



**NATIONAL COMPETENCY STANDARDS &  
COMPETENCY BASED TRAINING CURRICULUM  
FOR  
OCCUPATIONAL HEALTH AND SAFETY OFFICER  
NVQ Level 4  
(Competency Standard Code: N85S011)**



**Developed and Validated by;  
National Apprentice & Industrial Training Authority  
971, Sri Jayawardenepura Mawatha,  
Welikada,  
Rajagiriya.**



**Endorsed by;  
Tertiary & Vocational Education Commission  
“Nipunatha Piyasa”,  
354/2, Elvitigala Mawatha,  
Colombo 05.**

**State Ministry of Skills Development, Vocational Education, Research and  
Innovation**

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354/2, "NipunathaPiyasa", Elwitigala, Mawatha,  
Narahenpita, Colombo 5, Sri Lanka.

Tel: +94117608000

Fax: +94 112555007

E-mail: [info@tvec.gov.lk](mailto:info@tvec.gov.lk)

Web: [www.tvec.gov.lk](http://www.tvec.gov.lk)

Directed by

State Ministry of Skills Development, Vocational Education, Research and Innovation

## **PREFACE**

National Competency Standards (NCS) and curriculum are an essential element for the implementation of a unified Technical and Vocational Education & Training System for Sri Lanka and forms the basis for the National Vocational Qualification Framework of Sri Lanka, which provides for the award of nationally and internationally recognized qualifications. The NCS are developed in consultation with industry and are designed using a nationally agreed specific format to maintain uniformity and consistency of standards amongst occupations.

The NCSs and Curricular specify the standards of performance of a competent worker and the various contexts in which work may take place. NCS describe the knowledge, skills and attitudes required in a particular occupation and curriculum includes signals what student must be able to do in employment and can ideally serve as a link between education and training and the needs of the labor market. NCS and curriculum together provide explicit advice to assessors and employers regarding the knowledge, skills and attitudes to be demonstrated by the candidates seeking formal recognition for the competencies acquired either following training or through work experience.

NCS focus on what is expected of a worker in the workplace rather than on learning process.

- NCS stress upon the ability to transfer and apply knowledge and skills to new situations and environments.
- In NCS and curriculum the emphasis is upon outcomes and upon the application of knowledge and skills, not just the specification of knowledge and skills.
- NCS and curriculum are concerned with what people are able to do and the ability to do a task in a range of contexts.
- NCS and curriculum include all aspects of workplace performance and not only narrow task skills

NCS especially can serve a number of purposes including:

- Providing advice to curriculum developers about the knowledge, skills and attitudes to be included in the curriculum.
- Providing specifications to Competency Based Assessors about the knowledge, skills and attitudes to be demonstrated by candidates.
- Providing advice to industry about job functions, which in turn can be used for the development of job descriptions, performance appraisal systems and work flow analysis.

The lead organization for the development of NCS and Curriculum is the National Apprentice & Industrial Training Authority. The standards so developed are endorsed by the Tertiary & Vocational Education Commission as National Documents.

There is a requirement to review the standards within the prescribed period as appropriate as and when required, with the assistance of relevant industry groups and incorporate the changes in the National Competency Standards and curricular.

Tharanga Naleen Gamlath  
Chairman  
National Apprentice & Industrial Training  
Authority

Dr. K.A. Lalithadeera  
Director General  
Tertiary & Vocational Education  
Commission

## ACKNOWLEDGMENT

### Overall Direction

- Mr. Tharanga Naleen Gamlath  
Chairman of National Apprentice and Industrial Training Authority
- Dr. K.A. Lalithadeera  
Director General of Tertiary and Vocational Education Commission
- Mrs. R.M.A.P. Samaradivakara  
Director (Quality) of National Apprentice and Industrial Training Authority

### Original Development Committee

- Dr. Champika Amarasekara, Director General, National Institute of Occupational Health & Safety
- Dr. Sudath Damsinghe, Director, University College of Health Studies, ayawardanapura
- Eng (Mrs) G.H.R.S.E. Silva, Factory Inspecting Engineer, Department of labour Colombo 05
- Mr. M.V. Karunaratne, Former Deputy Commissioner of Labour (Tech)
- Mr. Nilan Koragedara, Engineer -Facilities Management, Overseas Reality Ceylon PLC, Colombo 01
- Mr. Kolitha Sri Nissanka, Cooperate member, Institute of Fire Engineer
- Mr. H.D.P.M. Hettiarachchi, Manager (Complaint)MR., Colombo Dockyard PLC
- Ms. B.S.J. Vipulsi, Development Officer, TVEC, Nipunatha Piyasa, Elvitigala Mawatha, Narahenpita
- Mrs. Durga Sanjeewane, Lecturer, University of Vocational Technology, No. 100, Kandawala Road, Rathmalana
- Eng. P.N.K. Dias, Deputy Director (Quality), National Apprentice & Industrial Training Authority
- Mrs. M.P. Theja Malkanthi, Training Officer, National Apprentice & Industrial Training Authority
- Ms. W.A.S.M. De Silva, Inspector, National Apprentice & Industrial Training Authority

### 1<sup>st</sup> Revision Committee

- Mr. W.P.A.N. Premarathne  
Group Head OHS, Brandix Apparels Limited, Rheinland Place, Colombo 03
- Mr. T.Z. Cuncheer  
Safety Manager, Sunken Construction (Pvt) Ltd. No 295, Madampitiya Road, Colombo 14.
- Mr. Manjula Hettiarachchi  
Asst. General Manager (Administration)/ Management Representative, Colombo Dockyard PLC, P.O. Box 906, Port of Colombo, Colombo 15
- Mr. Rohan Sanjeewa  
Manager-QHSE, Hambantota International Port Services Company Pvt Ltd, Hambantota Maritime Center, Mirijjawila, Hambantota.
- Mr. M.A.J.R. Madurasinghe  
Visiting Lecturer, National Institute of Occupational Safety and Health, No. 97, Jawatta Road, Colombo 05.
- Mr. W.M.R.P. Weerasinghe  
Training Instructor, Fire Service Department, T.B. Jayath Road, Colombo 10.
- Eng. G.H.R.S.E. Silva  
Former Factory Inspecting Engineer / Civil Engineer, Department of Labour, Construction and Maintenance Division

**National Industrial Training Advisory Committee (NITAC)**

- Eng. A.W. Alahakoon, Freelancer, Former Specialist Factory Inspecting Engineer
- Eng. Gayan Fernando, General Manager, Hayleys Advantis Limited.
- Dr. Nirmalie Champika Amarasinghe, Director General, National Institute of Occupational Safety and Health
- Dr. Sudath Dhamsinghe, MBBS, MA, MSc(Psychology) UK, Incharge, Medical Checkup Unit, Sri Jayawardanapura General Hospital
- Eng. Chandani Kahandawala, Managing Director, International Safety Consultant
- Eng. G.H.R.S.E. Silva, Former Factory Inspecting Engineer / Civil Engineer, Department of Labour, Construction and Maintenance Division,
- Ms. H. R. M. Upeksha U. Wijebandara, Assistant Director(NVQ), Tertiary and Vocational Education Commission.
- Mrs. M.P. Theja Malkanthi, Assistant Director (SSCD & LRD), NAITA
- Mrs. Shashindra De Silva, Inspector (SSCD), NAITA

**Facilitation and Coordination**

- Mrs. M.P. Theja Malkanthi  
Assistant Director (SSCD & LRD)  
National Apprentice and Industrial Training Authority
- Mrs. Shashindra De Silva  
Inspector (SSCD)  
National Apprentice and Industrial Training Authority

**NATIONAL COMPETENCY STANDARD & COMPETENCY BASED TRAINING  
CURRICULUM**

**For  
OCCUPATIONAL HEALTH AND SAFETY OFFICER  
NVQ LEVEL 04**

(Competency Standards Code: N85S011)

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**NATIONAL COMPETENCY STANDARD  
For  
OCCUPATIONAL HEALTH AND SAFETY OFFICER  
NVQ Level 04**

(Competency Standards Code: N85S011)

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**Packaging for National Vocational Qualifications (NVQ)**

- National certificate at NVQ Level (04) in the Occupation of Occupational Health and Safety Officer will be awarded to those who are competent in units U01+ U02+ U03+ U04+ U05+BU1+BU2+BU3- N85S011Q1L4

**Occupational Definition**

- An Occupational Health and Safety Officer is a qualified officer responsible for the monitoring and controlling of occupational health and safety compliance, related rules and regulations applicable to the organization.

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<b>Unit Title</b>	<b>Identify hazards in the workplace</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to perform workplace safety inspection, section wise to observe sections safety and health hazards, gather information and record data in a check list
<b>Unit Code</b>	<b>N85S011U01</b>
<b>Elements of Competence</b>	<b>Performance Criteria</b>
<b>1. Perform workplace safety inspection</b>	<p>1.1 Workplace layout, Process flow diagram are studied as per the organizational guidelines/ procedures</p> <p>1.2 Inspection Plan is followed for the safety inspection as per the organizational guidelines/ procedures</p> <p>1.3 <b>Resources</b> are identified and arranged as per the organizational guidelines/ procedures</p> <p>1.4 Workplace inspection is carried out as per the organizational guidelines/ procedures</p> <p>1.5 Evidence are collected by observing unsafe acts and unsafe conditions</p> <p>1.6 Gathered information and data recorded in the check list using standard format</p>
<b>2. Identify physical hazards</b>	<p>2.1 <b>Physical hazards</b> are observed physically and complains of worker</p> <p>2.2 Measuring instruments are used according to the guidelines</p> <p>2.3 Physical hazards are ensured according to the applicable standards</p> <p>2.4 Information are recorded and reported to the higher management as per the organizational guidelines/ procedures</p>
<b>3. Identify mechanical hazards</b>	<p>3.1 Safety aspects of the machines are checked by following the manufacturer's manuals</p> <p>3.2 <b>Pressure vessels</b> are visually inspected as per <b>safety requirements</b></p> <p>3.3 <b>Service lines</b> are checked according to the manufacturer's manuals and Safe Operational Procedures</p> <p>3.4 <b>Lifting equipment</b> are checked according to the manufacturer's manuals and Safe Operational Procedures</p>



