PEEB Certified Safety Specialist (CSS)

Candidate Handbook-V01:2025

This Candidate Handbook provides comprehensive information, understanding of policies & procedures related to certification eligibility, test development and administration, professional conduct, and disciplinary measures, maintaining certification, and security procedures established by PEEB.

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CHAPTER – 1

1 INTRODUCTION

1.1 About PEEB

1.1.1 Who We Are?

The Professional Excellence Evaluation Board (PEEB) is the premier global accredited personnel certification body as per ISO 17024:2012 from International Accreditation Services (IAS). PEEB accreditation demonstrates that all certifications meet the global standards. PEEB provides certification schemes in diverse professions and industries, not limited to Quality, Health & Safety, Food, Environment, Energy, Six Sigma, Fire, Calibration, Lifting and Rigging etc. PEEB's rigorous, effective, and reliable e-certification process elevates the expectations of professionals in their fields and allows them to demonstrate their commitment and ability to work at the highest level.

PEEB uses Subject Matter Expert (SME) throughout the development and evaluation processes. Our extensive knowledge in developing task analysis, assessments, and certifications distinguishes us in the competitive environment.

We are highly committed and accepted as an autonomous certification board by employers and learners in the market. We are dedicated to being the most dynamic and fresh-thinking organisation in the market. We believe that the right professional with the right competencies delivers the right outcomes.

PEEB recognises the importance of impartiality in carrying out its certification activities, so all the staff and/or stakeholders manage conflicts of interest and ensure the objectivity of all certification activities. PEEB will not discriminate based on race, creed, ethnic origin, religion, age, disability, political affiliation, gender, sexual orientation, marital, parental, military, or any other legally protected status.

1.1.2 Our Objective

1. Our objective is to keep things simple for individuals and advance their knowledge, skills, and careers, for the meet-up of individuals, organizational requirements, and customer services.
2. To encourage professionalism, equality, and diversity and urge ethical practice.
3. To sustain the integrity of assessments and certification by providing quality assurance.
4. Provide comprehensive services that demonstrate the benefits for individuals and inspire them as a whole society.

1.1.3 Our Motto is “Passion for Excellence”

Vision

To build a global platform for professionals to pursue excellence through personnel certifications.

Mission

To inspire and develop leaders in their professions through globally recognized personnel certifications and support the society.

Values

Dedication to Superiority: We ensure the highest level of excellence in all outputs with the aim of becoming "Global Leaders" Our slogan is **"Passion for Excellence".**

Veracity: We ensure that all exchanges with clients and along with the staff are based on honesty and mutual self-esteem with the aim of supporting 'integrity over the board'.

Sustainability: Our belief is in the long-term sustainability of both the organisation and clients thereby "boosting self-sufficiency all through continuous enrichments in our services"

Accountability: We deliver our promises to ourselves and our customers.

Modernization / Innovation: We believe in learning, modifying, and expanding thereby "reacting positively to change".

Professionalism and Excellence: Dedication to be the best and to provide the best for our members.

Transparency: Effective and clear communication about all our business.

1.1.4 PEEB Code of Conduct

This code of conduct sets professional standards and ethical values, which are set and must be complied with by applicants, candidates and credential holders and abide by PEEB obligations, standards, and its governing policies always.

Integrity:

The certified professionals shall pursue and maintain integrity, dignity, and distinction of the profession as well as of the PEEB by complying with these standards of work ethics.

Scope:

PEEB evaluated/certified professionals shall hold and be accountable for fundamental standards during the conduct of their duties and professionally advise employers, clients, employees, the public and appropriate authorities, of any danger and intolerable risks.

Professionalism:

PEEB-evaluated and certified professional candidates shall only conduct practice in his/her educational field of expertise and knowledge. As well as following up their professional development by maintaining their proficiency through further knowledge, work experience, professional skills, and keeping up to date with current affairs of the profession.

PEEB certified professionals shall pursue opportunities in services of civic, and business affairs, working for improvement of the quality check, health and safety, system security, management proficiencies, and other well-being of the community, by sharing their acquired knowledge and professional skills and experiences.

Fairness:
PEEB-certified professionals shall always act as non-biased professionals in their field and in a manner regardless of an individual's religion, ethnicity, gender, age, national origin, sexual orientation, or disability.

Support:
PEEB-certified professionals will always support fellow professionals and PEEB is the main operating power behind the development of the professional environment. In addition, certified professionals by PEEB - will not conspire, embarrass, or discredit PEEB or the other colleagues.

