



## **Workplace Health and Safety Officers (WHSOs)**

### Workplace Health and Safety Officers (WHSOs)

Workplace Health and Safety Officers, When to be appointed, obligations, functions, qualifications, training

### Training to be a Workplace Health and Safety Officer (WHSO)

Structure, applying, where, prior recognition

### Requirements to deliver Workplace Health and Safety Officer (WHSO)

#### Training

Legislation requirements, what is an accredited provider, how to become a Registered Training Organisation (RTO) with approval to conduct WHSO training.

## Workplace Health and Safety Officers (WHSOs)

### What is a Workplace Health and Safety Officer (WHSO)?

Current authority, advice to employers, law requirements

### When must a WHSO be appointed?

Minimum of workers before appointing of WHSO, extra requirements on the construction workplace

### Obligations of employers

Hazards at the workplace, new plant or substance, WHSO specialist

### Functions of a Workplace Health and Safety Officer (WHSO)

Advising the employer, investigate work injuries, workplace assessments

### What qualifications are needed to become a WHSO?

WHSO course, other qualifications or experience

### WHSO appointed for more than one workplace

What the Act requires, what happens when I apply, criteria for approval

### Assessment tools to assist WHSOs

Workplace assessment criteria

## What is a Workplace Health and Safety Officer (WHSO)?

The *Workplace Health and Safety Act 1995* (Part 8) defines a **Workplace Health and Safety Officer (WHSO)** as a person who:

- holds a current authority for appointment as a workplace health and safety officer and
- is appointed as a workplace health and safety officer by:
  - an employer for the employer's workplace or
  - a principal contractor

Workplace Health and Safety Officers provide expert advice to employers to help them meet their obligations under the *Workplace Health and Safety Act 1995*.

Workplace Health and Safety Officers are trained to identify health and safety hazards and help implement risk assessments in the workplace.

All employers with 30 or more workers are required by law to appoint a WHSO to help eliminate health and safety risks.

## When must a WHSO be appointed?

Employers and principal contractors who are in control of workplaces must appoint a qualified person as the WHSO if “**30 or more workers** are normally employed at the workplace”.

This statement means; during the current year, at least 30 workers are employed or are likely to be employed, at the workplace for a total of any 40 days during the year. This is regardless of whether the workers are on different shifts during the day and not working at the one time.

In relation to **construction work**, the principal contractor must appoint a qualified person as the WHSO:

- if 30 or more persons work at the workplace during any 24 hour period; or
- if the principal contractor built at least 30 domestic premises during the previous financial year; or
- in another circumstance prescribed under a regulation.

If there are less than 30 workers at the workplace, the employer or principal contractor are not required to appoint a WHSO but are strongly encouraged to do so to ensure that health and safety obligations are met.

For example a company (employing over 30 workers) may have branches all over the State but if each branch employs less than 30 workers during any 24-hour period a WHSO is not required.

## Obligations of employers or principal contractor

Employers or principal contractors are required to ensure that the WHSO performs all the WHSO functions specified in the *Workplace Health and Safety Act 1995*. The appointed WHSO's name must be displayed while the appointment is current and they must be given reasonable assistance with their duties.

Details of assistance to be given to WHSO's are stated in Section 97 of the *Workplace Health and Safety Act 1995*. This includes:

- provision of information relating to hazards at the workplace;
- consultation **before** the introduction of new plant, substances or new work processes; and
- where necessary, access to outside experts on particular hazards, which may exist at the workplace.

WHSO training is all about the statutory obligations of employers, principal contractors and workers with respect to health and safety at the workplace. By itself WHSO training is very broad and would usually not be sufficient for implementation of all facets of a health and safety management system at the workplace.

Employers and principal contractors should be aware that for the majority of workplaces, especially those which are considered more hazardous, professionally qualified health and safety personnel or other specialists with additional qualifications may be required. These personnel may be employed on a part-time or full-time basis depending on the complexity of the health and safety issues and level of risk associated with hazards at the workplace. These people may be resourced from within the company or from external consultants.

The appointment of a WHSO is only one facet of legislative requirements for health and safety at the workplace. Obligations for an employer or principal contractor exist irrespective of whether 30 or more workers or any persons are present.