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	3.5 Availability of statutory test certificate is checked and necessary actions are taken as per the legal requirements and organizational guidelines/procedures
<b>4. Identify electrical hazards</b>	4.1 Electrical system and instruments are observed according to the Institute of Electrical Engineers (IEE) Standards and available local standards 4.2 Potential and existing unsafe electrical hazards are identified as per Safe Operational Procedures
<b>5. Identify chemical hazards</b>	5.1 <b>Chemical hazards</b> are observed by smell, odour, itching, tearing, difficulties in breathing, vomiting or any other discomfort, improper storage, spillage of chemicals, availability of Material Safety Data Sheets (MSDS) and conventional labels 5.2 Measuring instruments are used as applicable according to the guidelines 5.3 Chemical hazards are ensured according to the applicable standards 5.4 Information are recorded and reported to the higher management as per the organizational guidelines/procedures 5.5 Chemical waste disposal system is ensured as per material safety data sheets (MSDS)
<b>6. Identify biological hazards</b>	6.1 <b>Biological hazards</b> are observed according to the guidelines 6.2 Personal hygiene of the employees is observed and identified according to the guidelines 6.3 Employees are advised to prevent occupational diseases 6.4 Food, beverages, water and other organic waste are identified by observing
<b>7. Identify psychosocial hazards</b>	7.1 <b>Psychosocial hazards</b> are observed according to the guidelines 7.2 Employees are advised to prevent psychosocial hazards 7.3 Employees are referred for specialized medical advice
<b>8. Identify fire hazards</b>	8.1 Visual inspections are carried out to identify <b>Potential fire hazards</b> 8.2 Visual inspections are carried out to identify fire hazards due to improper housekeeping and

**Section 2: National Competency Standard**

	<p>maintenance</p> <p>8.3 Visual inspections are carried out for static electricity hazards according to safety procedures</p> <p>8.4 Visual inspections are carried out for Earth bonding of fuel tankers are ensured before loading and unloading of fuel</p>
<b>9. Identify work place general safety</b>	<p>9.1 <b>Work general safety hazards</b> are observed</p> <p>9.2 Affected parties are advised according to the guidelines</p> <p>9.3 Information are recorded and reported to the higher management as per the organizational guidelines/ procedures</p>
<b>10. Ensure ergonomics practices</b>	<p>10.1 <b>Ergonomic hazards</b> are observed and identified according to the Safe Operational Procedures</p> <p>10.2 Following of good ergonomic practices is ensured while working as per ILO (International Labour Organization) guidelines</p> <p>10.3 Employees' awareness on ergonomic practices is ensured by interviewing</p> <p>10.4 Affected parties are advice according to the Safe Operational Procedures</p> <p>10.5 Information are recorded and reported to the higher management as per the organizational guidelines/ procedures</p>
<b>11. Ensure practices of personal safety</b>	<p>11.1 Given PPE are ensured of employees, contractors and visitors for the task as per the organizational guidelines/ procedures</p> <p>11.2 Employees are observed for wearing standard Personal Protective Equipment at appropriate task</p> <p>11.3 Pre use inspection is ensured for critical PPE according to the PPE matrix</p> <p>11.4 Storage of PPE are checked as per the manufacturers guidelines</p> <p>11.5 Condition of PPE are checked by visually</p> <p>11.6 Suitable attire/clothing for work are ensured according to the Safe Operational Procedures</p> <p>11.7 Behavioral changes, leave patterns, poor productivity/output of the employees observed and communicated to the higher management</p>

## Section 2: National Competency Standard

<b>12. Ensure health and welfare facilities</b>	12.1 Availability of health and welfare facilities are ensured as <b>specified by Factories Ordinance</b> and National health guidelines  12.2 Health and hygienic practices of the employees are identified as per organizational procedures/guidelines  12.3 Food handlers personal hygiene and safety practices are identified as per organizational procedures/guidelines
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### Range/Context:

Work connected to this unit may take place at places of work such as Manufacturing, Agriculture and Plantation, Fisheries, Construction, Services (Hospitals / Schools / Airports / Harbours), Tourism, Apparel and other sectors. This work may be performed individually or as a member of a team.

### Elaboration of terms in performance criteria

- **Resources** in PC 1.3 may include: Equipment, material, human resources and financial requirement
- **Physical hazards** in PC 2.1 may include: Excessive noise, extreme temperatures, unusual humidity, Lack of illumination, poor ventilation, Excessive vibration, radiation
- **Pressure vessels** in PC 3.2 may include; Steam boilers, Steam receivers, Air receivers, Gas receivers
- **Service lines** in PC 3.3 may include; Steam and compressed air line, Gas line
- **Safety requirements** in PC 3.2 may include; maximum and minimum water levels, on water level gauge, low water levels alarm, availability of red line on the pressure meter to indicate safe working pressure, Water drain system, Availability of safety valves
- **Lifting equipment** in PC 3.4 may include; chain, ropes, belts and lifting tackles, hoist & lift, cranes and other lifting machines
- **Chemical hazards** in PC 5.1 may include; Fire, explosions, poisoning, chemical incompatibility
- **Biological hazards** in PC 6.1 may include; viruses, bacteria, insects, animals, etc., that can cause adverse health impacts. For example, mould, blood and other bodily fluids, harmful plants, sewage, dust and vermin.
- **Psychosocial hazards** in PC 8.1 may include; Psychosocial hazards include those that can have an adverse effect on an employee's mental health or wellbeing. For example, sexual harassment, victimisation, stress and workplace violence.
- **Potential fire hazards** in PC 7.1 may include; Electricity, Combustible material,

## **Section 2: National Competency Standard**

Flammable Liquids and Gas, Chemical, Heat/spark generation due to welding, cutting, grinding, Soldering, abrasion and friction

- **Workplace general safety hazards** in PC 9.1 may include; -Work at height, Slip trip and fall, Work in confine spaces, Work under ground, Work on or near water body, Collapsing Trenches, Waste collection and disposal, Demolishing structures
- **Ergonomic hazards** in PC 10.1 may include; result of physical factors that can result in musculoskeletal injuries. For example, a poor workstation setup in an office, poor posture and manual handling.
- **Specified by Factories Ordinance** in PC 12.1 may include; - washing facilities, Sanitary conveniences, First-aid facilities, Cafeteria seating capacity, Resting facility for female workers, Accommodation for clothing, Cleanliness

### **Critical Aspects:**

The assessment must confirm that the candidate is able to:

- Collect Accuracy of information
- Identify Hazards

### **The following tools, equipment and materials are included within this unit.**

- Check list
- WBGT (Wet Bulb Globe Temperature) index meter
- Sound meter
- Lux meter
- Gas analyzer
- Camera
- Measuring tape
- Stationeries
- Required PPE
- Electrical Tester / multimeter

### **The performance of this unit is expected to be carried out to the following documents and standards**

- Test certificates
- MSDS
- Factories Ordinance – No 45 of 1942 as latest amendments
- Guidelines for ISO 45001: 2018 Occupational Health and Safety Management System Standards
- Standards specified by Central Environmental Authority
- Regulations specified by Ceylon Electricity Board
- Standard Operating Procedures
- ACGIH (American Conference of Governmental Industrial Hygienists) guidelines
- NFPA (National Fire Protection Association of USA),
- CHIP (Chemical Hazard Information and Packaging for Supply-2009), European CLP from 1st June 2015
- ILO guidelines
- National health guidelines

## Section 2: National Competency Standard

- GHS / DOT / HMIS Labeling

### UNDERPINNING KNOWLEDGE

- Read and understand the Workplace layout, Process flow diagram
- Understand the details /requirements in inspection plan
- Resource planning
  - Equipment
  - material, human resources and financial requirement
- Introduction in workplace inspection and collect evidence
- How to fill a check list
- Understand the physical hazard
- How to use of measuring instruments
- Measuring units
- Applicable standards, regulations
- Safety aspects of the machines
- Safety requirements of Pressure vessel
- Availability of statutory test certificate
- Service lines
- Safe Operational Procedures
- Manufacturer's manuals
- Legal requirements
- Relevant sections of Factories Ordinance
- Electrical system and instruments
- Electrical hazards
  - Overload, overhead line, Insulation, earthing
- Injuries
- Read and understand IEE Standards
- Chemical hazards
- Content of chemicals
- Read and understand the Material Safety Data Sheets (MSDS)
- Read and understand conventional labels
- Relevant Safety signage
- Types of Biological hazards
  - Bacteria
  - Viruses
  - Insects
  - Birds
  - Animal
  - Human
- Biological hazards of
  - Water treatment plant
  - Cooling tower
  - Food and beverage industry
- Communicable and non-communicable diseases

### UNDERPINNING SKILLS

- Handle tools and equipment safely
- Practice ergonomic parameters
- Maintain hygienic standards
- Report writing skills
- Presentation skills
- Coordination skills
- Team Work
- Communication skills
- Listening skills

## **Section 2: National Competency Standard**

- Food and beverage Contamination
- Fire hazards
- Basic knowledge on active and passive fire protection system
- Flash points
- Spillage prevention
- Basic fire fighting
- Types of wastes
- pH value
- Waste segregation and disposal methods
- Near misses
- Relevant PPE
- Protective methods
- Ergonomic hazards
- Ergonomic practices (International Labour Organization) guidelines
- Repetition movement
- Correct Use of PPE
- Pre use inspection
- Storage requirements
- Consequences due to defective PPE
- Read and understand PPE matrix
- Refer manufacturers guidelines
- welfare facilities specified by Factories Ordinance where relevant
  - washing facilities
  - Sanitary conveniences
  - First aid facilities
  - Cafeteria seating capacity
  - Over crowding
  - Cleanliness
- Best Hygienic practices related to food
- Definition of stress
- Physiological changes due to stress
- Stress release exercise
- Relationship between stress and workplace accident

### **Worker behavior / Attitude**

- Team work
- Willing to learn
- Stress tolerance
- Multi-tasking
- Good listener
- Patience
- Honesty
- Activeness
- Neatness
- Efficiency
- Flexibility
- Self confidence
- Adherence to safety regulation
- Work ethics
- Eye sight
- Responsible
- Accountability
- Creativity
- Talent
- Punctuality

Section 2: National Competency Standard

<b>Unit Title</b>	<b>Perform risk assessment</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to develop/ update a risk register incorporating the data found in the inspection
<b>Unit Code</b>	<b>N85S011U02</b>
<b>Elements of Competence</b>	<b>Performance Criteria</b>
<b>1. Refer past records and reports within the group</b>	<p>1.1 Types and frequency of accidents, incidents, dangerous occurrences and diseases are observed referring to <b><i>past records and reports</i></b> within the group</p> <p>1.2 Types and frequency of accidents, incidents and disease are observed referring to past records and reports of other group of the similar organization</p>
<b>2. Identify Health and Safety Legal and other Requirements</b>	<p>2.1 Risk is assessed based on the legal requirements</p> <p>2.2 Risk is assessed on the other applicable requirements</p>
<b>3. Assess risk and prepare risk assessment register</b>	<p>3.1 <b><i>Risk matrix</i></b> is followed according to the organization context</p> <p>3.2 Incorporated data selection method is followed according to the risk assessment procedures</p> <p>3.3 Risk are prioritized based on the risk rating according to the risk assessment procedures</p> <p>3.4 Risk register is developed according to the risk assessment procedures</p>

**Range/Context:**

Work connected to this unit may take place at places of work such as Manufacturing, Agriculture and Plantation, Construction, Services (Hospitals/ Schools/Airports/Harbours), Tourism, Apparel, and other sectors. This work may be performed individually or as a member of a team.

