

# CGU safety & risk services

sustainable risk solutions



## Certificate III Occupational Health and Safety (BSB30707)

A nationally recognised qualification for people whose main job is not dedicated to OHS but who take it on as a voluntary duty such as:

- Health and Safety Committee member
- Health and Safety Representative, or
- A preliminary step to a career in OHS



Leading the community towards  
SAFE, SECURE and SUSTAINABLE  
workplaces

## Overview

CGU Safety and Risk Services offer a cost effective and time efficient pathway to achieving a nationally recognised qualification. This is achieved by providing quality training focused on developing new OHS skills, and combining this training with formal recognition of skills, relevant to OHS, that you already use in the workplace.

This course will enable you to assist with, and contribute to, the effective management of OHS in the workplace. For those wishing to pursue a career in OHS, it is a good starting point.

### Qualification structure

The Certificate III in Occupational Health and Safety requires:

- **Seven OHS units** of competency, and
- **Five elective units** of competency from the Business Services Training Package (marked asterisk in PART B). If the electives do not meet your need there is limited scope to select different electives.

### Learning pathway to the qualification

#### Part A - training and assessment

Participate in OHS Representative training applicable to your local state's legislation. Develop skill and knowledge then complete a workplace assessment aligned to six units of OHS competency.



#### Part B - Recognition of your prior learning and currency in six business services units of competency.

Complete a series of tasks in the workplace designed to assist you assemble a portfolio of evidence. An assessor is available to provide telephone/email support for the duration of the assessment period.

### Entry requirements

There is no prerequisite requirement for enrolment in this qualification. However, you should be aware that both parts A & B require your commitment to complete assessment activities over a period of time and you will need access to a workplace.

A reasonable level of language, literacy and numeracy skills are required to comprehend OHS legislation and related documents and communicate both verbally and in written form with stakeholders.

## Learning outcomes

### PART A - training and assessment

- **Apply knowledge of OHS legislation in the workplace (BSBOHS301B)**  
Determining relevant legislation and contributing to actions that ensure compliance with OHS legislation, codes, and standards
- **Participate effectively in OHS communication and consultative processes (BSBOHS302B)**  
Inform on OHS matters, seek input and provide opportunity for stakeholders to participate in decisions that may impact on OHS in the workplace
- **Contribute to OHS hazard identification and risk assessment (BSBOHS303B)**  
Contribute to workplace hazard identification, gather information about hazards and contribute to risk assessment
- **Contribute to OHS hazard control (BSBOHS304B)**  
Contribute to development, selection and implementation of OHS hazard controls
- **Contribute to OHS issue resolution (BSBOHS305B)**  
Prepare for, and contribute to, the resolution of issues and communicate outcomes to stakeholders
- **Participate in OHS investigations (BSBOHS307B)**  
Contribute to OHS data collection and participate in workplace OHS investigations

### PART B - assessment only (electives marked with \*)

- **Contribute to implementing emergency prevention activities and response procedures (BSBOHS306B)**  
Contributing to actions that ensure compliance with organisation's emergency procedures
- **Establish effective workplace relationships (BSBWOR401A)\***  
Collect, analyse and communicate information to develop and maintain effective workplace relationships
- **Organise workplace information (BSBINM301A)\***  
Gather, organise and apply workplace information in the context of the organisation's systems
- **Write simple documents (BSBWRT301A)\***  
Plan, draft and review a basic document before writing the final version
- **Work effectively with diversity (BSBDIV301A)\***  
Sensitive response to, and interactions with, all manner of diversity encountered during the course of work
- **Organise work priorities and development (BSBWOR301A)\***  
Organise own work schedules, monitor and obtain feedback on work performance and actively seek personal development opportunities

# Training method

CGU Safety and Risk Services recognise that people learn differently and come to training with valuable life experiences. Our experienced facilitators are safety professionals and qualified trainers; they use a range of knowledge sessions and learning activities that account for differences in learning style, help you develop skill, and relate your experiences to legislation and OHS principles.

# Training content

A participant guide and supporting resources are provided.

Training covers:

- OHS legal framework
- OHS legislation including penalties
- Consultation and communication
- Identifying hazards, assessing risk
- Controlling hazards
- Systematic management of OHS
- Continuous improvement
- Investigating incidents and issue resolution
- Inspections
- Reporting

## Training duration

The 'Part A' training component of the course is five days (four in NSW). Dates are dependant on each state and availability. For current information obtain an enrolment form from the Project Services Coordinator or refer to [www.cgu.com.au/ohstraining](http://www.cgu.com.au/ohstraining)

## Recognition of prior learning (RPL)

If you have completed an approved OHS Representatives (or equivalent) training course, and can provide satisfactory evidence, it will be recognised and you will only need to complete the 'Part B assessment only' component. For information on RPL fees and request an application form contact client support services.

# Assessment

Assessment is the process of gathering evidence for an assessor to evaluate and decide whether you perform to the required standard, over a period of time, and in various contexts.

## How will I be assessed?

Candidates are provided with an assessment workbook that identifies performance criteria and includes a variety of assessment activities to be undertaken, including:

- participate in course activities and discussion;
- complete OHS tasks in the workplace and document your actions, processes and conclusion;
- collate evidence of prior learning relative to the elective competencies and compile a portfolio;
- third party verification report to be completed by a person with relevant experience and knowledge of your performance;
- interview with the assessor (telephone or in person), a 'competency conversation' where the assessor will ask questions and evaluate your response relative to competency performance criteria.

## How much time will I need to spend on the assessment?

The nominal duration for gathering evidence and completing assessment tasks is six months. This a guide only and may be less or greater. An individual's time commitment will depend on their personal circumstances.

## What type of evidence will I need to collate?

The assessor will discuss an evidence plan with you on the first day of training. There are many sources of evidence, a sample includes: work documents, job role history, testimonials, diary notes, memos, development plans, meeting agendas, minutes, presentations, log books, job sheets, policies, reports.

## How do I submit an assessment?

After completing the training course your contact with the appointed assessor is by telephone and/or email. Assessment tasks and portfolio of evidence can be submitted by a postal service or by email.

### Registered Training Organisation

Insurance Australia Group Services Pty Ltd  
Registration number 90822

# Client support services

Courses are run during most months of the year at our modern training facilities in:

- NSW, Sydney CBD
- Victoria, Melbourne CBD
- Western Australia, East Fremantle

Lunch, refreshments and learning resources are provided. For dates and fees check online at [www.cgu.com.au/ohstraining](http://www.cgu.com.au/ohstraining)  
For other states and territories please contact CGU Safety and Risk Services on 1300 138 601

## Fees

For current information on fees check online at [www.cgu.com.au/ohstraining](http://www.cgu.com.au/ohstraining) and select your location, or contact the Project Services Coordinator

## How do I book?

You can download an enrolment form at [www.cgu.com.au/ohstraining](http://www.cgu.com.au/ohstraining) or contact the Project Services Coordinator

## Contact details

### Project Services Coordinator

Telephone: 1300 138 601

Email: [cgusafety@iag.com.au](mailto:cgusafety@iag.com.au)

Online information: [www.cgu.com.au/ohstraining](http://www.cgu.com.au/ohstraining)

## Quality assurance

CGU Safety and Risk Services aim to provide a supportive and fair environment as you progress through the learning and assessment. An appeal process is available if you genuinely feel dissatisfied with your assessment result or any aspect of this course. The course facilitator will explain our quality assurance policy when you complete the evidence plan on day one of training.

Training and Assessment Services provided by

Insurance Australia Limited  
ABN 11 000 016 722

Trading as CGU Safety and Risk Services