



Certified Safety Specialist (CSS) Candidate Handbook

Handbook provides comprehensive information, understanding policies & procedures established by AOSH Awarding Body United Kingdom.



Preface

AOSH Awarding Body United Kingdom (AOSH UK) is pleased to present the candidate handbook for the Certified Safety Specialist (CSS). The candidate handbook was developed to guide those involved in the development of the Certified Safety Specialist Examination and to provide the public (e.g., examinees, educators, administrators) information about the examination.

AOSH UK wishes to thank all the individuals who have contributed to the creation of this candidate handbook, and a comprehensive review will be evaluated annually to reaffirm the competencies and the guidelines for examination.

AOSH UK encourages all users of this document to provide feedback which may be useful in future revisions of the blueprint. Please forward all such comments to info@aoshuk.com.

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About AOSH UK

Who We Are

AOSH Awarding Body UK Ltd. is a progressive and fast-growing autonomous certification body, our purpose is to certify practitioners in the health and safety profession. AOSH Certification Schemes are accredited by International Accredited Service (IAS) as per ISO/IEC/17024:2012 standard. AOSH Certification Schemes Certified Safety Specialist (CSS) is a pioneer in the United Kingdom and European Union. AOSH is using industry experts throughout the development and consultation processes. Our extensive knowledge in developing task analysis, assessments, accrediting and certifying qualifications means that we're the experts.

We are trusted and recognized autonomous certification body by employers, training providers and learners in the UK and across the World. We are dedicated to being the most dynamic and fresh-thinking awarding organization in the market. We believe that the right people with the right competencies deliver the right outcomes.

Our Objective:

- Meet the individual needs of your organization.
- Support you in delivering externally accredited training programs.
- Provide quality assurance.
- Keep things simple and improve your overall efficiency.
- To uphold the integrity of the assessment and certification
- To promote professionalism.
- Promote ethical practice.
- Promote equality and diversity.

Our Motto is "Passion for Safer World"



Our **vision** is - creating a safer world through safety, health, environmental certifications through an awarding organization of choice and helping learners to reach their potential.

Our **mission** is to provide flexible qualifications that:

- Help people achieve their goals in life and work
- To provide respected and valued qualifications and assessment to enable quality assured learning in the UK and Internationally

AOSH UK Code of Ethics

This code of ethics sets professional standards and ethical values, which are set and must be complied by applicants, candidates and credential holders and abide by AOSH UK requirements, standards and its governing policies at all times.

Integrity: The certified professionals shall pursue and sustain integrity, honour and prestige of the profession as well as of the AOSH UK Awarding body, by complying with these standards of work ethics.

Scope: AOSH UK certified professionals shall hold and be accountable for main principles in during the conduct of their duties and professionally advise employers, clients, employees, the public and appropriate authorities, of any danger and unacceptable risks.

Competence and Objectivity: AOSH UK certified professional must be impartial and fair and conduct his professional affairs with responsibility and integrity. Continuously maintain high standards of ethics, balanced care for the interests of the public, employers, clients, employees, colleagues and the profession itself.

AOSH UK certified professional must avoid to conduct or practice, which might likely lead to discrediting the profession, AOSH UK Awarding Body or deceiving the public in any manner.

Professionalism: AOSH UK certified professional shall pursue opportunities in services of civic affairs, working for development of the safety, health, security and other well-being of the community, by sharing their obtained knowledge and skills.

AOSH UK certified professional shall only conduct practice in his/her educational field of expertise. As well as following up their professional development by maintaining their competence through further education, work experience, professional training and keeping up to date with current affairs of the profession.

Fairness: AOSH UK certified professional shall always act as a non-bias professional of their field and with the manner regardless to individual's religion, ethnicity, gender, age, national origin, sexual orientation, or disability.

Support: AOSH UK certified professional will always support fellow professionals and AOSH UK, as the main driving force behind the progress in the professional environment. In addition, certified professional by AOSH UK - will not collude, debase or discredit the AOSH UK or the other fellow professionals.

Statement of Impartiality

AOSH UK provides an objective and balanced certification awarding services. We adhere to transparent procedures based on ISO 17024, which contains built-in checks to ensure the objectivity of certification Activities.

CSS Program Overview

Introduction to the CSS Certification Program

The purpose of certification in the occupational health and safety (OHS) field is to promote excellence and professionalism. The CSS certification program certifies individuals who have met the program pre-requisites and who demonstrate that they have acquired a minimum level of knowledge and expertise in this field by passing the examination.