**Elaboration of terms in Performance Criteria**

- ***Past records and reports*** in PC 1.1 may include; Occupational accidents, incidents, diseases, audit reports, medical checkup reports
- ***Risk matrix*** in PC 3.1 may include; the product of the probability that harm occurred multiplied by the severity of that harm

## **Section 2: National Competency Standard**

### **Critical Aspects:**

The assessment must confirm that the candidate is able to;

- Ensure reliability and accuracy of information
- Develop risk matrix

**The following tools, equipment and materials are included within this unit.**

- Computer with accessories
- Stationaries
- Applicable interested parties requirements (Health and safety)
- Camera
- Multimedia

**The performance of this unit is expected to be carried out to the following documents and standards**

- Standard organizational procedure
- Risk assessment procedures
- Past accidents and incidents records
- MSDS
- Operation Manuals
- Factories Ordinance – No 45 of 1942 as latest amendments
- Regulations related to Factory Ordinance
- ISO 45001:2018 Occupational Health and Management System
- American Conference of Governmental industrial Hygienist (ACGIH)
- European Union(EU)
- workplace Hazardous Material Information System
- ILO Classification of Occupational Accidents

#### **UNDERPINNING KNOWLEDGE**

- Read and understand accidents and incidents reports
- Basic Data analyzing techniques
- Factories Ordinance and regulations
- Other applicable requirement specific to the organization Different kind of risk matrix
- Different kind of risk matrix
- Risk assessment methods
- How to develop risk register
- Unsafe acts and unsafe conditions
- Near misses

#### **UNDERPINNING SKILLS**

- Identify workplace hazards
- Handle tools and equipment safely
- Practice ergonomic parameters
- Maintain hygienic standards



**Section 2: National Competency Standard**

**Worker behavior / Attitude**

- Team work
- Willing to learn
- Stress tolerance
- Multi-tasking
- Good listener
- Patience
- Honesty
- Activeness
- Neatness
- Efficient
- Flexible
- Self confidence
- Adhere to safety regulation
- Work ethics
- Eye sight
- Responsible
- Accountable
- Creativity
- Talented
- Punctuality

Section 2: National Competency Standard

<b>Unit Title</b>	<b>Prepare hazard control work plan</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to prepare the work plan to implement the recommendations of the risk assessments/ audit conducted
<b>Unit Code</b>	<b>N85S011U03</b>
<b>Elements of Competence</b>	<b>Performance Criteria</b>
<b>1. Identify and record the control measures</b>	<p>1.1 Controls are identified considering hierarchy of controls to reduce the risk up to as low as reasonably practicable</p> <p>1.2 Availability of <b>risk assessment team</b> is ensured according to risk assessment procedure</p> <p>1.3 Residual risk is reviewed with the risk assessment team</p> <p>1.4 Identified control measures are incorporated in hazard control work plan</p>
<b>2. Conduct safety committee meeting</b>	<p>2.1 Committee members are identified and ensured the representation of all categories</p> <p>2.2 Committee meetings are conducted on periodical basis as per organizational procedure</p> <p>2.3 Meeting minutes are communicated to the entire work force</p> <p>2.4 Work plan is prepared as per the hierarchy of hazard control with the consent of the committee and allocating responsibilities</p> <p>2.5 Time frame (short term, long term) in implementing activities are developed with the consent of the committee</p> <p>2.6 Work plan progress is followed up as per the committee decision</p>
<b>3. Investigate incident and accident</b>	<p>3.1 Workplace incident and accident are identified and reported to the relevant management</p> <p>3.2 Evidence are collected, recoded and protected until commence the investigation by relevant authorities</p> <p>3.3 Investigation team is appointed with the support of administrative department or respective authorities (If needed)</p>

## Section 2: National Competency Standard

	<p>3.4 Investigation is facilitated / carried out as per the company procedures</p> <p>3.5 Corrective and preventive actions of the investigation are communicated to the OHS committee</p> <p>3.6 Corrective and preventive actions are incorporated in OHS plan</p>
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### Range/Context:

Competencies in this unit may be performed at places of work such as Manufacturing, Agriculture and Plantation, Construction, Services (Hospitals/ Schools/Airports/Harbours), Tourism, Apparel, and other sectors. This work may be performed individually or as a member of a team.

### Elaboration of terms in Performance Criteria

- **Risk assessment team** in PC 1.2 may include; Technical expertise, relevant sectional heads, Relevant field supervisors

### Critical Aspects:

The assessment must confirm that the candidate is able to:

- Incorporate of audit findings to the plan
- Maintain accuracy of minutes

### The following tools, equipment and materials are included within this unit.

- Computer with accessories
- Stationaries
- Camera
- Multimedia
- Meeting room
- Calculator

### The performance of this unit is expected to be carried out to the following documents and standards.

- Relevant software
- Check lists
- Audit reports
- Gantt charts
- Standard organizational procedure
- Circular on collection of water samples for analysis issued by the Ministry of Healthcare & Nutrition in 2009
- Factories Ordinance – No 45 of 1942 as latest amendments
- Housing and related legislation

**Section 2: National Competency Standard**

**UNDERPINNING KNOWLEDGE**

- OHS management systems
- Hierarchy of controls
- Applications of Hierarchy of controls
- Constituent of risk assessment team
- Constituent of safety committee
- Definitions of Corrective and preventive actions
- Duties and responsibilities of committee members
- Preparation of health and safety work plan

**UNDERPINNING SKILLS**

- Communicate for immediate actions
- Handle telephone register
- Maintain hygienic standards
- Team Work
- Communication skills
- Listening skills

**Worker behavior / Attitude**

- Team work
- Willing to learn
- Stress tolerance
- Multi-tasking
- Good listener
- Patience
- Honesty
- Activeness
- Neatness
- Efficient
- Flexible
- Self confidence
- Adhere to safety regulation
- Work ethics
- Eye sight
- Responsible
- Accountable
- Creativity
- Talented
- Punctuality

Section 2: National Competency Standard

<b>Unit Title</b>	<b>Implement control measures</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to control and prevent potential hazards identified at the audit and/or risk assessment and monitor performance of safety plan
<b>Unit Code</b>	<b>N85S011U04</b>
<b>Elements of Competence</b>	<b>Performance Criteria</b>
<b>1. Interpret the plan and prioritize activities</b>	<p>1.1 Content of the plan is studied</p> <p>1.2 Corrective and preventive actions are incorporated and ensured to OHS plan</p> <p>1.3 Activities to be performed are identified and prioritized according to the criticality of level of the risk</p>
<b>2. Identify necessary resources (human, physical, financial)</b>	<p>2.1 Prioritized activities are assigned to the responsible persons with the support of safety committee</p> <p>2.2 Physical and financial resources are allocated with the support of safety committee</p>
<b>3. Mitigate chemical hazards</b>	<p>3.1 <b>Proper storage conditions of chemicals</b>, internal transportation, handling and usage of chemicals are followed as per MSDS/SDS</p> <p>3.2 Deviations, gaps and potential accident are identified as per the MSDS/SDS</p> <p>3.3 Corrective and <b>preventive measures</b> are taken to avoid potential chemical accidents</p> <p>3.4 Identified corrective and preventive measures are communicated to the document controller of the organization to update Standard Operating Procedures / work instructions</p> <p>3.5 SOP / work instructions are displayed in all three languages</p> <p>3.6 MSDS/SDS are made available in chemical handling areas</p>
<b>4. Mitigate physical hazards</b>	<p>4.1 <b>Control measures</b> are identified as per the hierarchy of controls</p> <p>4.2 Implementation of control measures are ensured as per the HIRA plan</p> <p>4.3 Availability of updated statutory and regulatory certificates are ensured</p>
<b>5. Mitigate mechanical</b>	<p>5.1 Control measures are identified as per the hierarchy of</p>

**Section 2: National Competency Standard**

<p><b>hazards</b></p>	<p>controls</p> <p>5.2 Implementation of control measures are ensured as per the HIRA plan</p> <p>5.3 Availability of updated statutory and regulatory certificates are ensured</p>
<p><b>6. Mitigate electrical hazards</b></p>	<p>6.1 Control measures are identified as per the IEE regulations with the support of the safety committee</p> <p>6.2 Implementation of control measures are ensured as per the HIRA plan</p> <p>6.3 Availability of updated statutory and regulatory certificates are ensured</p> <p>6.4 Protecting measures are ensured according to the IEE Standards</p> <p>6.5 Identified potential and existing electrical hazards are rectified</p>
<p><b>7. Mitigate fire hazards</b></p>	<p>7.1 Control measures are identified as per the hierarchy of controls and applicable legal and other requirements</p> <p>7.2 Implementation of control measures are ensured as per the HIRA plan</p> <p>7.3 Availability of updated statutory and regulatory certificates are ensured</p> <p>7.4 Availability of fire detection and protection systems are ensured as per the fire protection plan</p> <p>7.5 Means of escapes (Emergency evacuation paths) and assembly points are ensured with appropriate signages in prominent places, unobstructed as per the standards</p> <p>7.6 Relevant legal approvals are ensured</p> <p>7.7 Fire hazards preparedness is ensured through training, fire drills, fire evacuation test, as per the fire protection plan</p> <p>7.8 Precautions are taken to avoid backfire</p> <p>7.9 Inspection and validity of fire extinguishers and other protection devices are ensured as per guidelines</p>
<p><b>8. Mitigate biological hazards</b></p>	<p>8.1 Control measures are identified as per the hierarchy of controls</p> <p>8.2 Identified potential and existing biological hazards in medical center / first aid room rectified as per the SOP</p> <p>8.3 Implementation of control measures are ensured as per</p>

