



BSB41419

Certificate IV in
Work Health and
Safety



BSB41419 Certificate IV in Work Health and Safety

🕒 6 months 📍 Blended - Part-time, Face-to-face, Live online, workplace

The Certificate IV in Work Health and Safety is designed for those with responsibility for the work health and safety of a workforce.

This nationally recognised qualification provides students with an understanding of the skills required to administer various occupational health and safety functions.

Students will learn to interpret work health and safety (WHS) legislation in order to produce a legal framework, establish and maintain WHS quality systems, lead and induct WHS staff and contractors, respond to WHS incidents and claims, and learn how to introduce environmentally sustainable practices to the workplace.



94%

of participants were satisfied with Swinburne Edge's course content.*

* n = 602 (2018-2019), course-specific statistic.

92%

of participants were satisfied with their Swinburne Edge facilitator.*

* n = 602 (2018-2019), course-specific statistic.

Why work health and safety skills are crucial

A safe workplace is a necessity. Work health and safety (WHS) qualified personnel are needed in almost every business, and the BSB41419 Certificate IV in Work Health and Safety is the perfect way to play a role in the safety of your workplace, whilst future-proofing your career.

This qualification will develop your workplace safety knowledge, covering WHS law, incident response, managing claims, and hazard identification.

The Swinburne Professional approach is to not only deliver the technical skills you need to be a qualified WHS professional, but also to develop the leadership and management skills needed to do the job.

This qualification develops the skills to:

- understand how to comply with WHS laws
- contribute to WHS risk management
- show leadership at your workplace; including presentation skills, leadership skills, and writing complex documents
- manage external WHS contractors

- contribute to the implementation and maintenance of WHS consultation and processes
- contribute to the implementation of WHS management systems
- assist with Workplace Incident Responses and the return-to-work process.

Course inclusions

- access to industry experts who facilitate the workshops
- program materials and manuals used in the workshops, which double as a take-home resource
- templates, tools, and many other resources are provided
- assessment and study support.

Who should attend?

This qualification is suitable for:

- junior WHS personnel seeking to add to their skills
- existing WHS professionals who need a formal qualification
- those seeking careers as WHS consultants and contractors.

Entry requirements

Applicants should have at least 12 months of full-time work experience.

Stand out

This WHS qualification offers career paths in a raft of specialisations including WHS officer roles, hazard identification and risk control, incident response, consulting, claims, rehab, and return-to-work programs.

This qualification:

- focuses on real world, relevant global contexts
- is a practical program with projects and assignments you can integrate into your existing role or organisation
- gives you skills and tools you can use immediately
- encourages you to think differently
- fully aligns to future trends in leadership capabilities.

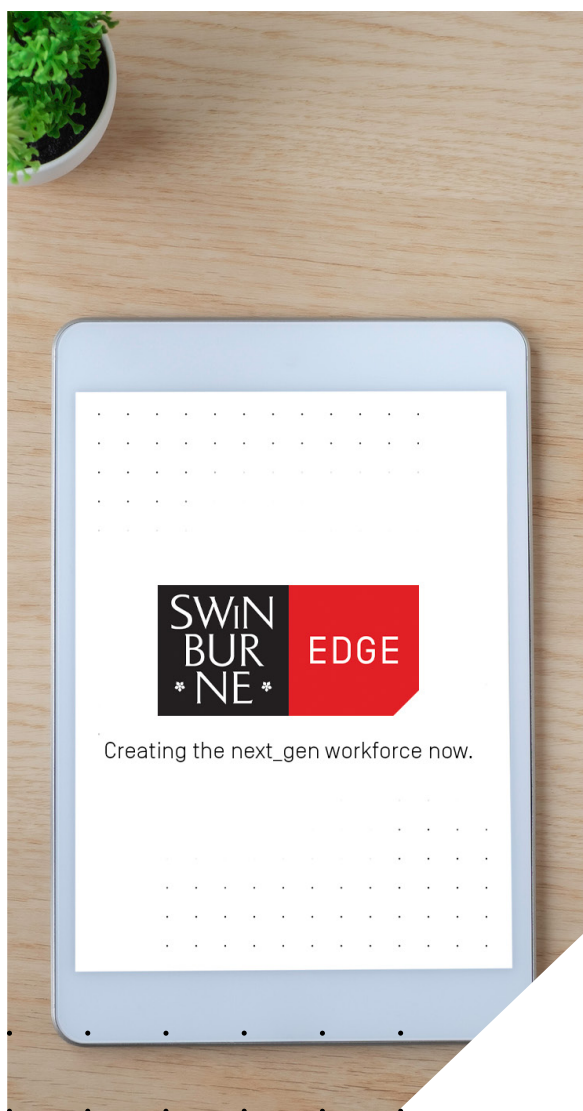
Fees

The total fee for the BSB41419 Certificate IV in Work Health and Safety is \$4,388. Fees are reviewed each year and are subject to change. *Skills First funding and concessions may apply.*

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The Swinburne Edge difference

Swinburne Edge's accelerated qualifications are designed for working professionals to maximise the learning outcomes and minimise time spent out of the office or away from home.



"[The facilitator] has been enthusiastic and has a real passion for teaching which shines through. Interactive [workshops], always kept me involved and on my toes."

David

Participant, Certificate IV in Work Health and Safety

Benefits for individuals

- You can enrol at any time, choose your workshop days, and get qualified faster with an accelerated course structure
- Our Continuing Professional Education Advisors are on hand to provide advice and answer your questions
- Participants learn alongside professional peers and enjoy a unique shared experience that fosters new ideas, reflection, diversity, and innovation
- Our facilitators each have extensive experience across a range of leadership roles and can impart real-life case studies and relevant industry know-how
- Our facilitators are dynamic and engaging professionals with a true passion for teaching, handpicked by us.