## **Functions of a Workplace Health and Safety Officer (WHSO)**

A Workplace Health and Safety Officer is responsible for:

- advising the employer or principal contractor on health and safety issues
- ensuring all work injuries, work caused illnesses or dangerous events at the workplace are investigated
- conducting appropriate health and safety education programs
- other functions, which are stated in Section 96 of the *Workplace Health and Safety Act 1995*.
- conduct assessments of the workplace

## **What qualifications are needed to become a WHSO?**

A person is qualified to apply for a WHSO certificate of authority of appointment if he/she has:

- satisfactorily completed an approved WHSO course conducted by an authorised accredited provider or a Registered Training Organisation; or
- other qualifications or experience that would enable the applicant to satisfactorily perform the functions of a WHSO.

## **WHSO appointed for more than one workplace**

An employer may appoint a WHSO for more than one workplace but this must have prior approval in writing from the Chief Executive, Workplace Health and Safety Queensland.

### ***What the Act requires?***

Section 93(4) and 94(4) of the Workplace Health and Safety Act states:-  
“An employer may, with the chief executive’s written approval, appoint a qualified person to be the workplace health and safety officer for more than 1 workplace if the person can reasonably perform the person’s functions as workplace health and safety officer for each workplace”; and

“A principal contractor may, with the chief executive’s written approval, appoint a qualified person to be the workplace health and safety officer for more than 1 construction workplace if the person can reasonably perform the person’s functions as workplace health and safety officer for each workplace”.

These sections are designed to allow a certain amount of flexibility in the implementation of the WHSO system. However, to ensure that the sharing of a WHSO for a number of workplaces does not reduce the effectiveness of the WHSO, it is important that the WHSO is able to access the workplaces on a regular basis. Such job sharing will not be realistic where health and safety related work programs at one or more of the workplaces are so involved and complex that the WHSO will be unable to attend to the needs of other workplaces.

### ***What happens when I apply?***

When an employer or principal contractor wishes to make an application under Sections 93(4) or 94(4) of the Act to share the services of a WHSO at a number of workplaces, a number of criteria must be addressed. Each submission will be considered on its merit before the applicant is informed in writing of the chief executive’s decision.

An employer who has received written authority to share the function of a WHSO at a number of nominated workplaces will be required to demonstrate (with appropriate documentation) that the “sharing system” has worked effectively.

The written authority will be for a maximum period of 2 years. Further extension of the approval will be subject to an audit by Inspectors of Workplace Health and Safety Queensland and the lodgement of copies of all workplace assessments conducted by the workplace health and safety officer(s).

**Approvals may be revoked** if there is evidence that the sharing has not produced the desired results.

### ***Criteria for approval***

None of these criteria will be treated in isolation. Cases will be assessed on an individual basis in line with a combination of the following criteria:

- 1. Company/organisation's workplace health and safety history**  
Provide history of frequent incidents (work injuries, diseases or near misses), or issue of notices (warnings, improvement notices, prohibition notices).
- 2. Location and accessibility of the workplaces**  
Where the distance is such that the workplace can't be easily accessible by common modes of transport. This may affect the frequency of visit by the WHSO to the workplaces.
- 3. Nature of the work processes of each nominated workplace**  
Workplaces with high risk work will be discouraged from sharing a WHSO.
- 4. Number of people employed at each nominated workplace**  
If a large number of people are employed (generally more than 100 workers) at each and every workplace nominated in the application, the volume of the WHSO's work is likely to be high and separate WHSOs may be required.
- 5. Existence of a written health and safety policy statement and /or procedures for the administration of workplace health and safety functions.**  
Where possible, evidence of how the company's health and safety policy is implemented should be provided.
- 6. When the 'shared' WHSO is attending to the needs of other nominated workplaces, what additional consultation processes exist in relation to resolution of health and safety matters.**  
Health and safety representatives and committees can assist employers in the implementation of safe work practices and resolution of health and safety matters in the absence of the WHSO.

Evidence establishing that a consultation process has taken place between the committee and/or representatives to address safety matters could include submitting copies of consultation meeting minutes or reports.

## **Assessment tools to assist WHSOs**

The Act requires that workplace health and safety officers conduct an assessment of the workplace using a criteria approved by Workplace Health and Safety Queensland or the Workplace Health and Safety Committee at the workplace.

- Workplace Assessment Criteria
- Workplace Assessment Criteria Template

# Training to be a Workplace Health and Safety Officer (WHSO)

## Structure of training course

The core module, industry specific elective module, WHSO training

## How does a person apply for a WHSO certificate?

Receive an assessment report, sign applicant's declaration, submit copies

## Training organisations that conduct WHSO courses

Training organisations approved to conduct WHSO training

## Prior recognition

Knowledge gained through life and work experience, competency claim

## Structure of training course

Approved WHSO training is divided into two stages:

- The core module (5 days duration), which must be completed by persons from all industry groups; and
- An industry specific elective module – construction (4 days), industrial (3 days), services (2 days).