Section 2: National Competency Standard

	<p>the HIRA plan</p> <p>8.4 Availability of updated statutory and regulatory certificates are ensured</p>
<b>9. Mitigate work place environment hazards</b>	<p>9.1 Control measures are identified as per the hierarchy of controls</p> <p>9.2 Implementation of control measures are ensured as per the HIRA plan</p> <p>9.3 Availability of updated statutory and regulatory certificates are ensured</p>
<b>10. Mitigate ergonomic hazards</b>	<p>10.1 Control measures are identified as per the hierarchy of controls</p> <p>10.2 Implementation of control measures are ensured as per the HIRA plan</p> <p>10.3 Availability of updated statutory and regulatory certificates are ensured</p>
<b>11. Monitor Personal Protective Equipment ( PPE) practices</b>	<p>11.1 Given PPE is ensured as per PPE matrix</p> <p>11.2 Employees is observed for wearing standard Personal Protective Equipment at appropriate task places</p> <p>11.3 Pre use inspection is ensured for critical PPE according to the PPE matrix</p> <p>11.4 Storage of PPE are checked as per the manufacturers guidelines</p> <p>11.5 Periodical visual inspection is conducted to check the condition of PPE</p> <p>11.6 Suitable attire/clothing for work is ensured according to the Standard Operating Procedures</p>
<b>12. Ensure health and welfare facilities</b>	<p>12.1 Utilization of <b>health and welfare facilities</b> are ensured by interviewing and observing</p> <p>12.2 Health and hygienic practices of the employees are ensured as per guidelines</p> <p>12.3 Food handlers' personal hygiene and safety practices are ensured</p> <p>12.4 Quality of drinking water are ensured according to the legal requirement</p>
<b>13. Provide first aid</b>	<p>13.1 Availability of item of the first aid box are ensured as per regulation of Factories Ordinance</p> <p>13.2 Availability of trained first aiders are ensured to response in case of accidents or emergency situations</p>

**Section 2: National Competency Standard**

	<p>13.3 Support and guidance are provided to first aiders based on the condition and criticality of the casualty if necessary</p> <p>13.4 Transfer of casualty for further treatment to the nearest health care institute is arranged promptly</p> <p>13.5 Records are maintained in the General Register with accident details</p> <p>13.6 Communication of relevant authorities are ensured as per organizational procedure</p> <p>13.7 Administrative arrangements are made as per organizational procedure</p> <p>13.8 Follow-up action and monitoring of casualty are ensured</p>
<p><b>14. Implement Emergency Preparedness and Response</b></p>	<p>14.1 Identified possible emergencies at HIRA are studied</p> <p>14.2 Emergency procedures are ensured to control the identified possible emergencies</p> <p>14.3 Periodical drills are ensured for all possible emergencies</p> <p>14.4 Availability of emergency response team and equipment are ensured as per guidelines</p>
<p><b>15. Monitor implementation</b></p>	<p>15.1 Progress is followed up in periodically as per the plan</p> <p>15.2 Issues and delays are discussed with the safety committee</p> <p>15.3 Meeting minutes is prepared for communication among the management</p> <p>15.4 Effectiveness is evaluated and reported to the top management</p>

**Range/Context:**

Competencies in this unit may be performed in field and attached institution.

Work connected to this unit may take place at places of work such as Manufacturing, Agriculture and Plantation, Construction, Services (Hospitals/ Schools/Airports/Harbours), Tourism, Apparel, and other sectors. This work may be performed individually or as a member of a team.

**Elaboration of terms in Performance Criteria**

- **Proper storage conditions of chemicals** in PC 3.1 may include; store in a separate and secure place under lock and key in the custody of authorized person only, the location should be named, keep away from children and animal, labeling and stacking of chemicals as per MSDS, avoid direct sunlight, expired stocks should be discarded according to the instructions of an authorized person



## Section 2: National Competency Standard

- **Preventive measures** in PC 3.3 may include; Regular inspection, store pesticides in their original containers with labels intact, storage area should have a concrete floor which is impermeable and well ventilated, insulated against extremes in temperature use of approved pesticides.
- **Control measures** may include;
  - **Engineering controls**; Regular maintenance of machinery and equipment, suitable thermal insulation, electrical insulation noise absorbing material and systems
  - **Administrative controls**;  
Job rotation, skill development, isolation of area, use of personal protective equipment, work instructions, sign board display, evacuation plan, first aid facilities, awareness training
  - **Substitution**  
Substitution of machines, chemicals, procedures
- **Health and welfare facilities** in PC 12.1 may include; - washing facilities, Sanitary conveniences, First-aid facilities, Cafeteria seating capacity, Resting facility for female workers, Accommodation for clothing, Cleanliness

### Critical Aspects:

The assessment must confirm that the candidate is able to:

- Coordinate the safety committee
- Ensure appropriateness of the preventive and corrective actions
- Ensure effective implementation of control measures
- Follow up Mobilization of resources
- Ensure Accuracy of information collected regarding safety, health and welfare
- Communicate effectively with **risk owners** (*Risk owners* the person who is accountable to mitigate the risk)

### The following tools, equipment and materials are included within this unit.

- Physical, human and financial resources as identified in the unit
- Work plan
- Check list
- Stationary
- Camera
- Measuring and monitoring equipment (sound level meter, Lux meter, measuring gauges, Thermometer, Flow meter, etc.)
- Calculator
- Communication facilities
- Suitable mode of transport

### The performance of this unit is expected to be carried out to the following documents and standards.

- Factories Ordinance – No 45 of 1942 as latest amendments

## **Section 2: National Competency Standard**

- Guidelines for ISO 45001: 2018 Occupational Health and Safety Management System Standards
- IET regulations
- Standards specified by Central Environmental Authority
- CIDA specifications/guidelines
- ISO 45001:2018 Occupational Health and Management System
- SLSI standards
- MSDS/SDS

### **UNDERPINNING KNOWLEDGE**

- Hazard identification and Risk (HIRA) assessment plan
- How to prioritize the plan activities base on risk
- Organization structure
- Rolls and Responsibilities of each individuals in the organization
- Rolls and Responsibilities of safety officer
- Monitoring Methods and techniques
- How to establish the frequency based on level of risk
- Hierarchy of risk controls
- Preparation of Meeting minutes
- Levels of the risk mitigation
- PDCA cycle
- Root course analysis
- Corrective and Preventive Measures
- Control measures for biological hazards following sectors
  - Water and waste water treatment
  - Food and beverage industry
  - Medical and Health
- Basics of IEE regulations

### **UNDERPINNING SKILLS**

- Handle tools and equipment safely
- Practice ergonomic parameters
- Maintain hygienic standards
- Team Work
- Communication skills
- Listening skills

### **Worker behavior / Attitude**

- Team work
- Willing to learn
- Stress tolerance
- Multi-tasking
- Good listener
- Patience
- Honesty
- Activeness
- Neatness
- Efficient
- Flexible
- Self confidence
- Adhere to safety regulation
- Work ethics
- Eye sight
- Responsible
- Accountable
- Creativity
- Talented
- Punctuality

Section 2: National Competency Standard

<b>Unit Title</b>	<b>Conduct training and awareness programmes</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to identified training needs of employees, develop a training plan and conduct/coordinate successfully
<b>Unit Code</b>	<b>N85S011U05</b>
<b>Elements of Competence</b>	<b>Performance Criteria</b>
<b>1. Identify training needs of employees</b>	<p>1.1 Training needs are identified and compiled based on OHS plan</p> <p>1.2 OHS performance gaps are identified based on the OHS inspections and different organizational OHS activities</p> <p>1.3 Human resources/ administrative department is consulted to identify the OHS training needs</p>
<b>2. Develop the training plan</b>	<p>2.1. Identified training needs are incorporated in training matrix</p> <p>2.2. Resource persons, financial and physical resources are identified with the support of Human resources / administrative department or respective authorities</p> <p>2.3. Training plan is prepared as per the training matrix with the support of Human resources / administrative department or respective authorities</p> <p>2.4. Approval of the training plan is obtained as per organizational procedure</p> <p>2.5. Training matrix and plan are updated periodically</p>
<b>3. Conduct training</b>	<p>3.1 Relevant employees are informed as per organizational procedure</p> <p>3.2 <b>Administrative arrangements</b> are checked and ensured according to the training plan</p> <p>3.3 Resource persons are coordinated in advance and training aids are arranged accordingly</p> <p>3.4 Training methodology is identified and training aids are arranged accordingly if the training conduct by safety officer</p> <p>3.5 Delivery of the training is ensured according to training plan</p> <p>3.6 Training records including attendants are kept for future reference</p>

**Section 2: National Competency Standard**

<b>4. Evaluate feedback and make records</b>	4.1	Feedback are collected as per the organizational procedures
	4.2	Collected information are tabulated and assistance is provided to evaluate the effectiveness of the training
	4.3	Evaluation mechanism is selected and Training gaps are identified with the support of superiors / SOP
	4.4	Identified gaps are communicated to the relevant authorities
	4.5	Corrective actions are proposed in consultation with relevant authorities
	4.6	Progresses monitoring reports are submitted to the higher authorities

**Range/Context:**

Competencies in this unit may be performed in field area.