The CSS credential designation represents a personal benchmark that validates knowledge, skill and practice.

Obtaining the CSS certification will set you apart from others within the OHS industry and emphasize that you are professionally committed to health and safety within the workplace.

When you see CSS after a name, you know that they have been through a rigorous process that verifies their formal education, professional practice and professional development and that they have successfully passed a competency based certification examination. They have also signed and agreed to abide

by the AOSH UK Code of Ethics and maintain ongoing continual professional development (CPD).

The certification program is not designed to determine who is qualified or who shall engage in OHS activities. The goal is to promote excellence and professionalism by documenting individual performance as measured against a predetermined level of knowledge about OHS.

AOSH UK utilizes the support of experts in examination development, psychometrics, and examination delivery to support the development of the CSS certification and examination. This cooperative effort by the AOSH UK, its consultants, and practising OHS professionals has resulted in defining the body of knowledge significant to the practice of OHS.

Objectives of Certification

The objectives of the certification program for OHS professionals are to:

- Promote professional standards and improve the practice of OHS;
- Provide recognition to those professionals who demonstrate an acquired body of knowledge and expertise in the field through successful completion of the application, interview and examination process;
- Identify for employers, the public and members of allied professions, individuals with acceptable knowledge of the principles and practice of OHS; and
- Foster continuing competence and maintain the professional standard in OHS through a mandatory continuing professional development (CPD) program.

CSS Certification

To become CSS certified, candidates must pass computer-based testing (CBT). Once approved by AOSH UK, certified professionals are entitled to use the credential CSS after their name. The certification is valid for five years from the date of approval. The certification is renewed annually by completing the Declaration of Continuing Practice and by paying an annual fee and every five

years by submitting documented proof of continuing professional development (CPD).

Each successful candidate receives a certificate that is suitable for framing and a CSS pin.

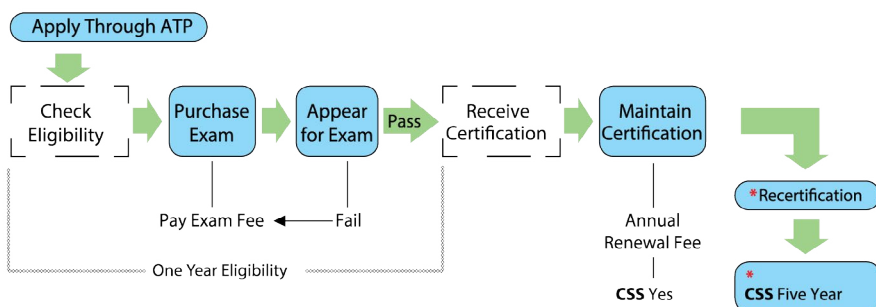
Eligibility Criteria:

Applicants for CSS certification must meet one of the following two options:

Option 1: Accredited master/bachelor degree in any subject and at least three years of professional safety experience in any industry where safety is at least 50%, preventative, professional level with breadth and depth of health and safety duties.

Option 2: Associate diploma in HSE or closely related field and at least four years of professional safety experience in any industry where safety is at least 50%, preventative, professional level with breadth and depth of health and safety duties.

Certification Process



Steps of Certification Process

Step 1 – Application: The first stage consists of submitting an application through ATP. The application form is obtained from AOSH UK website or ATP. Each applicant submits required documents and AOSH UK will randomly select applications for audit. If selected for audit, ATP must submit all supporting documentation.

Step 2 – Check Eligibility: Applications are reviewed by AOSH UK and evaluate the material presented by an applicant i.e.

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Option 2: Associate diploma in HSE or closely related field and at least four years of professional safety experience in any industry where safety is at least 50%, preventative, professional level with breadth and depth of health and safety duties.

Step 3 - Purchase Exam: Once application approved, ATP will purchase the exam and set examination date.

Step 4 – Appear for Exam: AOSH UK has a number of ATP located across the world. Examinations are delivered via computer-based test at ATP. Candidates must successfully pass the exam in order to be CSS Certified.

Step 5 – Pay Annual Renewal Fee : AOSH UK will award CSS certification who passes the exam. There is an annual renewal fee who earn the CSS credential.

Step 6 – CSS Recertification Requirements: CSS Certified must maintain CPD by compiling 25 Re-certification points every five years. Another way to earn all the required points is to retake and pass the examination for Re-certification.

About the CSS Examination

The examination consists of 200 multiple choice questions by computer-delivered examination and 5 hours to complete the examination. The examination will be in two formats case-based or independent questions

The multiple-choice questions are presented in one of two formats, case-based (a set of questions associated with a brief scenario) and independent questions (stand-alone examination questions that contain the information necessary for responding).

