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CERTIFICATION SCHEME FOR OCCUPATIONAL HEALTH & SAFETY PROFESSIONAL

Certification scheme for persons – Requirements

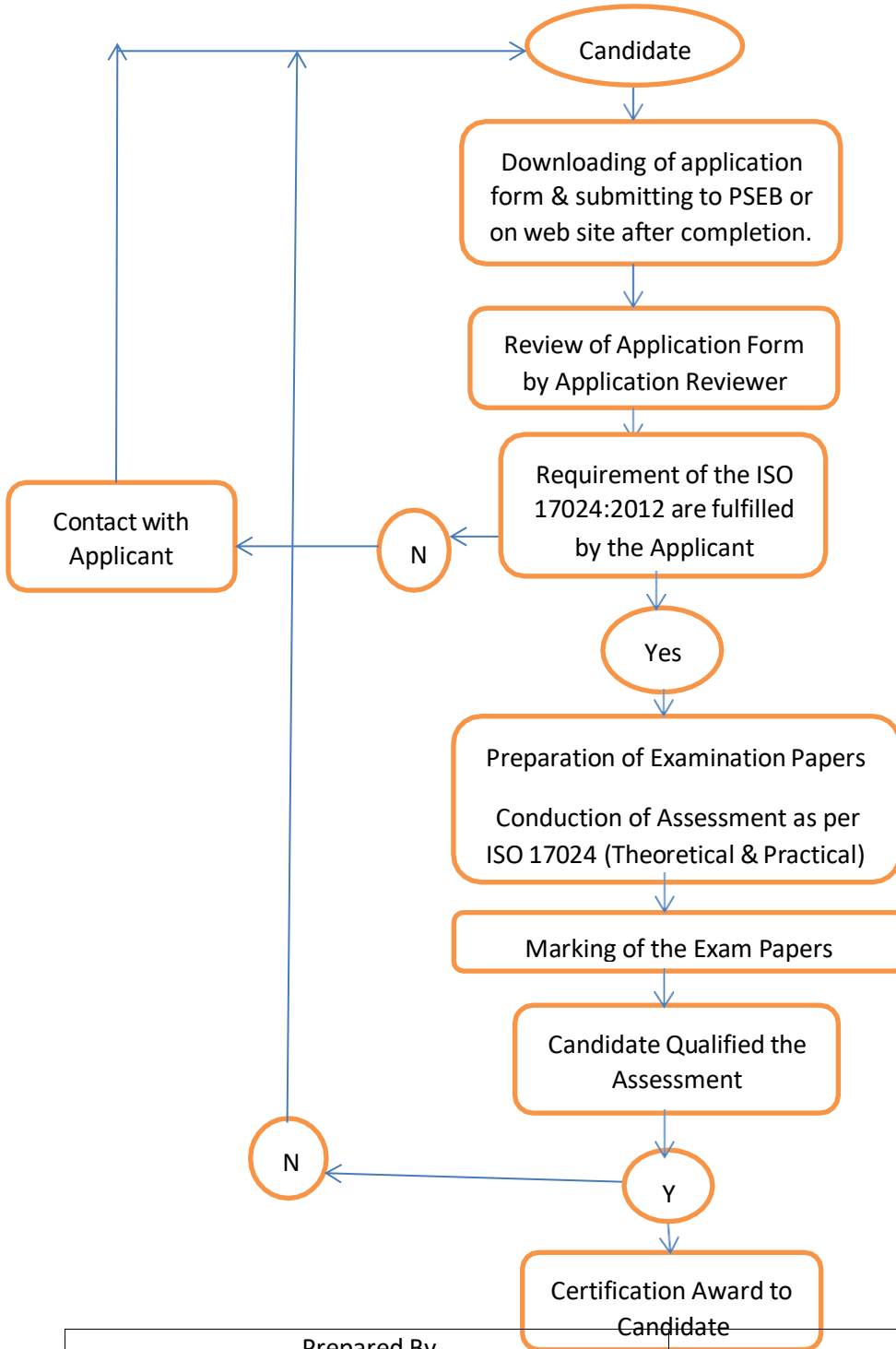
ISO/IEC 17024 is unique amongst the CASCO standards in that it contains not only requirements for the certification body but also requirements for the certification scheme. The certification scheme requirements are contained in Clause 8 of ISO/IEC 17024 and these requirements must be met in order to conform to ISO/IEC 17024. The following sections address each requirement of Clause 8 (Scheme requirements) and provides information on the intent of each requirement. The purpose is to assist scheme developers to meet Clause 8 of ISO/IEC 17024. For convenience, the wording of each clause has been highlighted in blue.