**Elaboration of terms in performance criteria**

- **Administrative arrangements** in PC 3.2 may include; Venue, Location approvals, Meals and refreshments

**Critical Aspects:**

The assessment must confirm that the candidate is able to:

- Identify training needs
- Prepare training plan achievable, time and cost effective
- Ensure Mode of training delivery
- Identify resource persons and barriers to learning (Language, Literacy and numeracy levels)
- Ensure effective evaluation

**The following tools, equipment and materials are included within this unit.**

- Training plan
- Training matrix
- Training aids as per the program to be delivered
- Communication equipment
- Computer with accessories
- E- mail internet facilities
- Relevant software
- Audio and video equipment

**The performance of this unit is expected to be carried out to the following documents and standards.**

- Factories Ordinance – No 45 of 1942 as latest amendments

## **Section 2: National Competency Standard**

- Guidelines for ISO 45001: 2018 Occupational Health and Safety Management System Standards
- Standard operating procedure
- Hazard analysis critical control points
- Material safety data sheets
- Training manual

### **UNDERPINNING KNOWLEDGE**

- Training need analysis
- Training matrix
- Training delivery methods
- Organization evaluation procedures
- Development of training plan
- Preparation of training materials
- Management of financial and physical resources
- Evaluation methods

### **UNDERPINNING SKILLS**

- Analytical skills
- Communication skills
- Training skills
- Report writing skills
- Presentation skills
- Coordination skills

### **Worker behavior / Attitude / Soft skills**

- Team work
- Willing to learn
- Stress tolerance
- Multi-tasking
- Good listener
- Patience
- Honesty
- Activeness
- Neatness
- Efficient
- Flexible
- Self confidence
- Adhere to safety regulation
- Work ethics
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- Responsible
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- Talented
- Punctuality

Section 2: National Competency Standard

<b>Unit Title</b>	<b>Carryout workplace communication</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to communicate with customers and co-workers clearly and politely face to face, over the phone, and in writing
<b>Unit Code</b>	<b>N85S011BU01</b>
<b>Elements of Competence</b>	<b>Performance Criteria</b>
<b>1. Apply verbal communication at work place</b>	<p>1.1 <b>Verbal communication methods</b> and media are used to gather and convey information</p> <p>1.2 Gathered information are transferred to the relevant level of the organization</p> <p>1.3 Instructions and enquiries are responded promptly in accordance with current organisational requirements</p>
<b>2. Apply non-verbal communication</b>	<p>2.1 <b>Non-verbal communication methods</b> and media are used to follows accepted industry practice or social convention</p> <p>2.2 Unclear or ambiguous <b>visual communication</b> is clarified by questioning</p>
<b>3. Apply written communication and signage</b>	<p>3.1 <b>Written communication methods and media</b> are used in clear and concise language</p> <p>3.2 Communication of intended meaning is ensured and clarified by questioning</p> <p>3.3 Work place documentation and correspondence are interpreted to understand their intended meaning</p> <p>3.4 Required workplace documentation are communicated and recorded according to organizational requirement in timely</p>
<b>4. Respond positively to individual differences</b>	<p>4.1 Cultural, ethnic, language and gender differences are taken into consideration in all verbal and non-verbal communication</p> <p>4.2 All individuals are treated with privacy (if necessary), respect, courtesy and sensitively</p>

**Range / Context:**

The work connected to this unit may take place in a workplace or workshop. Communication will include verbal, non-verbal, written, printed and electronic forms.

**Elaboration of terms in performance criteria**

- **Verbal Communication methods and media** in PC 1.1 & 1.2 may include: phone calls, video chats, and face-to-face conversation.

## Section 2: National Competency Standard

- **Non-verbal communication methods and media** in PC 2.1 may include: Nonverbal communication strategies such as body language, signs, and symbols
- **Visual communication:** in PC 2.2 may include: information education and communication (IEC) material, posters, videos
- **Written communication methods and media** in PC 3.1 may include: emails, letters, forms, records, drawings, schedules, checklists, manuals

### Critical aspects

The assessment must confirm that the candidate is able to;

- obtain and record accurate information from customer/superior/co-workers
- convey information to relevant parties accurately
- record information confidentiality

### The following tools, equipment & material are included within this unit

- Stationeries
- Relevant communication devises submitted by organization management
- Computer with internet facilities
- Charts
- Memos
- Formats & Forms (Time Record sheets, Quality record sheets and material order sheets)
- Standard Organizational Procedures, accepted ethical standards and norms

### Required Knowledge, Skills and Worker behavior/Attitude/Soft skills

#### UNDERPINNING KNOWLEDGE

- Communication methods and media
- Industry terminology
- Industry relevant reporting procedures
- Forms of address appropriate to customers and staff
- Industry-relevant technology to support communication
- Basic knowledge of new trends
- Telephone etiquettes
- Presentation techniques
- General norms of polite conduct
- Customs of different ethnic and religious groups
- Basic understanding of gender issues
- Showing respect to persons
- Gender issues relevant to the communication
- General Ethics

#### UNDERPINNING SKILLS

- Verbal and non-verbal communication skills
- Visual Communication Skills
- Written Communication Skills
- Literacy skills to identify work requirements, and to understand and process basic workplace documentation.
- Use industry terminology
- Use of modern technology for better communication
- Good telephone etiquettes
- Presentation skills

*Section 2: National Competency Standard*

<b>Unit Title:</b>	<b>Apply Workplace Literacy and Numeracy</b>
<b>Unit Descriptor:</b>	This unit covers the competencies required to read and understand relevant documents
<b>Unit Code:</b>	<b>N85S011BU02</b>
<b>Elements Of Competence</b>	<b>Performance Criteria</b>
<b>1. Identify literacy and numeracy demands of the workplace</b>	1.1 <b><i>Literacy requirements of workplace</i></b> tasks, related documents and procedures are identified  1.2 <b><i>Numeracy requirements of workplace</i></b> tasks, documents and procedures are identified
<b>2. Apply a range of skills that support workplace literacy and numeracy</b>	2.1 Identified literacy requirements are applied to workplace as and when required  2.2 Identified numeracy requirements are applied to workplace as and when required

**Range/Context:**

The work connected to this unit may take place in a workplace / workshop.

**Elaboration of terms in performance criteria**

- ***Literacy requirements of workplace*** in PC 1.1 may include:
  - Mother language and English
  - reading skills to understand written information, such as signs, work instructions, policies, procedures, legislation, specifications, checklists and reports
  - writing skills to complete or produce written texts, such as emails, checklists, work record sheets, safety or risk assessment, reports and SMS
- ***Numeracy requirements of workplace*** in PC 1.2 may include:
  - add, subtract, multiply and divide
  - locate information in tables, use numbers, read various scales and gauges, use calculations (such as determine weight of load, quantity)
  - measure, plan time, read and interpret tables and diagrams
  - read and interpret maps
  - record and interpret data, such as forms and checklists.

**Critical Aspects:**

The assessment must confirm that the candidate is able to;

- interpret written material accurately
- convey ideas clearly and correctly in writing
- adopt appropriate method in mathematical calculations



**The following tools, equipment & material are included within this unit.**

**Tools/ instruments and equipment**

- Stationeries
- Calculator
- Computer with internet facility

**Materials/Documents/References/Standards)**

- Charts
- Manuals
- Memos
- Forms (Time Record sheets, Quality record sheets, Colour codes and material order sheets)
- Accepted rules of grammar and syntax
- Fundamental principles of mathematics

**Required Knowledge, Skills and Worker behavior/Attitude/Soft skills**

**Underpinning Knowledge**

- Literacy requirements of workplace
- Numeracy requirements of workplace
- Features of literacy and numeracy
- Literacy and numeracy demands of everyday workplace tasks, documents and procedures
- Benefits of literacy and numeracy skill development in the workplace

**Underpinning Skills**

- Learning skills to identify the broad literacy and numeracy skills that underpin workplace tasks
- Reading skills to read routine workplace documents
- Planning and organising skills to apply strategies to support workplace literacy and numeracy
- Self-management skills to apply strategies to support workplace literacy and numeracy

**Section 2: National Competency Standard**

<b>Unit Title</b>	<b>Work in teams</b>
<b>Unit Descriptor</b>	This unit covers the competencies required to work cooperatively with people identifying roles & responsibilities within team.
<b>Unit Code</b>	<b>N85S011BU03</b>
<b>Elements of Competence</b>	<b>Performance Criteria</b>
<b>1. Communicate with team members</b>	1.1 <b>Effective Communication strategies</b> are followed preventing misunderstanding & giving consideration to gender & culture  1.2 Information & ideas are shared with <b>team</b> members to enhance work outcome
<b>2. Participate in team work activities</b>	2.1 Individual tasks are listed out according to the work plan.  2.2 Individual tasks are carried out as a team leader  2.3 Other team members are encouraged and supported in undertaking required roles and responsibilities

**Range / Context:**

The performance of activities included in this unit may take place in a workplace / workshop.

**Elaboration of terms in performance criteria**

- **Effective Communication strategies** in PC 1.1 may include:
  - Active listening, questioning, observing, giving feedback, empathy
- **Team** include: Employees, Health and safety committee members/ representatives, Department heads, Supervisory staff, Head of the organization, Medical staff and other service providers

**Critical aspects**

The assessment must confirm that the candidate is;

- Achieve team goals
- Follow designated work plan for the job

**The following tools, equipment & material are included within this unit.**

- Depending on the job assigned to the team for the purpose of assessing this unit, required tools, equipment and material will be provided.

**The performance of this unit is expected to be carried out to the following documents and standards**

- Work plans
- Manuals

**Section 2: National Competency Standard**

- Handbooks
- General rules and norms guiding team behaviour

**Required Knowledge, Skills and Worker behavior/Attitude/Soft skills**

**UNDERPINNING KNOWLEDGE**

- Concepts of team behaviour
- Elementary group dynamics
- Basic knowledge in social and demographic structures
- Knowledge of organization standard procedures and work instructions and relevant regulatory requirements.

