



**Australian Government**

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

# **DEF40912 Certificate IV in Defence Safety Coordination**

**Release: 1**

## **DEF40912 Certificate IV in Defence Safety Coordination**

### **Modification History**

Not applicable.

### **Description**

Not applicable.

### **Pathways Information**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Entry Requirements**

Not applicable.

## Employability Skills Summary

### Employability Skills Summary for DEF40912 Certificate IV in Defence Safety Coordination

Employability Skills are part of a unit of competency.

Employability Skills statements from a selection of units of competency from the DEF40912 Certificate IV in Defence Safety Coordination have been reproduced in the table below.

This table provides an example of Employability Skills for the qualification because Employability Skills within a qualification will vary depending on the qualification packaging options.

Employability Skill	Employability Skills Statement
<b>Communication</b>	<p>Defence qualifications have core units (which must be achieved) and elective units (where there is a choice of units which must be achieved) so different Employability Skills Summaries are possible within the one qualification, depending on the package of core units and chosen elective units.</p> <ul style="list-style-type: none"> <li>• communicate treatment plans</li> <li>• compile reports on equity and diversity issues</li> <li>• critically evaluate an operational situation by listening, observing and clarifying information with supervisor</li> <li>• determine, document and communicate levels of risk</li> <li>• develop techniques for giving and receiving feedback in a constructive manner</li> <li>• document any risk that is determined as unacceptable and note for treatment</li> <li>• ensure reading skills are to the level required to interpret and analyse job instructions, workplace documentation and inspection reports</li> <li>• ensure written communication is to the level required to complete workplace documentation and OH&amp;S audit reports</li> <li>• evaluate treatment options under consideration for effectiveness</li> <li>• identify and communicate equity and diversity strategies to team members</li> <li>• make notes of observations</li> <li>• prepare and update audit reports</li> <li>• provide feedback on equity and diversity strategies to managers</li> <li>• use verbal and non-verbal communication techniques including body language, language style, active listening, negotiation techniques and interpersonal communication</li> <li>• voice personal view to the review process</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• apply techniques to support others</li> <li>• develop team work principles and strategies</li> <li>• encourage team members</li> <li>• foster and promote equity and diversity practices</li> </ul>

	<ul style="list-style-type: none"> <li>• participate in the team</li> <li>• provide assistance to maximise individual contribution to the attainment of the team objectives</li> <li>• supervise and monitor equity and diversity processes within the workplace</li> <li>• understand team dynamics, aims and objectives</li> <li>• understand techniques for supporting others</li> <li>• understand the composition, roles and responsibilities of team members</li> <li>• work effectively with teams/groups</li> <li>• work within a team environment</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• apply analytical and probing skills</li> <li>• apply known solutions to a variety of predictable problems</li> <li>• deal with minor incidents</li> <li>• determine and manage constraints and risks relevant to the task</li> <li>• identify hazards, assess risks and control risks</li> <li>• represent mathematical ideas in appropriate format</li> <li>• resolve grievances and complaints without bias</li> <li>• solve problems</li> <li>• take action to correct inappropriate behaviour</li> <li>• use problem solving skills for a defined range of problems</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• act independently</li> <li>• be incisive in a fluid and demanding environment</li> <li>• lead by example</li> <li>• understand occupational health and safety principles and risk/risk management strategies</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• analyse risks and prioritise levels of risk for treatment</li> <li>• determine and manage the constraints and risks relevant to the task</li> <li>• evaluate treatment options under consideration for effectiveness</li> <li>• identify and assess risk in preparation for the treatment of risk</li> <li>• identify and prepare appropriate audit tools</li> <li>• identify, plan and implement treatment options to reduce risk</li> <li>• identify sources of information on equity and diversity in accordance with legislative requirements, and organisational policies and practices</li> <li>• plan and prepare for an occupational health and safety audit</li> <li>• select appropriate auditing methods and techniques</li> <li>• understand and apply throughout the operation, occupational health and safety legislation and codes of practice and standards and recognised safety precautions, including those contained in Australian Defence Force procedures</li> </ul>

<b>Self-management</b>	<ul style="list-style-type: none"><li>• act independently</li><li>• be incisive in a fluid and demanding environment</li><li>• conduct post activity analysis and make subsequent recommendations</li><li>• lead by example</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>• develop an understanding of research and analysis techniques</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• understand and use appropriate occupational health and safety and risk management tools and systems, information technology and software</li></ul>

## Packaging Rules

### Qualification Requirement: 15 units

**All 8 core units plus 5 units from the specialisation elective units plus 2 general elective units**

Specialist elective units should be selected from the fields that most closely align to an individual's occupational outcomes.

The general elective units may be taken from the general elective units listed below, or may include 2 unit taken from within this Training Package or any other endorsed Training Package at the same qualification level or at a higher level.

<b>Code</b>	<b>Core Units</b>
DEFOH001B	Conduct an occupational health and safety audit
DEFRI001B	Treat risk within Defence at an operational level
DEFRI002B	Conduct risk assessment in a Defence environment
BSBCMN211A	Participate in workplace safety procedures
BSBCMN311A	Maintain workplace safety
BSBCMN411A	Monitor a safe workplace
PSPGOV406B	Gather and analyse information
PSPOHS401B	Implement workplace safety procedures and programs
<b>Code</b>	<b>Specialisation Elective Units</b>
BSBMGT505A	Ensure a safe workplace
BSBOHS508A	Participate in the investigation of incidents
BSBOHS604A	Apply ergonomic principles to control OHS risk
BSBOHS605A	Apply occupational hygiene principles to control OHS risk
BSBOHS606A	Develop and implement crisis management processes
PSPOHS601A	Establish, maintain and evaluate the organisation's occupational health and safety system
PSPPOLD501A	Develop organisation policy
PSPREG601A	Manage regulatory compliance
PSPREG602A	Evaluate regulatory compliance
DEFOH002B	Conduct occupational health and safety inspections
DEFOH003B	Identify and monitor radiation hazards
DEFOH004B	Develop noise management plans
DEFOH005B	Apply radio frequency radiation safety procedures
DEFOH006B	Develop radio frequency radiation safety plans
DEFOH007B	Apply ionising radiation safety procedures

DEFOH008B	Develop ionising radiation safety plans
EFOH009B	Work safely with lasers
DEFOH010B	Apply laser safety procedures
DEFOH011B	Develop laser safety plans
DEFOH012B	Identify confined space
DEFOH013B	Enter confined space
DEFOH014B	Test confined space environment
DEFOH015B	Control entry to confined spaces
DEFOH016B	Monitor and report on hazardous substances safety
DEFCM003B	Analyse causes and identify countermeasures for injuries in physical activities
PUAEMR009B	Facilitate emergency risk assessment
PUAEMR012B	Determine treatment options
PUAEMR013B	Facilitate treatment strategy development and implementation
PUAPOL006B	Facilitate effective communication in the workplace

<b>Code</b>	<b>General Elective Units</b>
BSBFLM404A	Lead work teams
BSBFLM406A	Implement workplace information system
BSBFLM409A	Implement continuous improvement
BSBFLM503B	Manage effective workplace relationships
BSBFLM510A	Facilitate and capitalise on change and innovation
BSBSUS301A	Implement and monitor environmentally sustainable work practices
DEFEQ001C	Work with equity and diversity
TAADEL401B	Plan and organise group-based delivery
TAADEL402B	Facilitate group-based learning