1.1.5 Statement of Confidentiality

PEEB-certified professionals must be unbiased and fair-minded and conduct his/her professional affairs with responsibility and integrity. Continuously maintain exact standards of ethics, and balanced care for the concerns of the public, employers, clients, employees, colleagues, and the profession itself.

PEEB-certified professionals must avoid conducting or practicing, which might lead to discrediting the professions, or PEEB board or misleading the public in any manner.

1.1.6 Statement of Impartiality

Professional Excellence Evaluation Board - PEEB provides objective and balanced professional certification awarding services. We stick to transparent procedures based on certification schemes, which comprise built-in checks to ensure the objectivity of certification activities.

CHAPTER – 2

2 Certified Safety Specialist (CSS) CERTIFICATION SCHEME

2.1 Certified Safety Specialist (CSS) Program Overview

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 prerequisites and who demonstrate that they have acquired a minimum level of knowledge and expertise in this field by passing the examination.

PEEB 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 PEEB, its consultants, and practicing OHS professionals has resulted in defining the body of knowledge significant to the practice of OHS.

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.

2.2 Objectives of Certification

The objectives of the certification program for OH&S MS professionals are to:

1. Professional standards and improve the practice of OHS.
2. 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.
3. Foster continuing competence and maintain the professional standard in OHS through a mandatory continuing professional development (CPD) program.

2.3 Certified Safety Specialist (CSS) Certification Scope

CSS Certifications scope provides valued knowledge and recognition that the candidate has experience within a specific industry.

When you see Certified Safety Specialists (CSS) after a name, you know that they have been through a rigorous process that confirms their recognised schooling, professional practice, and professional development and that they have successfully passed a competency-based certification assessment/evaluation. They have also signed and agreed to abide by the PEEB Code of Ethics and maintain ongoing continual professional development (CPD).

Certified Safety Specialists (CSS) predominantly work in the private sector, which may include roles as government contractors. Those in the public sector might work with the military or various federal, state, or local agencies. CSS professionals are employed across a broad range of industries, such as oil and gas exploration, refining, manufacturing, construction, healthcare, and insurance. Their responsibilities often include managing safety programs, occupational health, ergonomics, emergency preparedness, fire safety, and security. Additionally, CSS professionals may oversee environmental health systems and manage safety programs covering large workforces of up to 1,000 or more employees.

2.4 Eligibility Criteria

Applicants for Certified Safety Specialist (CSS) certification must meet one of the following three options:

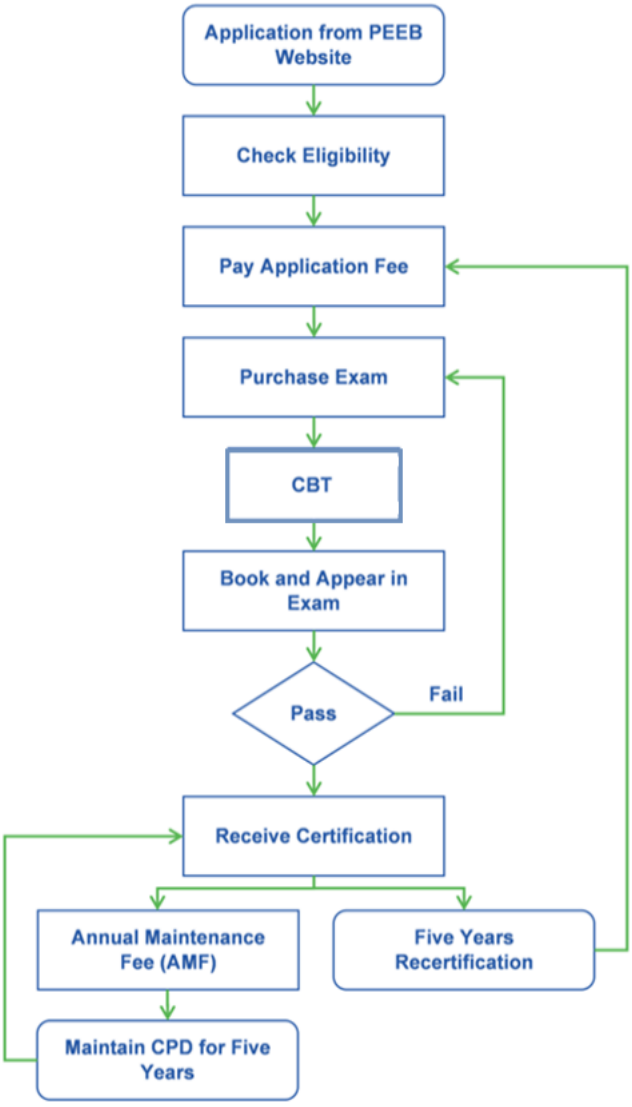
Exam	Education	Professional Experience
Certified Safety Specialist (CSS)	Master/bachelor's degree in any subject or (International equivalent)	Two years of professional safety experience in any industry where safety is at least 50%, preventative, professional level with breadth and depth of health and safety duties
	Associate Diploma in HSE or closely related field	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
	Associate Diploma or GCSE Level Certificate	Five 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