**UNDERPINNING SKILLS**

- Leadership skills
- Encouraging team members
- Following instructions
- Demonstrating interpersonal skills
- Listening
- communication skills
- Providing suggestions and information
- Reporting information
- Contributing to achieve main objective of the team

**COMPETENCY BASED TRAINING CURRICULUM**  
**For**  
**OCCUPATIONAL HEALTH AND SAFETY OFFICER**  
**NVQ LEVEL 04**

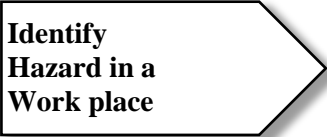

(Competency Standards Code: N85S011)

Curriculum Modules		Module Code No.	Duration (Hours)		Page No.
			Theory	Practical	
1.	Principals of health and safety management systems and legal compliances	N85S011M01	12	52	35
2.	OHS training and Evaluation	N85S011M02	12	48	36
3.	Hazards identification	N85S011M03	18	42	37
4.	Risk Assessment	N85S011M04	12	18	39
5.	Managing safety / Safety Controls	N85S011M05	18	54	40
6.	Occupational health and First Aid	N85S011M06	06	48	41
7.	Fire safety, rescue and emergency response	N85S011M07	12	54	42
8.	Incidents & Accidents investigation and root cause analysis	N85S011M08	12	84	43
9.	Workplace general safety hazards	N85S011M09	24	124	44
10.	Safety inspections and workplace monitoring	N85S011M10	12	52	45
11.	Record keeping and documentation	N85S011M11	06	72	46
12.	Communication Skills for Workplace	N85S011BM01	06	06	47
13.	Language Literacy and Numeracy	N85S011BM02	18		48
14.	Team Work	N85S011BM03	12		59
<b>Total Duration</b>			<b>180</b>	<b>654</b>	
<b>Sub Total</b>			<b>834</b>		

## OCCUPATIONAL HEALTH AND SAFETY OFFICER - COMPETENCY PROFILE

**Competency Area**

**Tasks**

<b>A.</b>  <b>Identify Hazard in a Work place</b>	A1. Inspect work place	A2. Identify Physical hazard	A3. Identify Mechanical/ Electrical hazard	A4. Use measuring equipment	A5. Identify Chemical hazards	A6. Identify Biological hazard
	A7. Identify psychosocial hazards	A8. Identify Fire hazard	A9. Identify workplace general safety	A10. Ensure ergonomic Practices	Evaluate work place for health hazard	A11. Ensure Use of PPE
	A12. Ensure welfare facilities	A13. Prepare reports				
<b>B.</b>  <b>Perform risk assessments</b>	B1. Refer past records	B2. Identify the accidents	B3. Identify the incidents	B4. Identify dangerous occurrences	B5. Identify the occupational diseases	B6. Obtain information from the Industrial safety division
	B7. Ensure the status of records	B8. Assess risk	B9. Develop risk assessment register			

**Section 3: Competency Based Training curriculum**

<b>C.</b> <b>Prepare hazard control work Plan</b>	C1. Identify major non conformities	C2. Keep findings depending on need of short term and long-term solutions	C3. Identify Long term non conformities	C4. Formulate Strategies of safety committees	C5. Identify resources needed to accomplish the OHS plan	C6. Organize Safety committee meetings and obtain approvals if required
	C7. Prioritize and implement Activities					
<b>D.</b> <b>Implement Control measures</b>	D1. Prioritize planned activities	D2. Identify resources	D3. Monitor activity implementation	D4. Control chemical hazards	D5. Control physical hazards	D6. Control environmental hazards
	D7. Teach good ergonomic practices	D8. Train the workers on use of PPE	D9. Check and keep the welfare facilities clean	D10. Ensure machine guards and safe electrical equipment	D11. Provide first aid when required	D12. Implement stress management techniques
	D13. Ensure cleanliness of canteen	D14. Implement food safety measures				
	E1. Identify training needs	E2. Conduct training	E3. Evaluate the feedback	E4. Monitor the training outcome by behavioural changers		

Section 3: Competency Based Training curriculum

Programme Structure

Competency Area		Module		Competencies	Time	
		No.	Title		Institutional	
					Theory	Practical
		BM01 BM02 BM03 N85S011M01  N85S011M11	Communication Skills for Workplace Language Literacy and Numeracy Team Work Principals of health and safety management systems and legal compliances Record keeping and documentation		06 18 12 12  06	06   52  72
A	Identify hazard in the workplace	N85S011M03 N85S011M06	Hazards identification Occupational health and First Aid	A1, A2, A3, A4, A5,A6,A7,A8,A9	18 06	42 48
D	Implement control measures	N85S011M07  N85S011M09 N85S011M10	Fire safety, rescue and emergency response Work environment hazards Safety inspections and workplace monitoring	A10,A11,A12 D1,D2,D3,D4,D5, D6, D7,D8,D9,D10, D11,D12,D13,D14	12  24 12	54  124 52
B	Perform risk assessment	N85S011M04	Risk Assessment	B1, B2, B3, B4, B5, B6, B7, B8, B9	12	18
C	Prepare hazard control work plan	N85S011M05 N85S011M08	Managing safety / Safety Controls Incidents & Accidents investigation and root cause analysis	C1, C2, C3,C4,C5,C6, C7	18 12	54 84
E	Conduct training and awareness programmes	N85S011M02	OHS training and Evaluation	E1,E2,E3,E4	12	48
<b>Total</b>					<b>180</b>	<b>654</b>
<b>Sub Total</b>					<b>834</b>	

Section 4: Assessment

Qualification Mapping Sheet

Qualification Code	Relevant Competency Unit	Relevant Curriculum Modules	Relevant Tasks
N85S011Q1L4	N85S011U01+N85S011U02+N85S011U03+N85S011U04+N85S011U05+ BU01+BU02+BU03	N85S011M01+N85S011M02+N85S011M03+N85S011M04+N85S011M05+N85S011M06+N85S011M07+N85S011M08+N85S011M09+N85S011M10+N85S011M11+BM01+BM02+BM03	A1, A2, A3, A4, A5,A6,A7,A8,A9 A10,A11,A12, A13  B1, B2, B3, B4, B5, B6, B7, B8, B9  C1, C2,C3,C4,C5, C6,C7  D1,D2,D3,D4,D5, D6, D7, D8, D9, D10,D11, D12, D13,D14  E1,E2,E3,E4



Section 4: Assessment

<b>Module Title</b>	<b>Principals of health and safety management systems and legal compliances</b>
<b>Module Code</b>	<b>N85S011M01</b>
<b>Duration (Hrs)</b>	64hr (12T + 52P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Describe OHS Management Systems</li> <li>- Describe Legal compliances</li> </ul>
<b>Learning Content</b>	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Introduction to OHS Management Systems (OHSMS) <ul style="list-style-type: none"> <li>○ What is Health and Safety and its importance</li> <li>○ PDCA Cycle</li> <li>○ International management systems (ISO 45001:2018)</li> <li>○ Principals of health and safety management systems and</li> </ul> </li> <li>• Legal compliances <ul style="list-style-type: none"> <li>○ Introduction to Factory Ordinance <ul style="list-style-type: none"> <li>▪ Sections covered in FO (Part I, Part II, Part III, Part IV, Part V)</li> <li>▪ All Regulations coming under FO <ul style="list-style-type: none"> <li>– Sanitary conveniences</li> <li>– Dangerous occurrence</li> <li>– Washing facilities</li> <li>– General lighting</li> <li>– Meal rooms</li> <li>– Pressure vessels <ul style="list-style-type: none"> <li>○ Boilers/steam receivers</li> <li>○ Air receivers</li> <li>○ Gas receivers</li> </ul> </li> <li>– Industrial deceases</li> <li>– Protection of eyes</li> <li>– First aid</li> <li>– Registration of factories</li> <li>– Noise</li> </ul> </li> </ul> </li> </ul> </li> <li>• Introduction to Legal requirements of PPE &amp; Product Standards <ul style="list-style-type: none"> <li>○ SLSI / ANSI / NIOSH / EN / BS / EU / ACGIH, etc.</li> </ul> </li> </ul> <p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>• List out the legal requirements related to own working place and evaluate current compliance</li> <li>• Class room Assessment - 10MCQ</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment - 60% Summative Assessment – 40%

Section 4: Assessment

<b>Module Title</b>	<b>OHS training and Evaluation</b>
<b>Module Code</b>	<b>N85S011M02</b>
<b>Duration (Hrs)</b>	60 hr (12T + 48P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Plan OHS training sessions</li> <li>- Conduct OHS training sessions</li> <li>- Evaluate training sessions</li> </ul>
<b>Learning Content</b>	<p><b>Theory:</b></p> <ul style="list-style-type: none"> <li>• Introduction to OHS Training <ul style="list-style-type: none"> <li>○ Understanding organization structures</li> <li>○ Duties and Responsibilities of key individuals of organization (CEO/GM/Eng Head/Operation Head etc.)</li> <li>○ Duties and Responsibilities of safety officer</li> <li>○ Introduction to Training Matrix and Training Plan</li> <li>○ OHS related Communication</li> </ul> </li> <li>• Conducting OHS training <ul style="list-style-type: none"> <li>○ Objectives of the OHS training</li> <li>○ Different types of OHS Trainings</li> <li>○ Pre requirements of training</li> <li>○ Basic knowledge on resource planning and allocation</li> <li>○ Tool Box Talks</li> <li>○ Induction Training</li> </ul> </li> <li>• Training Evaluation and feed back <ul style="list-style-type: none"> <li>○ How to conduct feedback session</li> <li>○ How to organize an effective training session</li> </ul> </li> </ul> <p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>• Students are divided into groups and will be given different tool box topic to prepare tool box talk. One member will present</li> <li>• Develop a training matrix for a selected organization and submit a report on effective OHS Communication</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment - 60% Summative Assessment – 40%

Section 4: Assessment

<b>Module Title</b>	<b>Hazards identification</b>
<b>Module Code</b>	<b>N85S011M03</b>
<b>Duration (Hrs)</b>	60hr (18T + 42P)
<b>Learning Outcomes</b>	<p>After completion of this module trainee will be able to;</p> <ul style="list-style-type: none"> <li>- Identify mechanical, chemical, biological, electrical hazards</li> <li>- Identify Ergonomic/Stress</li> <li>- Describe Hazard Identification Techniques</li> </ul>
<b>Learning Content</b>	<p><b>Theory:</b></p> <ul style="list-style-type: none"> <li>• Hazard Identification Techniques <ul style="list-style-type: none"> <li>○ Hazard definitions</li> <li>○ Types of hazards</li> <li>○ Methods of Hazard identification <ul style="list-style-type: none"> <li>▪ Check Lists</li> <li>▪ Safety Inspections</li> <li>▪ Introduction in workplace inspection and collect evidence</li> </ul> </li> </ul> </li> <li>• Unsafe acts and unsafe conditions</li> <li>• Type of Hazard <ul style="list-style-type: none"> <li>○ Physical hazard <ul style="list-style-type: none"> <li>▪ Introduction in Physical hazard</li> <li>▪ Radiation</li> <li>▪ Light</li> <li>▪ Heat</li> <li>▪ Noise</li> <li>▪ Vibration</li> <li>▪ Ventilation</li> <li>▪ Legal requirements related to physical hazards</li> </ul> </li> <li>• Mechanical hazard <ul style="list-style-type: none"> <li>▪ Introduction in Mechanical hazard</li> <li>▪ Safety aspects of the machines</li> <li>▪ Legal requirements related to mechanical hazard</li> <li>▪ Safety requirements of Pressure vessel <ul style="list-style-type: none"> <li>- Steam boilers <ul style="list-style-type: none"> <li>✓ Maximum and minimum water levels, on water level gauge, low water levels alarm, availability of red line on the pressure meter to indicate safe working pressure</li> </ul> </li> <li>- Steam receivers and Steam containers</li> <li>- Air receivers</li> <li>- Gas receivers</li> </ul> </li> <li>▪ Lifting equipment <ul style="list-style-type: none"> <li>- chain, ropes, belts and lifting tackles, hoist &amp; lift, cranes and other lifting machines</li> </ul> </li> </ul> </li> <li>• Electrical hazards <ul style="list-style-type: none"> <li>▪ Introduction in Electrical hazards</li> <li>▪ Legal requirements related to electrical hazards</li> <li>▪ Safety related requirements in IEE Regulation</li> <li>▪ Overload, overhead line, Insulation, grounding</li> <li>▪ Electrical system and instruments</li> <li>▪ Injuries</li> </ul> </li> </ul> </li> </ul>

