

**Accreditation** : This Module is a Nationally Accredited Course  
**Title** : **BSBOHS301A – APPLY KNOWLEDGE OF OHS LEGISLATION**  
**Field Of Study** : **Occupational Health and Safety**

### What is this course all about?

This unit involves the skills and knowledge required to apply understanding of occupational health and safety (OHS) legal framework in the workplace. It includes determining relevant legislation and contributing to any actions to ensure compliance with OHS legislation, codes and standards are achieved.

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

#### Determine legal framework of OHS in the workplace– BSBOHS301A/01

- ❑ Identify and access current OHS legislation, codes, standards, policies and procedures impacting on the workplace, occupation and industry
- ❑ Apply knowledge of the relationship between OHS legislation, codes and standards to assist in identifying OHS legal requirements in the workplace
- ❑ Identify duty of care arrangements
- ❑ Identify legal obligations and duties for consultation with and training of employees, safety representatives and others
- ❑ Identify consequences of non-compliance with OHS legislation, codes, standards and workplace policies and procedures

#### Apply knowledge of OHS legislation, policies and procedures in the workplace – BSBOHS301A/02

- ❑ Contribute to monitoring compliance with OHS legislation
- ❑ Contribute to ensuring that work is undertaken in a safe manner in accordance with relevant OHS legislation, codes, standards and workplace policies and procedures
- ❑ Identify and take appropriate action on non-compliance with OHS legislation, codes, standards, policies and procedures to contribute to achieving compliance
- ❑ Recognise limits of own expertise and legal responsibilities, and access appropriate sources of expertise as required

## **Maintain knowledge of OHS legislation, industry and organizational requirements – BSBOHS301B/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

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

- ❑ Managers
- ❑ Supervisors
- ❑ Team leaders
- ❑ Occupational Health and Safety Officers
- ❑ OHS committee members

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

- ❑ Communication and interpersonal skills to contribute effectively to formal and informal OHS meetings
- ❑ Literacy skills to prepare simple documents such as summary reports and memos for a range of target groups including OHS committee, OHS representatives, managers and supervisors
- ❑ Obligations, rights and requirements under relevant OHS legislation and common law as it applies to those involved in OHS
- ❑ Relevant state/territory and commonwealth OHS legislation, codes of practice and standards
- ❑ Research and data collection methods to obtain evidence of compliance with OHS legislation

### **What Recognition will you achieve?**

Where a demonstrated competency 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.