CHAPTER - 3

3 APPLICATION AND EXAMINATION PROCEDURE

3.1 Certification & Application Process

PEEB offers a very clear and easy procedure for the PEEB certification. Candidate Can go towards the PEEB Certification by following these application and examination steps.



3.2 Certification Steps

Step 1 – Pick A certification

The first stage is to select a certification from the PEEB website according to the eligibility.

Step 2 – Check Eligibility

The second step is to check the certification criteria through the PEEB official website. Applicants for PEEB certification must meet one of the following three options given in Chapter 2.

Step 3 – Pay and Submit Application

Fill up the signup form, pay the application fee and then submit the remaining application at the PEEB online portal. Applications are reviewed by PEEB management and evaluate the material presented by an applicant i.e., Applicants for PEEB certification must meet one of the following three options given in chapter 2. Applicants will receive a notification about their application status within 3 business days of receiving your application.

Step 4 – Purchase Exams
Once the application is approved, the applicant will purchase the exam set and the Applicants must have to sit an examination within one year of validity.

Step 5 – Select Exam
PEEB Exams is a computer-based test CBT.

Step 6 – Book and Appear in Exam
Once the exam is purchased, the Candidate can take the exam anytime by visiting the Exam link provided through email.

Step 7 – Pass the Examination
Once the Candidate passes the PEEB certification exam he qualifies for the certification. PEEB will award certification who pass the certification exams.

Step 8 – Pay Annual Renewal Fee
There is an annual renewal fee who earn the PEEB credential. Candidate must have to maintain and submit the CPD points yearly.

3.3 Recertification

PEEB certified must maintain CPD by compiling 25 Re-certification points every year. Another way to earn all the required points is to retake and pass the examination for Re-certification.

3.4 Application Fees for Examination and Certification

PEEB offers direct exams, where a candidate can sit for the exam without attending the training course. The applicable prices are as follows:

- Application Fee: £75
- Certification Exam Fee: £250
- Re-sit Examination Fee: £99
- Annual Maintenance Fee (AMF): £99

The application fee for certification is £75 and will be valid for one year, applicants can schedule certification exams within one year. PEEB waved off the first year of the Annual Maintenance Fee (AMF) from all certification holders.

Note: If your application is not approved or you're not eligible we will contact you. The application's £75 processing fee is not refundable.

3.5 Examination Approval Process

Once the application is approved by PEEB the candidate will receive a confirmation email of approval from PEEB.

A candidate must sit for the examination within one year of receiving approval. If the candidate fails to take an exam within this one-year period, they must undergo the entire application approval process again, including the application fee, unless there are exceptional circumstances.

3.6 Appointment Scheduling

PEEB is responsible for the Online examination.

3.6.1 Online

Once the exam is purchased, the Candidate can take the exam anytime within the time period by visiting the My PEEB portal. Once the exam is booked and started, they must complete it in one sitting.

3.7 Identification Requirements

The examination candidate is required to present an 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 sitting for the exam, the only acceptable identification document is your valid, unexpired passport.

Failure to present the proper identification will result in the forfeiture of your examination.

CHAPTER - 4

4 MANDATORY RULES & REGULATION

4.1 Rules for Scheduling/Appointment for Examination

As this is a computer-based test (CBT), candidates are provided with a one-year window from the date of application approval to take the examination at their convenience. Therefore, rescheduling of the examination is not permitted.

Candidates should ensure they select an examination date within their authorization period. If a candidate needs an extension beyond this one-year period, they may apply for an additional one-year extension, subject to an extension fee.