CSS Examination candidates have access to a practice exam on the AOSH UK website. Access is granted once you submit your application and pay the application fee.

Candidates should thoroughly review the Blueprint for Certified Safety Specialist.

The Examination Committee is responsible for determining the AOSH UK Certification content and the examination specifications, maintaining examination questions and setting the passing score.

Preparing for the CSS Examination

Self-Study Reference Material

The following references have been identified by the AOSH UK as suggested reading by candidates preparing to write the certification examination. Texts must be ordered directly from the publisher. Texts are subject to revisions or may be withdrawn at the discretion of the publisher without prior notice.

Recommended Reference List

Principles of health and safety at work: 8th edition	by Allan St John Holt and edited by Jim Allen
Health and safety: risk management	by Dr Tony Boyle
Fundamentals of Industrial Hygiene	Plog, Barbara A, and Patricia J. Quinlan, National Safety Council, 5th Edition, 2002.
Fundamentals of Management	Griffin, Ricky W., Cengage Learning, 7th Edition, 2013.
Fundamentals of Occupational Safety and Health	Friend, Mark A. and James P. Kohn 4th Edition, 2007.
Fire Protection Handbook	Volume 1 and 2, NFPA, 20th Edition, 2008.
NFPA 20: Standard for the Installation of Stationary Pumps for Fire Protection	National Fire Protection Association, 2010 Edition.
Fundamentals of Industrial Hygiene	6th Edition, National Safety Council
The Safety Professionals Handbook: Management Applications	Haight, Joel M., Editor, ASSE, 2nd Edition, 2012.
Flammable and Combustible Liquids Code Handbook	Benedetti, Robert P. , National Fire Protection Association, 6th Edition, 1997.
Ergonomics in action: a practical guide for the workplace	by Céline McKeown
Be the best: how to become a world class health and safety professional	by Richard Byrne

Supporting health at work: international perspectives on occupational health services	by Peter Westerholm and David Walters
Disasters: learning the lessons for a safer world	by David Eves
AOSH UK code of ethics	By Aosh UK

Preparatory Courses & Study Groups

ATP offer study courses and materials to assist candidates when preparing for the CSS examination. Because candidates for CSS examination often ask where to locate these providers, AOSH UK maintains an online list of preparatory course providers for information only.

AOSH UK has no involvement in the development, content, or distribution of any materials associated with preparing for the CSS examination or evaluating readiness.

Candidates may contact with any ATP directly about materials, course schedules, fees, or matters related to satisfaction with their services.

Developing an Examination Strategy

Candidates who want to sit in CSS Examination must have thorough knowledge of all the nine domains (Law and Ethics, Ergonomics and Hygiene, Safety Fundamentals, Management Systems, Fire and Emergency Management, Risk Management, Communication & Training, Audit & Inspection, Environmental Management System, mathematics & advance science). It takes time to adequately prepare for an examination. There are no shortcuts. While study tips and examination writing tips can help you prepare, there is no replacement for taking the time to build a solid base of knowledge.

Scheduling Study Time

Develop a methodical approach to studying each domain. This can be accomplished by organizing your study time. Candidates report they spend between 60 and 200 hours on average preparing for the CSS exam.

Review Sample Examination Questions

There are some sample questions provided in this handbook that will give you an indication of the style of questions that will be asked, the type of thinking required and the degree of difference between incorrect and correct answers. Answers to the questions along with the rationale are also provided.

Control Examination Anxiety

Part of controlling anxiety involves being prepared for what to expect. Here are some tips:

Prior to the examination:

- Know your material. Spend adequate time studying for the CSS exam.
- Ensure you get enough sleep, good nutrition, exercise, personal downtime, etc. Think positively.

On the day of the examination

- Allow yourself plenty of extra time to arrive at ATP (testing center) so you have adequate time to park, register, etc.
- Dress comfortably – you will be seated for 5 hours.

During the examination

- Relax. Practice relaxation techniques such as deep breathing.
- Do not focus on any anxiety you may be experiencing.
- Do not expect to know all the answers. It is unlikely that a candidate will answer all questions correctly. Use your reasoning ability to analyze the question and identify the best possible answer.

Approval Process to Write the CSS Exam

Once application is approved through ATP, the candidate will receive an examination authorization letter from AOSH UK with one-year validity. This letter will contain candidate identification number that will be required to book for examination.

