuals would possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and the work of others with safety responsibilities.

#### Job Roles

- OHS Manager
- OHS Practitioner
- Senior OHS Officer.
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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:

- BSB41407 Certificate IV in Occupational Health and Safety or other relevant qualification/s

OR

- with extensive vocational experience in providing guidance to others in matters relating to occupational health and safety but without formal OHS qualifications

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Occupational Health and Safety Coordinator
- Occupational Health and Safety Officer.

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:

- BSB60607 Advanced Diploma of 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>• consulting with internal and external stakeholders</li> <li>• determining appropriate format for occupational health and safety documentation</li> <li>• preparing statutory reports as required</li> <li>• questioning, clarifying and evaluating information</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• defining performance measures and working collaboratively with team members</li> <li>• supporting managers and team members</li> <li>• utilising participative arrangements to develop processes</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• analysing data and evaluating the effectiveness of systems</li> <li>• calculating resource requirements and acquiring them</li> <li>• dealing with barriers to the successful implementation of occupational health and safety systems</li> <li>• developing, implementing and monitoring contingency management strategies</li> <li>• identifying hazards, assessing and controlling risk through appropriate control measures</li> <li>• solving complex and non-routine difficulties</li> <li>• using a variety of problem solving and decision making strategies</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• integrating occupational health and safety into other functional areas and management systems</li> <li>• responding to new and changing circumstances and implementing improvements to occupational health and safety management, information and data systems</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• collecting, collating and analysing information using appropriate workplace business systems</li> <li>• developing systems that are flexible and responsive to changing circumstances</li> <li>• planning and managing resource acquisition and deployment within budgetary constraints</li> </ul>

<b>EMPLOYABILITY SKILLS QUALIFICATION SUMMARY</b>	
Self-management	<ul style="list-style-type: none"> <li>ensuring work practices are ethical and performed professionally at all times</li> <li>managing own time and priorities and dealing with contingencies</li> <li>taking responsibility as required by work role and ensuring all organisational policies and procedures are followed</li> </ul>
Learning	<ul style="list-style-type: none"> <li>counselling staff as required on skill development requirements</li> <li>monitoring and facilitating occupational health and training programs</li> <li>providing learning and development opportunities</li> </ul>
Technology	<ul style="list-style-type: none"> <li>using risk analysis tools and tools for occupational health and safety research</li> <li>using software systems to create occupational health and safety documents, flowcharts, schedules and graphs</li> <li>using technology to assist the management of information and to assist the planning process</li> </ul>

## Packaging Rules

**Total number of units = 8**

**8 elective units**

**5 elective units** must be selected from the **Group A** units listed below.

The remaining **3 elective units** may be selected from the **Group A** or the **Group B** 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 either a Certificate IV or Advanced Diploma qualification.

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

### Elective units

#### Group A units

BSBOHS501B      Participate in the coordination and maintenance of a systematic

## approach to managing OHS

BSBOHS502B	Participate in the management of the OHS information and data systems
BSBOHS503B	Assist in the design and development of OHS participative arrangements
BSBOHS504B	Apply principles of OHS risk management
BSBOHS505C	Manage hazards in the work environment
BSBOHS508B	Participate in the investigation of incidents

**Group B units**

BSBOHS506B	Monitor and facilitate the management of hazards associated with plant
BSBOHS507B	Facilitate the application of principles of occupational health to control OHS risk
BSBSUS501A	Develop workplace policy and procedures for sustainability