4.2 Missed Examinations

Once you log in and start the examination, you cannot stop, pause, or restart the exam. The examination timer will continue even if there is a loss of internet connection, so please ensure your internet connection, hardware, and camera are all functioning well before you begin. All required identification documents must be available at the start, as the examination will not proceed without successful identity verification.

To retake the examination after being denied access, you will need to re-register and pay the full certification exam fee.

4.3 Inclement Weather or Emergency

In cases of inclement weather or unforeseen emergencies on the day of the examination, PEEB will assess if circumstances warrant a rescheduling of the certification exam. The computer-based examination is generally not cancelled due to weather conditions.

4.4 Test Misconduct

Candidates engaging in any dishonest practices during the exam will be considered to have committed test misconduct. Any misconduct may result in the dismissal of both their application and examination session, as well as disqualification from future PEEB exams.

Misconduct includes, but is not limited to, the following:

- Disclosing certification questions and/or subject matter.
- Assisting or conspiring with others to cheat.
- Illegally obtaining test materials through unauthorized means.
- Falsifying your identity or impersonating another candidate.
- Using unauthorized materials or devices during the test, such as books, calculators, or electronic devices including smartwatches, smartphones, tablets, and other communication or memory aid devices.

4.5 Taking Your Examination

After the identification check is completed, the candidate will be granted access to the examination. They will have 4 hours to complete the exam, with a 15-minute break provided after 2 hours. All the details will be communicated to the candidate via email from PEEB prior to the exam date.

4.6 Security

PEEB maintains test administration and test security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. PEEB reserves the sole right to cancel or withhold any test scores if, in its opinion, there is adequate reason to question their validity.

CHAPTER - 5

5 STUDY MATERIAL & GUIDELINES

5.1 Preparation for Certification Examination

The following references have been identified by the PEEB as suggested reading by candidates preparing to conduct 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.

5.1.1 Self-Study Reference Material

Recommended reference list:

1. Holt, A. S. J., & Allen, J. (2015). Principles of health and safety at work. Routledge.
2. Standard, J. J. (2002). Chapter 9: Industrial Noise, dalam Barbara A. Plog dan Patricia J. Quinlan (editor), Fundamentals of Industrial Hygiene 5th Edition. United States of America. National Safety Council.
3. Boyle, T. (2015). Health and safety: risk management. Routledge.
4. Griffin, Ricky W. (2013). Fundamentals of Management. 7th Edition. Cengage Learning.
5. Friend, Mark A., and James P. Kohn. (2007. Fundamentals of Occupational Safety and Health. 4th Edition.
6. Cote, A. E. (2008). Fire protection handbook (Vol. 2). National Fire Protection Assoc.
7. Hurley, M. J., & Rosenbaum, E. R. (2015). Performance-based fire safety design (pp. 37-52). Boca Raton: CRC Press.
8. Holub, R. A., Doan, D., & Anderson, R. L. (2010, September). Arc flash hazards with electric fire pump installations. In 2010 Record of Conference Papers Industry Applications Society 57th Annual Petroleum and Chemical Industry Conference (PCIC) (pp. 1-5). IEEE.
9. NEPA 20. (2010), National Fire Protection Association. Standard for the Installation of Stationary Pumps for Fire Protection. 2010 Edition.
10. Quinlan, P. J., & Plog, B. A. (2012). Fundamentals of industrial hygiene.6th Edition.
11. Haight, Joel M., Editor, ASSE. (2012). The Safety Professionals Handbook: Management Applications. 2nd Edition.
12. Schram, P., Benedetti, R., & Earley, M. (2009). Electrical Installations in Hazardous Locations. Jones & Bartlett Learning.
13. Niu, S. (2010). Ergonomics and occupational safety and health: An ILO perspective. Applied ergonomics, 41(6), 744-753.
14. Byrne, R. (2011). Building Bridges: A Forward-Looking Career in Law and Commerce. Maryland Carey Law, 2011(1), 7.
15. Walters, D., & Nichols, T. (2009). Workplace health and safety: international perspectives on worker representation. Springer.
16. David, Eves. Disasters: Learning the lessons for a safer world.
17. PEEB Code of Ethics

5.2 Tips and 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 exam.

5.3 Examination Questions

Some sample questions will be provided once the application is accepted which 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.

Once you have failed the exam and are willing to resit the questions will be different.