Candidate must sit for examination before the expiration date of the authorized letter. If Candidate does not schedule an exam authorization letter will be cancelled or candidate applies extension of authorization for one year by paying additional charges.

Examination Registration Process**Appointment Scheduling**

ATP is responsible for scheduling and keeping an examination appointment with AOSH UK. There are two options for scheduling your examination:

Online:

ATP may schedule, pay for and change examination appointment over the Internet. Candidate ID and authorization letter are required to schedule and change the appointment.

Phone:

To schedule the examination appointment, ATP may also contact a call center at +44 161 432 4499

Candidate ID and authorization letter are required to schedule and change the appointment.

Candidates should arrive at the writing location no later than 30 minutes prior to the scheduled start time. Unscheduled or late candidates will not be admitted.

The AOSH UK strongly recommends that candidates do not schedule appointments immediately after the examination.

Rules for Appointment

To change an existing examination appointment, you must follow strict rules. If you fail to follow these rules, you forfeit your Exam Authorization.

You may change your appointment only if there are one (1) or more full business days before your existing appointment date. Appointments being rescheduled are subject to availability at ATP centers.

You cannot reschedule your appointment to a date on or beyond your Authorization Expiration date.

If the candidate needs an examination extension, may apply for a one-year with additional fees.

Missed Examinations

If you fail to keep your scheduled examination appointment if you arrive more than 30 minutes beyond the starting time of your scheduled appointment, or if you fail to present acceptable identification when you arrive for your scheduled appointment, you may be refused admission, and you may forfeit your examination writing. To sit for the examination after having been refused admission, you must register and pay for another CSS exam fee.

Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of the examination, ATP test center personnel will determine whether circumstances warrant the cancellation of the CSS exam. The examination will usually not be cancelled if ATP test center personnel can open the test center.

Admission to the Examination Testing Area

Plan to arrive early for your appointment. If you are 30 or more minutes late for your appointment, you may not be able to write your examination and you may forfeit your examination writing.

Identification Requirements

The examination candidate is required to present original (no photocopies) & valid ID i.e. passport/national identity card etc.

If you are not a citizen of the country in which you are testing, the only acceptable identification document is your valid, unexpired passport.

If you fail to bring the appropriate identification and/or examination authorization letter, you will forfeit your examination writing.

Personal Belongings

All candidates will be required to leave their personal belongings outside the testing area. While the testing Centre will make available to you a secure area to store your belongings, the AOSH UK assumes no responsibility for lost, stolen, broken or misplaced personal property and candidates should plan appropriately.

Before entering the testing area, an unobtrusive visual inspection of personal items will be conducted by the examination proctors.

As you sign in, the testing Centre staff provides you with materials for working out calculations by hand.

Prohibited items include:

- Mechanical or electronic devices including but not limited to computers, cellular phones, smart phones, personal digital assistants, pagers, calculators, wireless email and reading devices, electronic paging devices, recording or filming devices, cameras, tape recorders, headphones, headsets, mp3 players and radios.
- All forms of outerwear, including but not limited to hats, scarves, gloves, jackets, coats.
- All forms of luggage, including but not limited to book bags, backpacks, handbags, purses, suitcases and briefcases
- Writing and marking supplies, including but not limited to pens, pencils, erasers, post-it notes, note paper
- Props such as copyholders or clipboards
- Food and beverage
- Weapons of any kind, including but not limited to sharp objects, firearms, explosive devices, razor blades, box cutters and knives
- Hats or headwear of any kind unless provision has been made for specific religious apparel.

Objects worn, or brought into the testing area, because of the candidates sincerely held a personal religious belief, practice or observance will be permitted, subject to prior notification and authorization by the AOSH UK.

You may access stored medicine or food or drinks outside the secure testing room. You may not access other personal belongings until you complete your examination.

Test Misconduct

Candidates observed doing any of the following, or engaging in similar, dishonest practices during the exam will be considered to have engaged in test misconduct and both their application and exam administration may be dismissed. Candidates engaged in test misconduct may be disqualified from sitting any future AOSH UK exams.

Such test misconduct includes, but is not limited to, the following:

- Disclosing CSS questions and/or any CSS subject matter.
- Aiding or abetting anyone in a cheating offence.
- Speaking or communicating with other candidates about specific CSS content or questions before, during, or after the examination administration.
- Improperly obtaining through theft, bribery, collusion, or otherwise any test form prior to the date and time of the test's administration.
- Falsifying your identity or impersonating another candidate.
- Using any books, memoranda, calculators, audio or visual players or electronic devices including electronic watches, organizers, Smartphones, iPads, pagers or other cell phones, or other memory aid devices or communication devices other than those authorized by the AOSH UK.
- Looking at another candidate's responses.
- Copying another candidate's responses.
- Removing or attempting to remove CSS material electronically or otherwise from a test centre.

