



Monitor a Safe Workplace



Course Length:	2 Days
Course Times:	8:00am to 4.30pm (7.45am registration on first day)
Cost:	\$700.00 per participant (gst free) discounts apply for groups of five or more
Competencies:	BSBOHS407A Monitor a Safe Workplace A unit from Certificate IV in Business (Frontline Management)

Course Overview

This 2-day workshop will assist you in meeting your workplace health and safety obligations, provide an overview of the legislative requirements, and enhance your ability to impart this knowledge to your workplace. The workshop will take participants through the theory components, assist in the practical application and use of tools required to Monitor and oversee a Safe Workplace.

Target Audience

This workshop has been designed for employees who have responsibilities for the safety of others within the workplace or those who are interested in furthering their knowledge in OHS. Any middle level manager, supervisor or team leader that has to implement and monitor the organisation's Occupational Health and Safety policies, procedures and programs and to meet legislative requirements.

Dress

Comfortable dress with closed in shoes. **Failure to wear the correct clothing may result in training being refused.**

Drug and Alcohol Policy

Alcohol cannot be consumed on Accrete premises. In the opinion of management, if a participant is under the influence of drugs and/or alcohol, then management shall remove that person from Accrete premises. Notification to the person's employer may be made if the employer paid for the course.

Pre-requisites

There are no pre-requisites for this unit of competency

Key Topics

- Communicate OHS policy and procedures
- Participation in OHS
- Health and Safety training
- Identify hazards and control risks
- Maintain a quality OHS system
- Maintain and monitor organisational records

Assessment

Participants will be assessed throughout the program via written and practical tasks to be deemed competent and receive a Statement of Attainment for BSBCMN411A Monitor a Safe Workplace. (If participants do not wish to complete the assessments a "Certificate of Attendance" will be issued and a GST component will be added to the cost of the course).



Directions to Accrete

From the corner of STUART HWY and BERRIMAH RD.

Drive: 6.5 km – about 5 minutes

1. Head south on Berrimah Rd until Casey St. 6 km.
2. Turn **LEFT** at Casey St 100 m.
3. Turn **LEFT** at Mendis Rd 400 m.
4. Turn **LEFT** into Accrete at 24 Mendis Rd

Note: You can not access Accrete from Berrimah Rd. Entry is available from Mendis Rd as shown on the map.

Competency Based Assessment: Competency Assessment is the collection of evidence by the Registered Training Organisation (RTO) demonstrating that the trainee can perform to the standard expected in the workplace as expressed in the relevant endorsed industry competency standard. As a trainee on a competency based training course you will be required to complete the following methods of evidence collection: Theory, quiz and practical skills demonstration of the elements listed in the course information.

Appeals: All trainees who find themselves deemed "Not Yet Competent" have the right to appeal that decision. All appeals shall be directed, in writing, to the General Manager, Accrete, within one month of the completion of the course. The appeal must identify and provide evidence of one of the following:

- The judgement as to whether competence has been achieved and demonstrated was made incorrectly.
- The judgement was not made in accordance with the Assessment Plan.

Where there is no satisfactory solution, provision will be made for reassessment.

Evidence of Prior Training: Accrete has a recognition policy in relation to trainees gaining recognition for an Nationally Accredited qualifications or units of competency. Evidence may be submitted in the following forms:

- Evidence of current competency during the recognition process itself
- Relatively recent evidence presented by the trainee that provides a good indication of current competence
- Historical evidence provided by the trainee showing proof of prior learning at an earlier time

Other policies and information can be viewed on our website at www.accrete.net.au

Catering: Sample our great range of coffee from our coffee bar, tea and cool water is also provided. Lunch can be purchased from nearby take-away shops. A fridge is provided if you would prefer to bring your own. Dine in our air-conditioned lunchroom or in our garden pergola. Catering can be provided for group bookings for an additional cost.