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PROCESS FLOW DIAGRAM FOR THE CERTIFICATION SCHEME

Certification Scheme for Occupational Health & Safety Professionals



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1. Candidate has to download the Application form available on Web site of PSEB. After Completion of application form same will be submitted to the PSEB through e-mail or same can be uploaded on the Web site also. Provision for the online Application form submission is provided on the PSEB Website.
2. **Review of Application Form:** Application reviewer will review the Application form for its adequacy and requirements as specified in pre-requisite. If found any discrepancy in the Application form then he contacts with the Applicant to review & revise the application form. If Application form for the **OCCUPATIONAL HEALTH & SAFETY PROFESSIONAL (OHSP)**: found as per the requirement of the ISO 17014:2012 requirements then same will be approved by the application reviewer. After the approval of the application form, candidate will sign the agreement with the PSEB related to the ISO 17014:2012 requirements.



8.2 Scope of Certification:

Range and nature of specific tasks that a certified person is expected to be able to perform competently as **OCCUPATIONAL HEALTH & SAFETY PROFESSIONAL (OHSP)**, by virtue of holding a OHSP certification is within the scope of certification scheme.

2. Job and task description

A task is a job related activity. PSEB certification scheme contains a description of the tasks required to perform on job as OHSP Certified Professional.

- Controlling safety, health, and the environment
- Operational procedures to plan/develop safe work practices
- Safety, health and environmental sciences
- Design of hazard control systems
- Design of record keeping systems that take collection into account, as well as storage, interpretation, and dissemination
- Maintain OHS data and statistics
- Processes and systems for attaining safety through design
- OHS systems, policies and rules
- Holding checks and having control methods for possible hazardous exposures
- Examining manufacturing hazards
- Planning safe work practices for systems, facilities, and equipment
- Understanding and using safety, health, and environmental science information for the improvement of procedures

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3. Required competence for OHSP: Workplace Inspections: Safety officers inspect interior and exterior work areas to determine if there are any safety hazards. During these inspections, a safety officer looks for broken equipment and damaged equipment, slip-and-fall hazards and other potential hazards. The officer also observes workers to ensure that they are wearing required personal protective equipment and following company safety policies. In the construction industry, safety officers check the stability of scaffolding, ensure that workers use hard hats and protective footwear, and check to make sure employees operate construction equipment in a safe manner.

Accident Investigations: When a workplace accident occurs, a safety officer conducts an investigation to determine why the accident happened. The officer may question witnesses, inspect the accident scene and take pictures of any property damage. Once the officer determines the cause of the accident, he writes a report detailing the cause and provides recommendations that can help prevent future accidents.

Training and Coaching: Requires to provide training on different safety topics. These include fire prevention plans, hazardous materials handling and machine guarding. Construction safety, Safety Induction training needs, develop appropriate training programs and deliver training to employees. They may also solicit feedback from workers and use that feedback to improve existing programs or create new ones.

Regulatory Compliance: Employers must comply with safety regulations set by local authorities and state occupational safety agencies, labour laws. This involves reviewing standards, implementing plans to meet those standards and following all record-keeping requirements. Safety officers complete the injury logs as required, which is a summary of all injuries that resulted in loss of work time, restricted duty or job transfer. They also ensure that the poster entitled "Job Safety and Health: It's the Law" is displayed in a prominent place in the work area.