Section 4: Assessment

	<ul style="list-style-type: none"> <li>○ Chemical hazards <ul style="list-style-type: none"> <li>▪ Introduction in Chemical hazards</li> <li>▪ Properties of chemicals</li> <li>▪ Read and understand the Material Safety Data Sheets (MSDS)/GHS / DOT / NFPA / HMIS Labeling</li> <li>▪ Handling chemicals <ul style="list-style-type: none"> <li>- smell, odour, itching, tearing, difficulties in breathing, vomiting or any other discomfort, improper storage, spillage of chemicals and non-availability of Material Safety Data Sheets (MSDS) and conventional labels</li> </ul> </li> </ul> </li> <li>○ Biological hazards <ul style="list-style-type: none"> <li>▪ Introduction in Biological hazards</li> <li>▪ Types of Biological hazards <ul style="list-style-type: none"> <li>- Bacteria</li> <li>- Viruses</li> <li>- Fungus</li> <li>- Parasites</li> <li>- Insects</li> <li>- Birds</li> <li>- Animal</li> <li>- Human</li> </ul> </li> <li>▪ Biological hazards of <ul style="list-style-type: none"> <li>- Water treatment plant</li> <li>- Cooling tower</li> <li>- Food and beverage contamination</li> </ul> </li> <li>▪ Communicable and non-communicable diseases</li> </ul> </li> <li>● Ergonomic/Stress hazards <ul style="list-style-type: none"> <li>○ Introduction in Ergonomic hazards</li> <li>○ Ergonomic practices in industry and office environment</li> <li>○ Repetitive movement</li> <li>○ Basics of Stress Management</li> </ul> </li> </ul>
	<p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>● Students will be assigned to submit an Individual Hazard Identification Report for selected industry</li> <li>● Site visit</li> </ul>
<p><b>Teaching-Learning activities</b></p>	<ul style="list-style-type: none"> <li>● Lectures</li> <li>● Group discussion</li> <li>● Brainstorming sessions</li> <li>● Tutorials</li> <li>● Individual assignment</li> <li>● Practical</li> </ul>
<p><b>Assessment weightage</b></p>	<p>Formative Assessment - 60% Summative Assessment – 40%</p>

Section 4: Assessment

<b>Module Title</b>	<b>Risk Assessment</b>
<b>Module Code</b>	<b>N85S011M04</b>
<b>Duration (Hrs)</b>	30 hr (12T + 18P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Identify hazards</li> <li>- Evaluate the risk</li> </ul>
<b>Learning Content</b>	<b>Theory:</b> <ul style="list-style-type: none"> <li>• Risk Assessments Methods <ul style="list-style-type: none"> <li>○ Definition of Risk</li> <li>○ Difference between Hazard and Risk</li> <li>○ Different kind of risk matrix</li> <li>○ Risk assessment methods</li> </ul> </li> <li>• How to develop Risk register/Hazards Identification and Risk Assessment (HIRA) Plan <ul style="list-style-type: none"> <li>○ Different methods of risk prioritizing</li> <li>○ How to prioritize the plan activities based on risk</li> </ul> </li> </ul>
	<b>Practical:</b> <ul style="list-style-type: none"> <li>• Identify Hazard, Assess Risk and Prepare a risk matrix for given video/Slide presentation</li> <li>• Site visit</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment - 60% Summative Assessment -40%

Section 4: Assessment

<b>Module Title</b>	<b>Managing safety / Safety Controls</b>
<b>Module Code</b>	<b>N85S011M05</b>
<b>Duration (Hrs)</b>	72 hr (18T + 54P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Prepare risk matrix</li> <li>- Plan for counter measures</li> </ul>
	<p><b>Theory:</b></p> <ul style="list-style-type: none"> <li>• Hierarchy of risk controls <ul style="list-style-type: none"> <li>○ Levels of the risk mitigation</li> <li>○ Selection Control Measures based on type of hazards</li> </ul> </li> <li>• Different types of control measures for, <ul style="list-style-type: none"> <li>○ Physical Hazard &amp; Examples</li> <li>○ Mechanical Hazards &amp; Examples</li> <li>○ Electrical Hazards &amp; Examples</li> <li>○ Chemical Hazards &amp; Examples</li> <li>○ Ergonomically Hazards &amp; Examples</li> <li>○ Biological hazards <ul style="list-style-type: none"> <li>▪ Water and waste water treatment</li> <li>▪ Food and beverage contamination <ul style="list-style-type: none"> <li>– Best Hygienic practices related to food</li> <li>– Best practices of food handlers</li> </ul> </li> <li>▪ Medical and Health</li> </ul> </li> </ul> </li> <li>• Personal Protective Equipment <ul style="list-style-type: none"> <li>○ Correct Use of PPE</li> <li>○ Pre use inspection</li> <li>○ Storage requirements</li> <li>○ Consequences due to defective PPE</li> <li>○ Read and understand PPE matrix</li> <li>○ Refer manufacturers guidelines</li> <li>○ Different types of PPE with respect to task</li> <li>○ How to prepare a PPE matrix</li> <li>○ Impotence of correct usage of PPE</li> <li>○ Proper Storage of PPE</li> <li>○ How to conduct Pre use inspection / Periodical inspection</li> <li>○ Disposal methods of PPE</li> </ul> </li> <li>• Relevant Safety signage related to hazards</li> </ul> <p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>• Submit individual report based on the HIRA with suitable control measures</li> <li>• Assigned to conduct risk assessment during the field visit and present summery.</li> <li>• Field visit</li> <li>• MCQ paper</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures / Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials, Individual assignment, Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment - 70% Summative Assessment – 30%

Section 4: Assessment

<b>Module Title</b>	<b>Occupational health and First Aid</b>
<b>Module Code</b>	<b>N85S011M06</b>
<b>Duration (Hrs)</b>	54 (06T + 48P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Describe legal requirements</li> <li>- Demonstrate first aid techniques</li> </ul>
<b>Learning Content</b>	<b>Theory:</b> <ul style="list-style-type: none"> <li>• Legal requirements in First Aid <ul style="list-style-type: none"> <li>○ First aid kit</li> <li>○ General Register</li> <li>○ First aid regulations</li> </ul> </li> <li>• First aid techniques</li> <li>• First aid tools and equipment</li> <li>• Handling and transport Casualty <ul style="list-style-type: none"> <li>○ CPR</li> </ul> </li> <li>• Occupational hygiene practices</li> </ul>
	<b>Practical:</b> <ul style="list-style-type: none"> <li>• Practical demonstration with a dummy</li> <li>• Demonstrate on casualty handling – Groupwork</li> <li>• Classroom Assessment - 10MCQ</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment - 60% Summative Assessment – 40%

Section 4: Assessment

<b>Module Title</b>	<b>Fire safety, rescue and emergency response</b>
<b>Module Code</b>	<b>N85S011M07</b>
<b>Duration (Hrs)</b>	66 (12T + 54P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Identify fire hazards</li> <li>- Prepare counter measure</li> <li>- Apply fire-fighting techniques</li> </ul>
<b>Learning Content</b>	<p><b>Theory:</b></p> <ul style="list-style-type: none"> <li>• Principles of fire and Explosions <ul style="list-style-type: none"> <li>○ Fire Triangle</li> <li>○ Stages of fire</li> <li>○ Heating and ignition</li> <li>○ Flash Point</li> </ul> </li> <li>• Fire Classification <ul style="list-style-type: none"> <li>○ Classes of Fire</li> <li>○ Types of Fire Extinguishers</li> </ul> </li> <li>• Causes and Prevention of Fires and Explosions <ul style="list-style-type: none"> <li>○ Causes of fires</li> <li>○ Control measures to minimize fire risk</li> <li>○ Hot Work Permits System</li> <li>○ Heat/spark generation due to welding, cutting, grinding, Soldering, abrasion and friction</li> </ul> </li> <li>• Basic knowledge on Fire Protection in Buildings (active and passive fire protection system) <ul style="list-style-type: none"> <li>○ Different types of detectors and fire alarms</li> <li>○ Water sprinkler systems</li> <li>○ Fire hose reel systems</li> <li>○ Fire hydrant system</li> <li>○ Fire suppression systems</li> </ul> </li> <li>• Basic knowledge on firefighting and role of Fire teams</li> <li>• Basic knowledge on Grounding / earthing of components <ul style="list-style-type: none"> <li>○ Fire due to static particles</li> </ul> </li> <li>• Fire Evacuation procedures, rescue methods and emergency preparedness methods <ul style="list-style-type: none"> <li>○ Assembly points</li> <li>○ Fire Signages</li> <li>○ Examples of best practices to control fire hazards</li> </ul> </li> <li>• Legal requirements related to fire hazards <ul style="list-style-type: none"> <li>○ Local Authorities</li> <li>○ Factories Ordinance / CIDA guidelines <ul style="list-style-type: none"> <li>▪ Means of escape/ exits in case of fire</li> <li>▪ Safety Provisions in case of fire</li> </ul> </li> </ul> </li> </ul> <p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>• Select an organization and compile all the approvals and requirements related to the industry</li> <li>• Conduct and demonstrate fire Drill using Fire Hydrant/ Hose reels/ fire extinguishes</li> <li>• MCQ Paper</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures, Group discussion, Brainstorming sessions, Tutorials</li> <li>• Individual assignment, Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment - 40% Summative Assessment - 60%