## ***Industry electives***

The Industry Elective WHSO course attended would depend on the **predominant** activity of the particular workplace (e.g. either industrial, service or construction). Where the predominant activity is say construction related, the construction elective should be pursued.

It is recognised that the management of a particular workplace would be in the best position to analyse and determine the nature of the predominant activity carried out at that workplace. Management should therefore be responsible for nominating the most appropriate course for the WHSO.

Although, it would be unlikely that the WHSO will be required to attend any combination of the industrial, service or construction electives, in some cases it will be advisable for the person to attend supplementary training on the other electives.

**The applicant must successfully complete the core module and at least one industry elective module.**

## **Additional WHSO training**

A WHSO is only required to complete one industry elective as part of the course. Only one “generic” certificate is issued to a WHSO regardless of which industry elective unit was completed. Evidence for WHSO training in a particular industry will be provided by the organisation which delivers the approved WHSO training.

Where activities of the new workplace are of a completely different nature, it is **highly desirable** that the WHSO undergo supplementary industry elective training to acquire the additional industry competencies.

As each of the industry elective units are “stand alone” courses, supplementary training will require the WHSO to complete the entire elective unit.

## **How does a person apply for a WHSO certificate?**

On successful completion of the Core Module and an Industry Elective Module the applicant should:

- Receive an assessment report from their training provider on successful completion of modules
- Applicant should complete and sign the **applicant’s declaration (Item 10)** on the assessment report
- Submit the original copies (white copies) of both assessment reports with payment to a Workplace Health and Safety Queensland office.

Ensure that applications are **sent within 3 months of the date** that the elective assessment report has been signed by an authorised accredited provider or registered training organisation.

A certificate of authority of appointment as a WHSO issued by Workplace Health and Safety Queensland has life of no more than **five years**. Certificate issued to a WHSO are generic regardless of which industry elective unit was completed.

## **Training organisations that conduct WHSO courses**

WHSO training can only be conducted by training providers who are appointed by Workplace Health and Safety Queensland.

<b>Brisbane</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Australian Industry Group	(07) 3244 1777	Core Module Elective – Unit 5 Industrial

202 Boundary Street SPRING HILL QLD 4004		Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
Australian Safety & Learning Systems Unit 26 27South Pine Road BRENDALE QLD 4500	(07) 3889 6600	Core Module Elective – Unit 4 Construction Elective - Unit 5 Industrial Elective - Unit 6 Services Recertification Program (Const. Gen. Serv.)
Australian Training & Safety Institute Ltd Level 1 433 Logan Road STONES CORNER QLD 4120	(07) 3394 8462	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
Australasian College of Health & Safety Cnr Oceanic Street & Pye Lane WELLINGTON POINT QLD 4161	(07) 3822 3228	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
Commerce Queensland 375 Wickham Terrace BRISBANE QLD 4000	(07) 3842 2244	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
Construction Skills Training Centre PO Box 51 MOOROOKA QLD 4105	(07) 3373 8888	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
More Skills Australia Pty Ltd PO Box 502 KENMORE QLD 4069	(07) 3879 4622	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const., Ind., & Serv.)
National On Site Training 90 O'Keefe Street WOOLLOONGABBA QLD 4102	(07) 3391 1718	Core Module Elective – Unit 6 Services
National Safety Council of Australia Level 1, West Building 305 Montague Road (20 Pidgeon Close)	(07) 3252 8977	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program

WEST END QLD 4101		(Const. Gen. Serv.)
Queensland Hotels Association 160 Edward Street BRISBANE QLD 4000	(07) 3221 6999	Core Module Elective – Unit 6 Services Recertification Program (Serv.)
Safework College of Workplace Health & Safety 16 Peel Street SOUTH BRISBANE QLD 4101	(07) 3846 2411	Core Module Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
Site Safe Consultants Suite 1 17 Mayneview Street MILTON Q 4064	(07) 3369 3055	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
The WHSO Group Pty. Ltd Unit 22 115 Robinson Road East GEEBUNG Q 4034	(07) 3265 6355	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const., Ind. , & Serv.)
<b>Cairns</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Commerce Queensland 192 Mulgrave Road CAIRNS QLD 4870	(07) 4031 2122	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
National Safety Council of Australia Suite 6 320 Sheridan Street CAIRNS QLD 4870	(07) 4031 9700	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
Total Safety Services PO Box 997N NORTH CAIRNS QLD 4870	(07) 4057 9277	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
Tropical North Queensland Institute of TAFE PMB 1 CAIRNS QLD 4870	(07) 4042 2532	Core Module
<b>Emerald</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>