Prior to the CSS Examination launching, candidates must agree to a non-disclosure agreement. It states:

I understand that the AOSH UK has expended a considerable amount of time, effort and expense in the development of the CSS exam that I am about to challenge. I further understand that the validity and integrity of the CSS exam depends on the questions remaining undisclosed to other potential certification

candidates. I hereby agree that I will not disclose any information concerning the content of this AOSH UK exam.

If you do not agree to the non-disclosure agreement, the examination will not launch, and your examination appointment will end.

Where proctors/invigilators have issued an incident report on a candidate engaging in test misconduct, the candidate affected may have their score voided.

Failure to abide by these rules and regulations may be determined as test misconduct. The AOSH UK will investigate any report of test misconduct or suspected test misconduct. Affected candidates will be contacted to provide their response to the report. The investigation will include an assessment of the appropriate penalty. After the investigation, the Committee will review the information, make a finding and decide on a penalty.

Taking your Examination

The on-site proctor at ATP Test Centre will familiarize you with the computer-based examination process. When the examination is first launched, you must agree to comply with AOSH UK's examination security and nondisclosure rules.

The time remaining for your examination appears on your computer screen. You may choose to hide the time clock during your examination if you find it distracting. One examination item at a time appears on the computer screen. You may select an answer for the item, skip the item, or answer the item and flag it for review. After viewing every item, you are presented with a review screen showing the item numbers and status of all items on your examination. By selecting an item on this screen, you can go directly to it and verify or change your answer selection.

If you experience any technical difficulties with the examination software or hardware during the testing event, please notify your proctor immediately so they may try to resolve the issue.

If you need to use the washroom, or when you leave your workstation for any reason, you must sign out and sign back in -- the on-site proctor will log your activity. Your examination clock continues to run during this time. You are not allowed to leave the building (or part of the building) for any reason while your examination clock is running.

The AOSH UK will endeavor to ensure that the environment for writing the

examination is acceptable. Please be aware that on occasion, candidates may be exposed to minor distractions and the temperature in the testing area may vary. Candidates who are easily distracted by noise may request earplugs or noise-cancelling headphones from the proctor.

AOSH UK examinations are closed book, except for materials provided by testing centre staff or on-screen test aids as part of the examination. Once your examination clock starts, access to any materials beyond those given to you by ATP testing centre staff is prohibited. AOSH UK invalidates examinations and pursues disciplinary charges if you access prohibited materials, have contact with anyone except testing centre staff, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at a testing centre.

The CSS exam is a proctored examination. Any incidences of test misconduct may result in the examination results being withheld or a determination of ineligibility. If it is determined at any time that you have accidentally or deliberately disclosed information relating to the CSS exam, it may result in your results being withheld, a determination of ineligibility for the designation, or if the designation has already been awarded, you may be subject to investigation by Committee which may result in suspension or termination of your certification

Security

The AOSH UK, ATP maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities.

The AOSH UK reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

Obtaining your Results

Once you complete your examination the official notification of your results will be issued to you by the AOSH UK within 6-8 weeks.

These results are issued via regular mail and will not be issued over email, by telephone, or by fax. If you do not pass, you receive instructions on how to retake the examination or when you may reapply if you have reached your last writing opportunity. If you pass, you will receive information on the necessary steps to complete the certification requirements.

If you owe any outstanding fees to the AOSH UK related to the application or examination process, your examination results may be withheld until your account is up-to-date.

Following CSS Survey

A CSS Examination Survey will be sent to you after the writing window closes. You are encouraged to complete the survey and submit your feedback.

Approximately six to eight weeks following the AOSH UK administration, you will be mailed your results. You will be provided with your overall score and your score for each of the subject areas (domains).

To assure confidentiality, no candidate test scores will be reported over the telephone, by electronic mail or by facsimile.

Passing Score Determination

Appeals

Because the performance of each question on the CSS exam included in the final score has been pretested, there is no appeal process to challenge individual exam questions, answers, or a failing score. The AOSH UK will not release or discuss individual questions with candidates. To do so would require elimination of that question from the item bank of pretested questions and deplete the number of pretested questions required to develop future versions of the CSS.

