



Occupational Health and Safety Officer Traineeship



The qualification

In accordance with Western Australia's updated *Work Health and Safety Act 2020*, which came into effect in March 2022, there is nothing more important than the safety of staff and visitors.

The **Certificate IV in Work Health and Safety** (WHS) equips the worker to apply a broad range of technical WHS knowledge and skills, with some limited responsibility for the output of others. It provides leadership skills to maintain a healthy and safe workplace and drive a culture of workplace safety, as evidenced by its core units:

1. Assist with workplace compliance with WHS laws
2. Contribute to implementation and maintenance of WHS consultation and participation processes
3. Contribute to WHS risk management
4. Contribute to implementing WHS management systems
5. Contribute to workplace incident response

A total of 10 units must be completed, with at least 3 electives from the following list:

- Analyse and present research information
- Assist with managing WHS implications of return-to-work
- Assist with managing WHS compliance of contractors
- Contribute to implementing WHS monitoring processes
- Develop processes and procedures for controlling hazardous chemicals in the workplace
- Write complex documents

The remaining 2 units may be selected from those listed for the **Certificate IV in WHS** or other endorsed qualification at Certificate IV level (AQF 4). One unit may be selected from a Certificate III or Diploma.



The traineeship

The Occupational Health and Safety Officer traineeship provides the opportunity for learning on the job and gaining fundamental WHS experience to contribute to safe and healthy practices and foster a culture of safety and compliance in the workplace.

The traineeship is 24 months in duration full-time, and 36 months part-time. It is not available to school students.

This traineeship does not apply to elected Health and Safety Representatives (HSRs).



Duties

With this qualification, workers will apply relevant WHS laws, manage risks effectively, and contribute to WHS within the workplace in known or changing contexts with established parameters.

They may work as supervisors, WHS personnel or workers in other WHS-related roles.



Workplaces

This traineeship is suitable for workers in organisations of any size and business type, in every industry operating in WA.



The job

This qualification provides the skills to work as:

Environmental Health Officers (ANZSCO 251311)

Occupational Health and Safety Advisors (ANZSCO 251312)

Safety Inspectors (ANZSCO 3126)