5.4 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 certification 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 log in to the portal,
- Make sure to check the internet connection before the exam time
- Make sure the camera is working and is ready for the exam
- Dress comfortably the candidate must be alone in the room where the exam will be conducted. We will conduct a 360-degree check.
- We use screen recreation recording technology to 'record' the candidate's Chrome window throughout the exam and monitor candidates through interval captures of their entire desktop and their webcam.
- We also use Live invigilator proctoring or we combine powerful AI analysis with a 'human-in-the-loop' approach to ensure that suspicious activity can be quickly identified, with a trained human proctor being involved in the final decision-making process.

- **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 analyse the question and identify the best possible answer.

CHAPTER - 6

6 EXAMINATION STRATEGY AND SCHEDULING

6.1 Certification Examination Overview

PEEB offers Computer-Based Tests (CBT) only. PEEB offers a minimum of one exam on the 15th of every month or as per requirement only in English language.

- Computer-Based Test - CBT

6.1.1 Computer-Based Test – CBT

Computer-based exams are provided electronically via the PEEB Exams applications. The use of electronic devices, such as tablets and cell phones, is not allowed. The exam session is supervised remotely by a PEEB Invigilator via the PEEB Exams application, and an external/integrated camera in the online test. Access will be granted on test day after submitting your exam fee.

6.2 Examination Strategy

The examination consists of 200 questions by CBT and 4 hours to complete. Each question consists of 1 mark and 200 marks for the whole examination. It is required to get 70% marks (140 out of 200) to pass a certification examination.

The questions are presented in any of the following formats:

- Case-based (a set of questions associated with a brief scenario)
- Independent questions (stand-alone examination questions that contain the information necessary for responding).
- Matching Columns
- Fill in the Blanks
- True and False
- MCQ's

Candidates should thoroughly review the Blueprint for the selected certification exam.

The Examination Committee is responsible for determining the PEEB certification content and the examination specifications, maintaining examination questions and setting the passing score.

6.3 Developing an Examination Strategy

Candidates who want to sit in the CSS Examination must have a thorough knowledge of all the 11 domains. 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.

Sr. No.	Domain Category
Domain 01	Law and Ethics – 6%
Domain 02	Ergonomics and Hygiene – 9%

Domain 03	Safety Fundamentals – 13.6%
Domain 04	Management Systems – 18%
Domain 05	Fire and Emergency Management – 8.5%
Domain 06	Risk Management – 8.5%
Domain 07	Communication & Training – 8%
Domain 08	Audit and Inspection – 7%
Domain 09	Environmental Management System – 7%
Domain 10	Mathematics & Advance Science – 6%
Domain 11	Strategy and Leaderships Management – 8.4%

6.4 Certified Safety Specialist (CSS) Domains

This exam covers the following competency domains.

6.4.1 Domain 01. 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 and (managers, supervisors, safety committee etc.)
4. PEEB Code of Ethics
5. Legal issues (common law, compensation law, due diligence, general duty clause, civil & criminal law etc.)
6. Consequences of professional errors and oversights
7. Relationship between labor and management (performance management)

Skills:

1. Interpret laws, regulations, business continuity/ organisational improvement audit, and consensus codes and standards
2. Apply concepts of PEEB Code of Ethics

6.4.2 Domain 02. 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 and Ventilation & indoor air quality
5. Physical & biological hazards & control (noise, ionizing & non-ionizing, vibration, stress, mould, influenza, viruses etc.)
6. Symptoms of musculoskeletal injuries and ergonomics (biomedical, physiological, anatomical etc.)
7. Ergonomics assessment tools (surveys, checklists, direct observation, interview etc.)

8. Basics epidemiology and toxicology (mutagens, teratogens etc. LD50)
9. The fundamentals of epidemiology and Measurement, monitoring, and control
10. Occupational exposure limits

Skills:

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

6.4.3 Domain 03. Safety Fundamentals – 13.6%

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 workplace hazard (electrical, falls, confined space, lockout/ tag out, excavation, hot work, cold & heat stress, caught in & between, struck by, work tools safety (hand tools, ladders, grinder etc.)
5. Physical, chemical & biological hazard & control
6. Process safety management (pressure relief system, management of change etc.)
7. Personal protective equipment
8. Human performance and personal audit
9. Transportation safety principles
10. Hazardous materials management and handling of working equipment's
11. Common worksites issue (contractor, seasonal employee etc.)
12. Safeguarding machinery (point of operation, interlocks etc.)