- 3. Abilities (when applicable):** As such there is no specific requirements in terms of abilities however it is recommended that person should be physically and mentally fit to perform the OHSP task in any organization.
- 4. Prerequisite (when applicable):** It is recommended that a person/candidate planning to undergo OHSP certification should take a formal training in one of the Occupational Health and Safety domain before appearing for OHSP certification, the best way to prepare for OHSP exam is to take a training seminar or study on your own.
- 5. Code of Conduct:** All persons Certified as OHSP by PSEB recognize that such certification is a privilege that must be both earned and maintained. In support of this principle, all PSEB members are required to commit to fully support this Code of Ethics.

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PSEB members who intentionally or knowingly violate any provision of the code will be subject to action by annual review panel, which may result in the revocation of certification.

There are three mandatory canons in the Code:

1. Safety of society, welfare, the common good, necessary trust and
2. Act safely, responsibly, honorably, honestly, justly, and legally.
3. Advance by mean of re-certification.

8.3 Certification

Criteria for certification:

In addition to the academic requirement, candidates planning to undergo OHSP certification should have professional safety knowledge, OHS (occupational health and safety) is to be the primary function of OHSP professional.

(a) Criteria for initial certification and recertification

- Criteria for initial certification is based on following consideration

- Academic qualification of person is expected to be minimum SSC (10th) Standard
- Person should have fairly good written and communication in English
- Person should undergo professional Health & Safety training course, the best way to prepare for OHSP exam is to take a training seminar or study on their own.



- Criteria for re-certification is based on following consideration

Criteria for the re-certification is based on the changes in the scope of ISO 18001 which will have direct impact on OCCUPATIONAL HEALTH & SAFETY PROFESSIONAL (OHSP) certification. Re-certification cycle is set to be 5 years. Criteria for re-certification is set based on reviews conducted related to the OHSAS 18001 certification scheme.

(b) Assessment methods for initial certification and recertification

The assessment methods selected for initial certification is dependent on the scheme competence requirements. PSEB Assessment methods include both written and practical examinations.

2. **Setting of examination paper:** A Set of the Questions is prepared by the Operations team with proper involvement of Subject matter experts. Out of those Question papers, questions are set by the Operations team. Examination mode is defined hard copy only.
Examination is set as 100 marks paper 1, 100 marks paper 2. 100 Marks project practical.

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3. **Batch making for Examination:** PSEB will make batches of 5 candidates to conduct the examination. Maximum candidates can be 30 per batch.
4. **Conducting of Assessment:** Assessment will be conducted by the PSEB as per the requirements. Approved examiner by PSEB will conduct the examination. During the Examination, examiner will follow the impartiality, confidentiality, security & conflict of interest as per the MOU signed with the PSEB as per the requirements of ISO 17024:2012 requirements. Examiner will submit the Examination paper to the PSEB within 5 working days after the assessment.
5. **Marking of Examination papers:** Examiner will mark the examination papers within 10 working days after the day of examination and papers received from Examiner.
6. **Passing Criteria:** In paper 1 and paper 2 (theory papers) candidate must achieve 45%, in paper 3 candidate must achieve 60% (project). To Qualify in Overall examination, candidate shall pass all three exams.
7. **Failing Criteria:** The Score less than 45 (<45%) in theory and 60 (<60%) is considered and referred in examination which mean student can re appear for exam,. The candidate passed in one section will be considered as fail in overall examination, Candidate must clear all three papers to be Certified and awarded by Certificate.
8. **Grace Marking:** If in any section, candidate obtains marks between 43-45 & in other section (/practical) gets marks 58 or more then grace marking will be given to the candidate.
9. **Final Decision:** After final marking of examiner, final marking summary is submitted to the Director. Director reviews the summary sheet & if requires asks for any examination paper for moderation.
10. **Award of Certificate:** Certificate will be issued to the Qualified Candidates within 30 working days after the final decision.