Additionally, appeals may be considered for alleged inappropriate CSS exam administration procedures or environmental testing conditions severe enough to cause a major disruption of the CSS exam process which were not satisfactorily resolved at the ATP test center.

All appeals must be submitted in writing. Eligibility appeals must be received within fifteen (15) days of the notification of your assessment results. Appeals for alleged inappropriate administration procedures or severe adverse environmental testing conditions must be received within fifteen (15) days of the release of CSS exam results.

Upon Successful Completion CSS Exam

Once approved to use the Certified Safety Specialist and acronym CSS, you are encouraged to use the credential on correspondence, business cards and all forms of address. Certification is for individuals only. The CSS credential may not be used to imply that an organization is certified.

If Your CSS Exam Is Unsuccessful

If CSS exam is unsuccessful, candidate can re-sit through ATP for unlimited during the eligibility time period.

Achieving CSS Certification

Benefits of Obtaining the CSS Certification

Wall Certificate. When you achieve the CSS certification, AOSH UK issues a wall certificate suitable for framing. Should you lose or damage your wall certificate, AOSH UK will replace it for you.

AOSH UK Directories. AOSH UK publishes directories of individuals who currently hold the CSS certification. An abbreviated format, containing names, cities, and states, appears on the AOSH UK website and allows viewers to confirm if a person currently holds a CSS certification.

Maintaining Your Certification

In order to retain your certification, you must:

- Inform AOSH when your mail or email address changes
- Pay your annual fee
- Complete Recertification requirements

Changing Your Name: If you change your name through marriage or other court proceedings, you may request a name change by contacting info@aoshuk.com additionally, you must provide a copy of the court record or marriage certificate in order to register the change.

Paying Your Annual Renewal Fee: The authority to use the CSS title is valid for

one year. It must be renewed annually. You will receive a prorated fee for the remainder of the year in which you pass the examination. Each following year, AOSH UK will send you a notice when your annual renewal fee is due. AOSH UK gives you several options for paying the fee online via a credit card or by phone. After receiving your payment, AOSH UK will post your instant wallet card and email you a receipt.

Reinstatement: If you fail to pay your annual renewal fee on time or fail to achieve the required recertification points every five years, AOSH UK will send you a notice that your credential has been invalidated and you no longer hold the CSS.

Recertification

CSS certified required to maintain certification by fulfilling the requirements of the Certification Maintenance Program (CMP). The CSS Certification are valid for five years. To maintain his/her certification, the applicant must demonstrate every year that he/she is still performing tasks that are related to the certification.

CSS professionals should engage in appropriate continual professional development activities to maintain the necessary knowledge to perform their tasks with competence. Depending of the certification applicable, these activities include education, work experience, auditor training, audit experience, implementation and/or consulting experience.

This may be achieved through means such as additional work experience, training, private study, coaching, attendance at meetings, seminars and conferences or other relevant activities.

When to submit CPD logs: Every year, starting from their initial certificate issuance date, CSS certified professionals will need to provide with the number of hours of CPD related tasks they have performed with the contact details of individuals who can validate these tasks, as well as paying their annual certification maintenance fees.

Blueprint for CSS

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Aosh Awarding Body United Kingdom

Address: First floor 1089 stockport road

M19 2RE, Manchester United Kingdom

Tel: +44 161 432 4499

E-mail: info@aoshuk.com

www.aoshuk.com

Competency Weightings Summary Chart

These weightings were used to establish the relative emphasis the competencies will receive on the examination. The competencies have been weighted using the importance and frequency ratings obtained in the competency validation study.

Sr. No.	Competency Categories	Questions Percentage
1	Law and ethics	6%
2	Ergonomics and hygiene	9%
3	Safety fundamentals	20%
4	Management systems	20%
5	Fire and emergency management	8.5%
6	Risk management	8.5%
7	Communication & training - 8	8%
8	Audit and inspection	7%
9	Environmental management system	7%
10	Mathematics & advance science	6%

CSS Exam Development Guidelines

Examination Length and format	200 operational multiple-choice questions. Five (5) hours will be allocated for the completion of the examination
Question Presentation	Independent questions 70-90% Case-based questions 10-30%

Glossary

Case-based questions: A set of questions associated with a brief scenario.

Competencies: The behaviour statements which reflect the combined knowledge, abilities, skills, attitudes, and judgment expected of an entry-level registered safety professional.

Independent items: Stand-alone objective examination items which contain the information necessary for responding.

Operational questions: Questions appearing on the examination that has been pre-tested and that is suitable for the examination. The answer to these questions counts in the candidate's score.