Skills:

1. Calibrate, use, and maintain data logging, monitoring, and measurement equipment
2. Identify relevant labels, signs, and warnings
3. Ventilation, radiation, Noise, and vibration measurements
4. Thermal stress measurements, and troubleshooting control technology
5. Comparing air sampling and measurement data to recognized criteria
6. Reading and interpreting design drawings and specifications

6.4.4 Domain 04. Management Systems – 18%

Knowledge of:

1. The key element of the management system (plan, do, check, act)
2. How to develop, implement, evaluate etc. OH&S ISO 45001, QMS ISO 9001, EMS ISO 14001
3. Health and safety culture & consultation (benefits, barrier, improvement, measured etc.)

4. Integration of health and safety into organisational structure, culture & design etc.
5. Safety system for workers welfare and wellbeing.
6. Elements of business continuity & contingency plans and sustainability
7. Management function & understanding of quality management
8. How to measure, analyse, improve organisational culture, diverse organisational culture, and ethical business environment.
9. What is benchmark & performance and how to measure
10. Problem-solving process, decision making and conflict of management
11. Adult learning principles and Training need analysis
12. Budgeting, finance, and economic analysis techniques and principles
13. Workplace violence & harassment management (recognition & prevention)

Skills:

1. Analyse 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. Evaluate and analyse survey data and Perform gap analyses
5. Demonstrate business need via financial calculations (e.g., ROI, engineering economy, financial engineering)

6.4.5 Domain 05. Fire and Emergency Management – 8.5%

Knowledge of:

1. Roles and functions of standard-setting bodies (local & international)
2. Safety standards, Occupational wellbeing management system.
3. Fire chemistry, fire explosion hazards (electrical, \mechanical, structural, hot work etc.)
4. Fire safety programs & prevention system
5. Fire detection system, devices, and fire control systems & devices
6. Emergency/disaster/crises response planning (chemical spills, terrorist attacks, natural disaster etc.
7. Fire suppression system
8. Incident management and behaviour, Investigation, competency, monitoring, and analysis of sight incidents.
9. Emergency preparedness & response planning (roadmaps, data collection, inquiring sight scene, reporting, dealing/ implementation with incident and seeking advice.)

Skills:

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, hazardous materials storage requirements, and financial and reputational cost for the assessment of incident
5. Calculate statistics from data sources
6. Supporting emergency services, systems, and legal defence.
7. Supporting jobsite personnel in an emergency

8. Communicating in speech and writing and collaborative skills with team members.

6.4.6 Domain 06. Risk Management – 8.5%

Knowledge of:

1. Risk management principles
2. Risk control process or techniques
3. Hierarchy of control
4. Risk assessment process, (methodologies, directions, approaches etc)
5. Investigate the nature of risk, & risk prioritization (management strategies, action plans, control decisions)
6. Risk mitigation strategies and plan structure, analyse the risk analysis cost and predicted risk management.
7. Management process & safety system
8. Hazard communication (SDS/GHS)
9. Behaviour modification techniques, and Incident command system
10. Project management, and Safety programs

Skills:

1. Apply risk-based decision-making tools for prioritizing risk management options
2. Calculate metrics for organisational 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

6.4.7 Domain 07. 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, self-motivation
6. Mentoring, behaviour & performance and individuals' responsibilities and accountabilities
7. Negotiation & interpersonal skills, and diversity and innovative management
8. Conflict resolution and generating potential problem solutions

Skills:

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

6.4.8 Domain 08. Audit and Inspection – 7%

Knowledge of:

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

Skills:

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

6.4.9 Domain 09. Environmental Management System – 7%

Knowledge of:

1. Environmental hazards and self-awareness
2. Environmental protection & prevention methods
3. Hazardous waste storage & disposal
4. Develop and implement environmental, safety, and health management systems
5. Engineering control (above & underground storage tanks, ventilation, land pollution & water pollution, air pollution, segregation & separation)
6. Administrative control (sustainability, EMS system, professional integrity, housekeeping, warning etc.)