Benefits for organisations

- Team members with current work health and safety skills are critical for maintaining a safe workplace.
- We work directly with a range of organisations to qualify their WHS team members.
- Our team of expert Consultants work hand-in-hand with clients just like you to roll out the BSB41419 Certificate IV in Work Health and Safety to suit you and your team, including customisation for your own projects and industry.
- Clients are allocated a Swinburne Edge Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.

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The **Certificate IV in Work Health and Safety** is delivered in unit clusters. Each vertical block of clusters and units shows the number of workshop days.

UNIT CODE	UNIT TITLE	CLUSTER NAME	DURATION
BSBWHS412	Assist with workplace compliance with WHS laws	WHS Compliance and Risk	1 day
BSBWHS414	Contribute to WHS risk management		
BSBMLDR411	Demonstrate leadership in the workplace	WHS Leadership and Management	2 days
BSBCMM411	Make presentations		
BSBWHS418	Assisting with managing WHS compliance of contractors		
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes	Implementing and Maintaining WHS	1 day
BSBWHS415	Contribute to implementing WHS management		
BSBWHS416	Contribute to workplace incident response	Responding to Incidents, Assisting Employees and Writing Complex Documents	2 days
BSBWHS417	Assist with managing WHS implications of return to work		
BSBWRT411	Write complex documents		



NATIONALLY RECOGNISED
TRAINING

Schedule details: Workshop times may vary but are usually 9:00am to 5:00pm; details will be confirmed upon enrolment.

For full unit descriptions, visit <https://training.gov.au> and type the unit code into the search function.



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Cluster overview

WHS Compliance and Risk

Duration: 1 day

Location: Online, delivered live

Units:

BSBWHS412 Assist with workplace compliance with WHS laws

BSBWHS414 Contribute to WHS risk management

WHS compliance and risk management are skills central to successful WHS management.

This workshop describes the skills and knowledge required to assist with establishing and maintaining workplace compliance with WHS laws.

It also describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying WHS hazards and assessing and controlling the risk relating to those identified hazards.

Learning objectives

Participants will be able to:

- assist with determining the legal framework for WHS in your workplace
- assist with providing advice about WHS compliance
- assist with establishing WHS legislative compliance
- assist with maintaining WHS legislative compliance
- obtain data to determine the nature and scope of workplace hazards, risks, and risk controls
- contribute to a wide range of WHS compliance requirements and workplace hazard identification
- contribute to WHS risk assessment and create risk control processes and policies
- contribute to developing, implementing, and evaluating effectiveness of risk controls.

WHS Leadership and Management

Duration: 2 days

Location: Online, delivered live

Units:

BSBLDR411 Demonstrate leadership in the workplace

BSBCMM411 Make presentations

BSBWHS418 Assisting with managing WHS compliance of contractors

This workshop focuses on your WHS leadership skills; how to show WHS leadership in the workplace by modelling high standards of conduct to reflect the organisation's standards and values, train colleagues, and manage external contractors.

Learn how to transition from being a team member to taking responsibility for the work and performance of others.

Your leadership will have a strong influence on the work culture, values, and ethics of your team. As part of this, you will be able to appoint and manage external contractors.

You will be able to operate an end-to-end workforce training program. Your workplace will benefit from your newly available training skills; organising resources and materials, conducting training, and assessing it.

Learning objectives

Participants will be able to:

- model high standards of management performance and behaviour
- make informed decisions
- prepare, deliver, and review a presentation
- prepare for and assist with contractor WHS induction processes
- assist with monitoring contractor WHS compliance requirements and addressing contractor WHS non-compliance.

Implementing and Maintaining WHS

Duration: 1 day

Location: Online, delivered live

Units:

BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes

BSBWHS415 Contribute to Implementing WHS management systems

Participants will learn how to contribute to setting up, running, and improving WHS consultation and participation processes as prescribed in legislation. It covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation.

This workshop also show how to contribute to the end-to-end design and management of a WHS management system (WHSMS) within its specific work areas and job roles.

Participants will gain a lot from these units, especially around designing and running WHS structures, management systems, and processes.

Learning objectives

Participants will be able to:

- identify individuals and parties, and their roles and responsibilities for WHS consultation and participation
- contribute to implementing WHS consultation and participation processes
- contribute to processes for communicating and sharing WHS information and data
- contribute to assessment and participation feedback processes
- contribute to developing, implementing, and reviewing WHSMS implementation plans.

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Responding to Incidents,
Assisting Employees and
Writing Complex
Documents

Location: Online, delivered live

BSBWHS416 Contribute to workplace incident response

BSBWHS417 Assist with managing WHS implications of return to work

BSBWRT411 Write complex documents

Workplace incidents can be challenging for everyone involved and all need to be managed correctly and fully. This workshop will give you a clear picture of the legislative requirements of any incident,

Participants will also learn the skills to work end-to-end on the claims and back-to-work process. The knowledge required to produce and prepare final text and documents will also be taught.

Participants will be able to:

- prepare to assist with actions and activities associated with incident response
- assist with implementing response procedures during incidents
- contribute to collecting WHS information about and incident and assist with

- incident investigation
- contribute to developing and implementing recommended measures and actions arising from incident investigation
- identify return-to-work requirements
- assist with preparing, implementing, monitoring, and evaluating return to work for injured workers
- plan and produce documents; and draft and prepare final text.





Contact us

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