

**Accreditation** : This Module is a Nationally Accredited Course  
**Title** : **BSBOHS201A – PARTICIPATE IN OHS PROCESSES**  
**Field Of Study** : **Occupational Health and Safety**

### What is this course all about?

This unit involves the skills and knowledge required to participate in workplace Occupational Health and Safety (OHS) processes to protect workers own health and safety, and that of others.

### When you have finished this course you should be able to demonstrate your ability to:

#### Work safely– BSBOHS201A/01

- ❑ Follow established safety procedures when conducting work
- ❑ Carry out pre-start systems and equipment checks in accordance with workplace procedures

#### Implement workplace safety requirements – BSBOHS201A/02

- ❑ Identify designated persons for reporting queries and concerns about safety in the workplace
- ❑ Identify existing and potential hazards in the workplace, report them to designated persons and record them in accordance with workplace procedures
- ❑ Identify and implement workplace procedures and work instructions for controlling risks
- ❑ Report emergency incidents and injuries to designated persons

#### Participate in OHS consultative processes- BSBOHS201A/03

- ❑ Contribute to workplace meetings, inspections or other consultative activities
- ❑ Raise OHS issues with designated persons in accordance with organizational procedures
- ❑ Take actions to eliminate workplace hazards or to reduce risks

#### Follow safety procedures- BSBOHS201A/04

- ❑ Identify and report emergency incidents
- ❑ Follow organizational procedures for responding to emergency incidents

### Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Team leaders
- ❑ Front line staff

### You will have better skills & knowledge and familiarise yourself more in the following areas -

- ❑ Literacy skills to interpret safety signs, symbols and notices
- ❑ Problem solving skills to analyse options in an emergency situation
- ❑ Responsibilities of employers and employees under relevant health and safety legislation
- ❑ Emergency procedures including procedures for fires and accidents
- ❑ Commonly used hazard signs and safety symbols

### What Recognition will you achieve?

Where demonstrated competencies has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus.

### How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit. At completion of each module these activities will be handed in to your trainer, assessed then returned with relevant comments to keep you informed with your progress.

### Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on [www.matrixtraininggroup.com/downloads.php](http://www.matrixtraininggroup.com/downloads.php) in order to download this application.

### What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is [www.matrixtraininggroup.com](http://www.matrixtraininggroup.com)
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.