Central Queensland Institute of TAFE Central Highlands College PMB 4 EMERALD QLD 4720	(07) 4940 3268	Core Module Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
<b>Gladstone</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Central Queensland Institute of TAFE Gladstone College Breslin Street GLADSTONE QLD 4680	(07) 4970 7770	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
<b>Gold Coast</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Commerce Queensland Shop 9 47 Ashmore Road BUNDALL QLD 4217	07 5538 2133	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
David Randall & Associates PO Box 1458 SOUTHPORT BC QLD 4215	(07) 5571 1020	Core Module Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Serv. Gen.)
<b>Ipswich</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Bremer Institute of TAFE Ipswich Campus Byrne Street BUNDAMBA QLD 4304	(07) 3817 3000	Core Module Elective – Unit 5 Industrial Elective – Unit 6 Services
<b>Mackay</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Central Queensland Institute of TAFE Mackay Campus PO Box 135 MACKAY QLD 4740	(07) 4940 3222	Core Module Elective – Unit 6 Services
Commerce Queensland 6A Lawsen Street MACKAY QLD 4740	(07) 4951 2866	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
National Safety	(07) 4953 1088	Core Module

Council of Australia 1st Floor 43 Sydney Street MACKAY QLD 4740		Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
<b>Maryborough</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Wide Bay Institute of TAFE Maryborough College Locked Mail Bag 65 Nagel Street MARYBOROUGH QLD 4650	1300 656 188	Core Module
<b>Nambour</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Cooloola Sunshine Institute of TAFE Nambour Campus SCMC. 5252 Maroochydore Campus NAMBOUR QLD 4560	(07) 5459 3823	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services
<b>Rockhampton</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Central Queensland Institute of TAFE Rockhampton College Locked Bag 8065 ROCKHAMPTON QLD 4700	(07) 4920 2382	Core Module Elective – Unit 6 Services Recertification Program (Services)
Commerce Queensland 130 Victoria Parade ROCKHAMPTON QLD 4700	(07) 4922 1278	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
Rocky Safety Consultants PO Box 3468 Stockland Rockhampton NORTH ROCKHAMPTON QLD 4701	(07) 4926 4645	Core Module
<b>Roma</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Southern Queensland Institute of TAFE	(07) 4620 4238	Core Module Elective – Unit 4 Construction

College of the South West PO Box 181 ROMA QLD 4455		Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
<b>Toowoomba</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Commerce Queensland 566 Ruthven Street TOOWOOMBA QLD 4350	(07) 4639 3277	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
Southern Queensland Institute of TAFE Toowoomba College PO Box 80 TOOWOOMBA QLD 4350	(07) 4694 1676	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
<b>Townsville</b>		
<b>Address</b>	<b>Telephone</b>	<b>Approved for</b>
Australian Agricultural College Corporation Neptune Street KIRWAN QLD 4817	(07) 4773 8000	Core Module
Advance Profit Plan 173 Ross River Road TOWNSVILLE QLD 4810	(07) 4725 3955	Core Module Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Serv.)
Barrier Reef Institute of TAFE Townsville College Cnr Fulham Road and Hugh Street PIMLICO TOWNSVILLE QLD 4810	(07) 4750 5211	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
Commerce Queensland Suite 4 Nathan Business Centre CRANBROOK QLD 4814	(07) 4472 4855	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Gen. Const. Serv.)
Hughes Health and Safety 4/15 Castlemaine Street KIRWAN QLD 4817	(07) 4723 6690	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)

National Safety Council of Australia 4/2 Kern Bros Place THURINGOWA CENTRAL QLD 4817	(07) 4779 2533	Core Module Elective – Unit 4 Construction Elective – Unit 5 Industrial Elective – Unit 6 Services Recertification Program (Const. Gen. Serv.)
--	----------------	---

## Prior recognition

Other qualifications or experience, that would enable the applicant to satisfactorily perform the functions of a WHSO, may be acceptable for the granting of a certificate of authority as a WHSO.

Approved WHSO courses are specially developed to inform trainees on an employer's and worker's statutory obligations with regard to workplace health and safety in Queensland. Consequently, only health and safety courses which adequately cover the detailed requirements of current Queensland Workplace Health and Safety legislation may be recognised.

A person with health and safety skills and knowledge gained through life and/or work experience or through a formal education program or appropriate training with an emphasis on the Queensland State Government's current workplace health and safety legislation may apply to a Registered Training Organisation (RTO) to have those competencies recognised.