CSS Exam Competency Profile

Domain 1
Law and Ethics – 6%

Knowledge of:

1. Health & Safety legislation (precaution, penalties, international, national, industry & trade)
2. Privacy protection (property liability, product liability, privacy law, trade secrets etc.)
3. Duties at the workplace (managers, supervisors, safety committee etc.)

4. AOSH code of ethics
5. Legal issues (common law, compensation law, due diligence, general duty clause, civil & criminal law etc.)
6. Consequences of professional error and oversights
7. Relationship between labour and management

Skill to:

1. Interpret laws, regulations, and consensus codes and standards
2. Apply concepts of AOSH UK Code of Ethics

Domain 2
Ergonomics and Hygiene – 9%

Knowledge of:

1. Role of an occupational hygienist & human factors
2. Occupational illness & disease (cancer, asthma, dermatitis,
3. Route of the entry (inhalation, absorption, ingestion, injection)
4. Hazards & control of associated with gases
5. Physical & biological hazards & control (noise, ionizing & non-ionizing, vibration, stress, mold, influenza, viruses etc.)
6. Ventilation & indoor air quality
7. Symptoms of musculoskeletal injuries and ergonomics (biomedical, physiological, anatomical etc.)
8. Ergonomics assessment tools (surveys, checklists, direct observation, interview etc.)
9. Basics epidemiology and toxicology (mutagens, teratogens etc. LD50)
10. Measurement, monitoring and control

11. The fundamentals of epidemiology
12. Occupational exposure limits

Skill in:

1. Applying principles and concepts of toxicology (dose-response, acute/ chronic, latency, routes of entry)
2. Applying principles and concepts of epidemiology (study design, measures of disease, and statistics)
3. Assessing information source credibility
4. Communicating with affected parties

Domain 3
Safety Fundamentals – 20%

Knowledge of:

1. Fundamentals of safe use, material handling & storage, disposal, risk associated with chemicals, explosive and radioactive material etc. (WHMIS/GHS)
2. Mobile equipment and vehicles safety (crane, forklifts, truck, vans, fleet safety etc.)
3. Hazard & controls with automated systems, equipment and process (robotics, remote starts, computer controlled etc.)
4. Common work place hazard (electrical, falls, confined space, lockout/ tag out, excavation, hot work, cold & heat stress, caught in & between, struck by,
5. Work tools safety (hand tools, ladders, grinder etc.)
6. Physical, chemical & biological hazard & control
7. Process safety management (pressure relief system, management of change etc.)

8. Personal protective equipment
9. Human performance
10. Transportation safety principles
11. Hazardous materials management
12. Material handling
13. Common worksites issue (contractor, seasonal employee etc.)
14. Safeguarding machinery (point of operation, interlocks etc.)
15. Importance of safety (design, procurement etc.)
16. Hierarchy of control & engineering control

Skill to:

1. Calibrate, use, and maintain data logging, monitoring, and measurement equipment
2. Identify relevant labels, signs, and warnings
3. Interpret plans, specifications, technical drawings, and process flow diagrams
4. Selection and use of appropriate sampling methods (analysis, strengths limitations)
5. Ventilation measurements
6. Noise and vibration measurements
7. Radiation measurements
8. Thermal stress measurements
9. Comparing air sampling and measurement data to recognized criteria
10. Troubleshooting control technology
11. Reading and interpreting design drawings and specifications

Domain 4
Management Systems – 20%

Knowledge of:

1. The key element of the management system (plan, do, check, act)
2. How to develop, implement, evaluate etc. OHSAS 18001/ISO 45001, ISO 9001, EMS 14001
3. Health and safety culture & consultation (benefits, barrier, improvement, measured etc.)
4. Integration of health and safety into organizational structure, culture & design etc.
5. System safety analysis techniques (like failure modes and effect analysis, fault tree analysis)
6. Elements of business continuity & contingency plans
7. Management function & understanding of quality management
8. How to measure, analyze, improve organizational culture,
9. What is benchmark & performance and how to measure
10. Problem-solving process and conflict of management
11. Leadership style / leadership technique, change of management & motivation models
12. Adult learning principles and Training need analysis
13. Project management concept and technique
14. Budgeting, finance, and economic analysis techniques and principles
15. Work place violence & harassment management (recognition & prevention)

Skill to:

1. Analyze and/or interpret sampling data (e.g., exposure, release concentrations)
2. Apply management principles of authority, responsibility, and accountability
3. Compare management systems with benchmarks
4. Conduct root cause analyses
5. Develop and implement environmental, safety, and health management systems
6. Evaluate and analyze survey data
7. Perform gap analyses
8. Demonstrate business need via financial calculations (e.g., ROI, engineering economy, financial engineering)

