



Certified Safety Specialist (CSS) **Examination Information**

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



PASSION FOR SAFER WORLD

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) or independent questions (stand-alone examination questions that contain the information necessary for responding).

CSS Examination candidates have access to a practice examination 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 Texts are subject to revisions or may be withdrawn at the discretion of the publisher without prior notice.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

Examination Registration Process

Appointment Scheduling

ATP is responsible for scheduling and keeping 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 is required to schedule and change the appointment.

Phone:

To schedule examination appointment, ATP may also contact a call center at

+44 203 290 3124

Candidate ID and authorization letter is 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 candidate need 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 photo copies) & 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.

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 courses or 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.

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 down time, 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, 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 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.

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 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.



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