Recognition for these competencies will be granted upon substantiation of that claim in accordance with approved Recognition of Prior Learning (RPL) procedures. For further information regarding these procedures please contact the Department of Employment and Training or Workplace Health and Safety Queensland on 1300 369 915.

# Requirements to deliver Workplace Health and Safety Officer (WHSO) Training

## Legislation requirements

Qualified person appointed, certificate of authority of appointment

## What is an accredited provider?

Given permission by WHS and Safety Officer training

## How to become a RTO with approval to conduct WHSO training

Written expression, course material, course approval and delivery

## Legislation requirements

Under the *Workplace Health and Safety Act 1995*, a **qualified** person must be appointed as the workplace health and safety officer for all workplaces where 30 or more workers are normally employed at the workplace. This is a requirement to assist employers in meeting their workplace health and safety obligations.

A person is **qualified** if they are the holder of a current certificate of authority of appointment as a workplace health and safety officer prescribed under section 31 of the *Workplace Health and Safety Regulation 1997*.

To obtain this certificate, a person must satisfactorily complete an approved workplace health and safety officer course conducted by an authorised **accredited provider or a Registered Training Organisation** as required by sections 31 and 32 of the *Workplace Health and Safety Regulations 1997*.

## What is an accredited provider?

An accredited provider under the Act is a qualified person who has been given permission by Workplace Health and Safety Queensland to conduct Workplace Health and Safety Officer training.

As stated in section 179 of the Act, an accredited provider must adhere to the following conditions:

- holds office on the conditions stated in the instrument of appointment
- if the appointment provides for a term of appointment (ceases holding office at the end of the term)
- resign by signed notice of resignation to Workplace Health and Safety Queensland

Each accredited provider is given an identity card which must:

- contain a recent photo of the accredited provider

- be signed by the accredited provider
- identify the person as an accredited provider
- state an expiry date

If a person stops being an accredited provider the identify card must be returned within 21 days after the person stops being an accredited provider. A maximum penalty of 10 units may apply if this is not adhered to.

## **How to become a RTO with approval to conduct WHSO training**

A Registered Training Organisation (RTO) must gain approval to deliver WHSO training:

There are four stages to the process:

1. Lodge expression of interest for delivery of the course
2. Develop course materials
3. Submit course material for approval
4. Delivery of training and assessment

### ***1. Lodge expression of interest for delivery of the course***

Contact the Centre for Training Material (CTM) by phoning 07 3248 4675 or email: [ctm@det.qld.gov.au](mailto:ctm@det.qld.gov.au).

Registered Training Organisations delivering this course must ensure that the course is developed and assessments are conducted by a person who has the following competencies and requirements:

- TAA04 Training and Assessment Training Package or is able to demonstrate equivalent competencies:
  - TAAASS401A Plan and organise assessment
  - TAAASS402A Assess competence
  - TAAASS404A Participate in assessment validation
- Diploma in Occupational Health and Safety or equivalent or Workplace Health and Safety Officer certificate issued by Workplace Health and Safety Queensland
- Relevant workplace health and safety evidence of at least five years full time in a workplace health and safety/advisory or consultative role

Registered Training Organisations must ensure that training is delivered by persons who hold the Certificate IV in Training and Assessment from the TAA04 Training and Assessment Training Package or is able to demonstrate equivalent competencies; and the following requirements:

- Workplace Health and Safety Officer certificate issued by Workplace Health and Safety Queensland

- Diploma of Occupational Health and Safety or equivalent; or relevant workplace health and safety evidence of at least two years full time in a workplace health and safety/advisory or consultative role

For further information regarding your qualifications, contact Workplace Health and Safety Queensland on 1300 369 915.

## ***2. Develop course materials***

The course material must address each of the conditions outlined in the competency standard and should include provision of:

- session plans
- leaders guides and participants notes
- a list of handouts
- paper copies of overhead transparencies
- at least five questions for each performance criteria including answers
- case studies and assessments

## ***3. Submit course material for approval***

Course material must be submitted to Workplace Health and Safety Queensland for assessment and approval (this process will take four working weeks).

Any amendments or modifications requested to the course material may take longer for approval.

The Licence Agreement will be entered into, following approval of the assessment and course material. An initial course can be delivered subject to meeting the requirements of Step 4 - Delivery of training and assessment.

## ***4. Delivery of training and assessment***

- RTO obtains scope of registration to deliver the course
- RTO delivers and assesses course in accordance with licence agreement conditions