Domain 5**Fire and Emergency Management – 8.5%****Knowledge of:**

1. Roles and functions of standard-setting bodies (local & international)
2. Fire chemistry, fire explosion hazards (electrical, mechanical, structural, hot work etc.)
3. Fire safety programs & prevention system
4. Fire detection system, devices and fire control systems & devices
5. Emergency/disaster/crises response planning (chemical spills, terrorist attacks, natural disaster etc.)
6. Fire suppression system
7. Incident management and behaviour

8. Emergency preparedness & response planning

Skill to:

1. Calibrate, use, and maintain data logging, monitoring, and measurement equipment
2. Identify relevant labels, signs, and warnings
3. Interpret plans, specifications, technical drawings, and process flow diagrams
4. Calculate required containment volumes and hazardous materials storage requirements
5. Calculate statistics from data sources
6. Supporting emergency services and systems
7. Supporting jobsite personnel in an emergency
8. Communicating in speech and writing

Domain 6**Risk Management – 8.5%****Knowledge of:**

1. Risk management principles
2. Risk assessment process & prioritization
3. Risk control process or techniques
4. Hierarchy of control
5. Management process & safety system
6. Hazard communication (SDS/GHS)
7. Behaviour modification technique
8. Incident command system

9. Project management
10. Safety programs

Skill to:

1. Apply risk-based decision-making tools for prioritizing risk management options
2. Calculate metrics for organizational risk
3. Conduct job safety analyses and task analyses
4. Explain risk management options and concepts to decision makers, stakeholders, and the public
5. Prioritizing program needs
6. Identifying appropriate target audiences
7. Identifying appropriate program performance measurements
8. Communicating risk to affected parties

Domain 7
Communication & Training – 8%

Knowledge of:

1. Adult learning method & technique and interpersonal communication
2. Training needs analysis, data collection,
3. Assessing training competency
4. Presentation tools & method of facilitating
5. Effecting training program & multidisciplinary teamwork
6. Mentoring, behaviour & performance
7. Negotiation & interpersonal skills

8. Conflict resolution

Skill to:

1. Perform training needs assessments
2. Develop training programs (e.g., presentation skills, tools)
3. Conduct training
4. Assess training competency
5. Develop training assessment instruments (e.g., written tests, skill assessments) to assess training competency

Domain 8
Audit and Inspection – 7%

Knowledge of:

1. Audit principles & techniques
2. Audit evaluation management system
3. Role of auditor
4. Audit requirement for management system
5. Audit types (internal, external & third party)
6. Audit process and data collection techniques
7. How to develop action plan from audit report

Skill in:

1. Identifying existing and foreseeable at-risk conditions and behaviors
2. Recognizing imminent danger
3. Using basic testing and monitoring equipment

4. Documenting observations and measurements, (e.g., note taking, photography, taking measurements)
5. Communicating in speech and writing 6. Applying health and safety standards, codes, and best practices
6. Program auditing

Domain 9
Environmental Management System – 7%

Knowledge of:

1. Environmental hazards
2. Environmental protection & prevention methods
3. Hazardous waste storage & disposal
4. Engineering control (above & underground storage tanks, ventilation, land pollution & water pollution, air pollution, segregation & separation,
5. Administrative control (sustainability, EMS system, housekeeping, warning etc.)

Skill in:

1. Extracting critical information from literature, standards, guidelines and other resources
2. Prioritizing hazards for evaluation
3. Anticipating exposure scenarios
4. Recognizing known potential hazards
5. Inventorying hazards
6. Surveying tasks, operations, and sites
7. Communicating with affected parties
8. Exposure reconstruction & forensic investigation

Domain 10
Mathematics & Advance Science – 6%

Knowledge of:

1. Performance metrics & indicator
2. Structural, physical & mechanical calculation
3. Financial & statistics calculation
4. Engineering & administrative control calculation
5. Core concepts in chemistry (organic, radiation and general chemistry)
6. Microbiology (e.g., nanotechnology, waterborne pathogens, and bloodborne pathogens)

Skill in:

1. Calculate statistics from data sources
2. Calculate required containment volumes and hazardous materials storage requirements



aosh Awarding Body
UNITED KINGDOM

First floor 1089 Stockport Road,
M19 2RE, Manchester United Kingdom,
Tel: +44 161 432 4499
info@aoshuk.com - www.aoshuk.com