Same process is being followed for re-certification except point 3 mentioned above.

(c) Surveillance methods and criteria

N/A

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(d) Criteria for suspending and withdrawing certification

- Suspending the certification

The major causes requiring a suspension of certification are as follow:

- The candidate has persistently or seriously failed to meet the certification requirements.
- The candidate does not follow re-certification cycle.
- The candidate does not follow Code of Conduct
- If the candidate is found to misuse the logo of the Certification Body or is using any kind misleading statement which might affect the reputation of the certification body.
- In case of Nonpayment of the fee as per the Contractual agreement.

Upon the Suspension, the certificate will be surrendered from the candidate, the PSEB web site will be updated that the candidate's certificate is suspended (not valid). After withdrawal of the certificate if the candidate is found using the certificate or certification information in any manner, legal action will be initiated against the candidate as per the contractual agreement.

- Withdrawing the certification



Withdrawal of the certificate shall be initiated if: The candidate does not meet the conditions of suspension.

- A suspension is not considered to be an adequate action
- The decision to withdraw a certificate shall be formally communicated to the candidate including the requirements to:
 - Terminate use of the certification mark and any reference to certification
 - Return certificate(s) and copies to PSEB.

Withdrawn certificate will be collected and destroyed as per the procedure established for control of records i.e. by burning. To avoid the misuse of the certificate.

The PSEB shall have enforceable arrangements with the certified candidates concerning conditions of withdrawal, ensuring upon notice of withdrawal of certification that the candidate discontinues its use in all advertising matter that contains any reference to a certified status

- Continued misuse of Accreditation mark/logo eg. misleading publications, advertisement or contravention of the stipulated conditions for the use of marks/logo. Upon suspension

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or cancellation of certificate of registration, the name of the candidate shall be deleted from the PSEB's approved list of certified candidates.

- Upon request by party, the certification body shall correctly state the status of certification of a candidate as being suspended, withdrawal or reduced.

(e) Criteria for changing the scope or level of certification (if applicable)

N/A

8.4 The involvement of appropriate experts

(a) The involvement of appropriate experts: PSEB has ensured the effective involvement of the experts related to the OCCUPATIONAL HEALTH & SAFETY industry while designing the certification scheme on OHSP, these are full time expert resources working with PSEB, detailed list of experts is provided in the document section separately.

(b) The use of an appropriate structure that fairly represents the interests of all parties significantly concerned, without any interest predominating : PSEB uses an appropriate structure that fairly represents the interests of all parties significantly concerned, without any interest predominating PSEB maintains clear set of documents of management review records, minutes of the meeting records, feedback forms and other supporting documents as required throughout the life cycle of the Certification scheme, PSEB technical Committee (SMEs) who develop scheme are being maintained by operations team who regularly update the technical qualification and records of the appropriate experts (SMEs) and will be involved in scheme development.

(c) The identification and alignment of prerequisites, if applicable, with the competence requirement



The requirement set forth as pre-requisite is mainly the academic (SSC) and communicative English, apart from professional training in one of the domain of Occupational Health & Safety. The proof of above documents will be the application criteria for enrolling into OHSP certification.

(d) The identification and alignment of the assessment mechanisms with the competence requirements

There is no need of separate assessment mechanism as such, assessment mechanism will remain same as initial certification mechanism as indicated in above section 8.3.3.

8.5 The certification body shall ensure that the certification scheme is reviewed and validated on an on-going, systematic basis.

PSEB has mechanism in place to review and validate the occupational health and safety professional scheme in ongoing basis, The validation and review of OHSP certification scheme is linked to OHSAS 18001 revision process after every five years with

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the involvement of subject matter experts. This procedure is essential in order to meet up to date and current industry health and safety needs, This scheme outlines the principles of review and validation in the context of OHSP scheme.

8.6 When the certification body is not the scheme owner of a certification scheme it implements, the certification body shall ensure that the requirements contained in this Clause (Clause 8) are met.

N/A

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