Skills:

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

6.4.10 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)

Skills:

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

6.4.11 Domain 11. Strategy and Leaderships Management –8.4%

Knowledge of:

1. Development of organisational structure required strategies (directions, analysis, roadmaps, approaches to the delivery)
2. Identification of Internal and External factors in market (Business effectiveness, standards, risk assessments, audit reports, and investigations).
3. Continuity of organisational improvements analysis (consequences assessments, 360 feedback, Sort Analysis, observations etc.)
4. Professional leadership management, progressive structure approaches, functional decision management.
5. Relationship between labour and management
6. Standards for Diversity and direction for management, cross function conflict managing.
7. Influencing leadership practice (goals, vision etc)
8. Leadership style / leadership technique, change of management & motivation models
9. Project management concept and technique.
10. System safety analysis techniques (like failure modes and effect analysis, fault tree analysis)

Skills:

1. Effective decision making and teamwork skills
2. PEEB Code of Ethics knowledge
3. Selection and use of appropriate sampling methods (analysis, strengths limitations)
4. Interpret plans, specifications, technical drawings, and process flow diagrams
5. Conduct root cause analyses

6.5 Glossary

6.5.1 Case-Based Questions

A set of questions associated with a brief scenario.

6.5.2 Competencies

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

6.5.3 Independent Items

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

6.5.4 Operational Questions

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

6.6 Following Certification Survey

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

Approximately Three to Five working days following the PEEB administration, you will be emailed your results. You will be provided with your overall score.
To assure confidentiality, no candidate test scores will be reported over the telephone, by electronic mail or by facsimile.

6.7 Security

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

CHAPTER - 7

7 CERTIFICATION & MAINTENANCE

7.1 Obtaining Your Results

Once you complete your online examination, the result will be emailed to you.

If you do not pass, you will receive instructions on how to re-sit the examination and if you pass, you will receive your Certificate and information on the necessary steps to maintain the re-certification requirements.

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

7.2 Passing Score Determination

7.2.1 Appeals

Because the performance of each question on the certification 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 PEEB will not release or discuss individual questions with candidates. To do so would require the 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 certification.

Additionally, appeals may be considered for alleged inappropriate certification exam administration procedures or environmental testing conditions severe enough to cause a major disruption of the certification exam process.

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 certification exam results.

7.2.2 Upon Successful Completion of Certification

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

7.2.3 Upon Unsuccessful Certification Exam

If the certification exam is unsuccessful, the candidate can sit 3 times in a year in the PEEB certification examination.

7.2.4 Achieving Certification

On successful certification, an online certificate (Portable Document Format PDF) will be shared through email which can be verified electronically through MY PEEB. The hard copy of the certificate will be sent out to the candidate within 3 days of passing the exam.

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

7.3 Maintaining Your Certification

To retain your certification, you must:

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

7.3.1 Changing Your Name

If you change your name through marriage or other court proceedings, you may request a name change by contacting info@peebonline.com additionally, you must provide a copy of the court record or marriage certificate to register the change.

7.3.2 Paying Your Annual Renewal Fee

The authority to use the certification 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, PEEB will send you a notice when your annual renewal fee is due. PEEB gives you several options for paying the fee online via a credit card or bank transfer. After receiving your payment, PEEB will post your instant wallet card and email you a receipt.

7.3.3 Reinstatement

If you fail to pay your annual renewal fee on time or fail to achieve the required recertification points every 5 years, PEEB will send you a notice that your credential has been invalidated and you no longer hold the certification.

7.4 Recertification

Certification holders are required to maintain certification by fulfilling the requirements of the Certification Maintenance Program (CMP). The Certification is 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.

Certified Professionals should engage in appropriate continual professional development activities to maintain the necessary knowledge to perform their tasks with competence. Depending on 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: The certified professionals will need to provide the number of hours of CPD-related tasks they have performed with the contact details of individuals/organizations who can

validate these tasks. The CPD can be maintained and logged in the MY PEEB application once any activity is completed.

The CPD must be submitted every year, starting from their initial certificate issuance date, as well as paying their Annual Maintenance Fee (AMF).

The evaluation process will take place to ensure that a candidate verifies the Recertification points claimed. PEEB randomly selects 5% of Recertification Worksheets for audit. If selected, PEEB notifies the candidate with instructions on how to submit verification and when materials are due.

For a successful evaluation, the candidate must achieve 24 CPD points for the following categories.:

Sr. No.	Category	Maximum Points Allowed per Cycle
1	Memberships of Professional Safety Organizations	4
2	Organizational Service	4
3	Professional Safety Practice	4
4	Publications, Conference Presentations	4
5	Service to PEEB	4
6	Professional Development Conferences	4
7	Safety-related Courses or Seminars, Other Educational Programs, Certificates	4
8	College or University Courses	4
9	Advance Degree	4
10	Additional Certification or License	4