


# The Queensland Workplace Health and Safety Officers Certificate (WHSO): Student FAQ's

# What is the QLD WHSO Certificate?



- The WHSO certificate is a certificate of competence issued by the Division of Workplace Health and Safety in Queensland to successful candidates that have completed the required examinations and are eligible to work in the field as a workplace health and safety officer in Queensland
- All industries or workplaces that have more than 30 employees are required to have a suitably qualified and appointed WHSO.

# What are the different WHSO certificates that can be obtained?



➤ The WHSO certificates are obtainable for a number of industries as identified by the Division of WH&S and include:

➤ WHSO Core Module plus an elective:

- WHSO Services;
- WHSO Industrial and ;
- WHSO Construction.

# How can I obtain the WHSO Certificates?



- The Qld WHSO Certificates can be obtained by undergoing a short training course with a recognised training organisation or;
- Students enrolled in the required course within the Bachelor of Occupational Health and Safety programmes or the Certificate of Occupational Health and Safety who successfully comply with ALL the requirements are eligible to obtain a letter of application from the School of Health and Human Performance in order to apply to the Division of Workplace Health and Safety for the issuing of the relevant WHSO certificates.

# What are the requirements for obtaining the Workplace Health and Safety Officers Certificate within the OHS programmes?



- Students within the Bachelors of OHS or Certificate in OHS programmes are eligible for the WHSO certificates Core plus Services if they:
- Are enrolled in and successfully pass the courses OCHS 12001 Introductory Occupational Health and Safety, AND OCHS 12005 Risk Management and Safety Technology AS WELL AS;
- Obtain at least 75% for each of the exam components of the above-mentioned courses.

# WHSO Construction and Industrial



- In addition Bachelor of OHS students who successfully complete the course OCHS 13010 Applied Worksite Analysis which has a residential school component and various workbook activities may be eligible for the WHSO Industrial and Construction Workplace Health and Safety Officers Certificates.
- Please note this is not automatic if you pass the course, but relies upon the core competencies being met.

# Why are the requirements so stringent?



➤ The OHS programmes within Central Queensland University have been granted special permission by the Division of Workplace Health and Safety (DIR) to allow our successful OHS students to obtain the WHSO certificates as an additional certification to the OHS courses if there requirements are met, and includes the exam component constituted of questions set by the division and conducted under strict examination conditions as well as the additional requirements.


## Can I get the WHSO Certificate if I have only completed one of the OHS courses?



- The answer is no, as we are bound by the requirements of the Division of Workplace Health and Safety and cannot issue the required documentation to apply for the WHSO certificate if a student has not complied with ALL the requirements as set down by the Division of WH&S.
- The WHSO certificate is an added value component to the OHS programmes that the OHS staff at CQU have negotiated with the Division of WH&S and are not part of the core requirements of the programmes and course we offer.



# What happens once I have completed all the requirements of the WHSO certificate?



➤ Students who have completed ALL the requirements of the WHSO components of the two courses OCHS 12001 Intro to OHS and OCHS 12005 Risk management and safety technology will be expected to complete an application form (obtainable from the school secretary Ms. Kim Gohdes at [k.gohdes@cqu.edu.au](mailto:k.gohdes@cqu.edu.au) or the Industry Liaison officer Ms Alex Bright at [a.bright@cqu.edu.au](mailto:a.bright@cqu.edu.au)) and provide all required evidence of successful completion of all components of the courses i.e. an official academic transcript.

## What happens once I have supplied all the required information?



- Your information and records will be checked against a database and if successful you will;
- receive a letter and official application form completed in part by the school of Health and Human Performance which you will be required to complete and submit with the required application fee to the Division of Workplace Health and Safety;
- The Division of WH&S will then issue the required WHSO certificates and send them to you by mail.

# How long is the certificate valid for and how much does it cost?



- The WHSO certificate is valid for a period of 5 years from date of issue and a refresher course is then required.
- The WHSO certificate requires an application fee of approximately \$ 43-00 to be paid to the Division of Workplace Health and Safety in Queensland for administration costs and is payable upon application directly to them.

# What if I have failed one portion of the exam and need to rewrite?



- If a student has failed to obtain at least 75% for each portion of the exam components of the various course they will be allowed ONE resit of the examination which will be arranged by Ms. Alex Bright when sufficient numbers of students require a rewrite of a particular examination.
- There will be an administration fee payable by students that can be paid to the school secretary Kim Gohdes.

# What do the exams consist of?



- The WHSO exams consist of an open book examination that is constituted of a number of sections all of which are required to be completed?
- The questions are short answer questions which are filled in on the question paper required as well as a further section which requires short essay question answers.
- No previous examination papers are available as per the requirements of the Division of WH&S.
- Further information as to the structuring of the examination is obtainable from the respective lecturer of the course OCHS 12001 Intro OHS and OCHS 12005 Risk management and safety tech, and can be downloaded from the Blackboard communication area for the individual course.

# Who should I contact should I have questions regarding the WHSO examinations?



➤ Contact Ms. Alex Bright (HHP Industry Liaison Officer) on email: [a.bright@cqu.edu.au](mailto:a.bright@cqu.edu.au), or tel: (07) 4930 9814

➤ Compiled by Darren Joubert