Section 4: Assessment

<b>Module Title</b>	<b>Incidents &amp; Accidents investigation and root cause analysis</b>
<b>Module Code</b>	<b>N85S011M08</b>
<b>Duration (Hrs)</b>	96hr (12T + 84P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Describe the type of accident</li> <li>- Conduct accident investigation</li> <li>- Report accident and incident</li> </ul>
<b>Learning Content</b>	<b>Theory</b> <ul style="list-style-type: none"> <li>• Reporting Accidents and Incidents <ul style="list-style-type: none"> <li>○ Types of Accidents</li> <li>○ Accident record keeping</li> <li>○ Reporting Near misses</li> <li>○ Accidents and incidents Reports</li> </ul> </li> <li>• Incidents &amp; Accidents investigation</li> <li>• Basic Data analyzing techniques <ul style="list-style-type: none"> <li>○ Root cause analysis</li> </ul> </li> <li>• Accident Investigation Report familiarization</li> <li>• Methods of compensation</li> </ul>
	<b>Practical:</b> <ul style="list-style-type: none"> <li>• Identify three past accidents and conduct a root cause analysis for selected one accident</li> <li>• Submit an accident investigation report</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment 60% Summative Assessment 40%

Section 4: Assessment

<b>Module Title</b>	<b>Workplace general safety hazards</b>
<b>Module Code</b>	<b>N85S011M09</b>
<b>Duration (Hrs)</b>	148 (24T + 124P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Identify the hazard related to work environment</li> <li>- Propose suitable control measures to the identified hazards</li> </ul>
<b>Learning Content</b>	<p><b>Theory:</b></p> <ul style="list-style-type: none"> <li>• Work permit systems</li> <li>• Work at height hazards and control measures <ul style="list-style-type: none"> <li>○ Work at height procedure</li> <li>○ Work at height approval process</li> <li>○ Ladders/scaffoldings and other means of access</li> </ul> </li> <li>• Unsafe conditions (Slip trip and fall)</li> <li>• Work in confine spaces <ul style="list-style-type: none"> <li>○ Types of Confine Space</li> <li>○ Control Measures</li> <li>○ Recue Procedure</li> </ul> </li> <li>• Work under ground</li> <li>• Construction safety <ul style="list-style-type: none"> <li>○ Excavation <ul style="list-style-type: none"> <li>▪ Safe excavation methods</li> <li>▪ Safety Trenching/ Collapsing Trenches</li> <li>▪ Identification underground services</li> </ul> </li> <li>○ Monitoring of Construction Machinery / equipment</li> <li>○ Demolishing structures</li> <li>○ Erection of structures</li> </ul> </li> <li>• Work on or near water body</li> <li>• Work on energized equipment <ul style="list-style-type: none"> <li>○ Types of Energy</li> <li>○ LOTO Procedure</li> </ul> </li> <li>• Environment Management Principles <ul style="list-style-type: none"> <li>○ Requirements of National environments act</li> <li>○ Fundamentals of the ISO 14001 Standard</li> <li>○ Pollution control methods</li> </ul> </li> <li>• Waste collection and disposal <ul style="list-style-type: none"> <li>○ Types of wastes</li> <li>○ Waste Collection, segregation and disposal procedures</li> </ul> </li> <li>• Hazards in Traffic safety</li> </ul> <p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>• Develop SOP for a selected High Risk activity</li> <li>• Classroom Assignment - 10MCQ</li> <li>• Submit a report on Health and Safety requirements in waste management for the selected organization</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures, Group discussion, Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment – 60% Summative Assessment – 40%

Section 4: Assessment

<b>Module Title</b>	<b>Safety inspections and workplace monitoring</b>
<b>Module Code</b>	<b>N85S011M10</b>
<b>Duration (Hrs)</b>	64hr (12T + 52P)
<b>Learning Outcomes</b>	After completion of this module trainee will be able to; <ul style="list-style-type: none"> <li>- Conduct safety inspection</li> <li>- Conduct safety committee meeting</li> <li>- Conduct progress review meeting</li> </ul>
<b>Learning Content</b>	<p><b>Theory:</b></p> <ul style="list-style-type: none"> <li>• Introductions to Safety Inspection <ul style="list-style-type: none"> <li>○ Difference between Audit and Inspection</li> <li>○ Safety Check Lists</li> </ul> </li> <li>• Safety Committee <ul style="list-style-type: none"> <li>○ Constituent of safety committee</li> <li>○ Duties and responsibilities of committee members</li> <li>○ Preparation of health and safety workplan</li> <li>○ How to select the safety committee members</li> <li>○ Objectives of safety committee / committee meeting</li> <li>○ How to conduct the effective committee meeting</li> </ul> </li> <li>• Introduction to progress review meeting <ul style="list-style-type: none"> <li>○ Agenda for progress review</li> <li>○ OHS KPIs</li> <li>○ Structure of the meeting minutes and reporting / communication</li> </ul> </li> </ul> <p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>• Group Activity: <ul style="list-style-type: none"> <li>○ Conduct an OHS committee meeting appointing members</li> <li>○ Record meeting minutes and present to the audience.</li> </ul> </li> <li>• Individual Assignment: <ul style="list-style-type: none"> <li>○ Prepare an induction presentation for new safety committee member</li> </ul> </li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	Formative Assessment 60% Summative Assessment 40%

Section 4: Assessment

<b>Module Title</b>	<b>Record keeping and documentation</b>
<b>Module Code</b>	<b>N85S011M11</b>
<b>Duration (Hrs)</b>	78 (06T + 72P)
<b>Learning Outcomes</b>	<p>After completion of this module trainee will be able to;</p> <ul style="list-style-type: none"> <li>- Understand the OHS Management System/Quality Management System and its elements.</li> <li>- Understand Importance of Operation control procedure and how to incorporate the safety critical parameters.</li> <li>- Understand the medical center operation and essential documents.</li> </ul>
<b>Learning Content</b>	<p><b>Theory:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Manual and related documents <ul style="list-style-type: none"> <li>○ OHS Policy ‘</li> <li>○ OHS Procedures</li> <li>○ Operational Control Procedure (SOP)</li> <li>○ OHS Documents and Data Recording</li> </ul> </li> <li>• Document control Procedure</li> <li>• Documentations at Medical Center</li> <li>• Documentations related to legal requirements <ul style="list-style-type: none"> <li>○ Accident notification</li> <li>○ General register</li> <li>○ Statutory test certificate</li> <li>○ Bi-annual reports</li> <li>○ Other applicable documents (EPL/ Local authority approvals, Building approvals, etc.)</li> </ul> </li> <li>• Quality Management Techniques (5S, KIZEN)</li> </ul>
	<p><b>Practical:</b></p> <ul style="list-style-type: none"> <li>• Group Work: Refer OHS Manual of an organization and identify the important procedures and Documents.</li> <li>• Individual Assignment: Study about the legal requirement related to the organization and prepare a summary report</li> </ul>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lectures</li> <li>• Group discussion</li> <li>• Brainstorming sessions</li> <li>• Tutorials</li> <li>• Individual assignment</li> <li>• Practical</li> </ul>
<b>Assessment weightage</b>	<p>Formative Assessment 60%</p> <p>Summative Assessment 40%</p>

Section 4: Assessment

<b>Module Title</b>	<b>Communication Skills for Workplace</b>
<b>Module Code</b>	N85S011BM01
<b>Module Type</b>	Core module
<b>Duration (Hrs.)</b>	12 Hours
<b>Learning Outcomes</b>	After completion of this module the trainee will be able to: <ul style="list-style-type: none"> <li>• Communicate ideas and information at the workplace effectively</li> </ul>
<b>Learning Content</b>	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Active listening (paying close attention to what the other person is saying, asking clarifying questions, and rephrasing what the person says to ensure understanding)</li> <li>• Verbal and nonverbal communication</li> <li>• Follow instructions from supervisors and other relevant persons</li> <li>• Understand, interpret and applied information as required</li> <li>• Sharing work related information with other team members using industry terminology</li> <li>• Range of forms and formats related to work</li> <li>• Presentation techniques and methods</li> </ul> <p>Duration-06 hrs</p>
	<p><b>Practical /Assignment:</b></p> <ul style="list-style-type: none"> <li>• Role plays and dramas</li> <li>• Assignments <ul style="list-style-type: none"> <li>– Prepare a list of 250-300 technical/vocational terms in English used in OHS</li> <li>– Collect manufactures' safety guidelines/work instructions operation manuals related in OHS, prepare a file and interpret the information</li> </ul> </li> </ul> <p>Duration-06 hrs</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Illustrated talk</li> <li>• Demonstrations</li> <li>• Video</li> <li>• Presentation</li> </ul>
<b>Forms of assessment</b>	Formative Assessment + Summative Assessment

Section 4: Assessment

<b>Module Title</b>	<b>Language Literacy and Numeracy</b>
<b>Module Code</b>	N85S011BM02
<b>Module Type</b>	Core Module
<b>Duration (Hrs.)</b>	18 Hours
<b>Learning Outcomes</b>	<p>After completion of this module trainees will be able to;</p> <ul style="list-style-type: none"> <li>• use the language to accomplish purposes and get things done.</li> <li>• use words and ways of speaking appropriate for different situations.</li> <li>• interact with other people appropriately.</li> <li>• understand the messages.</li> </ul>
<b>Learning Content</b>	<p>Theory:</p> <ul style="list-style-type: none"> <li>• Literacy requirements of working area (English and Tamil)</li> <li>• Numeracy requirements of working area ( <ul style="list-style-type: none"> <li>- Safety KPI calculations</li> <li>- Basic statistics calculations (Mean, Median, Probability)</li> <li>- Graphical presentation</li> </ul> </li> <li>• Features of literacy and numeracy</li> <li>• Benefits of literacy and numeracy skill development in the working area</li> </ul> <p>(Duration: 18 hours)</p> <p>Practical:</p> <ul style="list-style-type: none"> <li>• Assignment 01: Write a paragraph consisting of 350 words describing the method of Message Dissemination System</li> </ul> <p>(Duration: -)</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Illustrated Talks</li> <li>• Assignments</li> <li>• Presentations</li> <li>• Demonstrations</li> </ul>
<b>Forms of assessment</b>	Formative Assessment + Summative Assessment

Section 4: Assessment

<b>Module Title</b>	<b>Team Work</b>
<b>Module Code</b>	N85S011BM03
<b>Duration (Hrs)</b>	12 Hours
<b>Module Type</b>	Basic Module
<b>Learning Outcomes</b>	<p>At the end of this module student should be able to;</p> <ul style="list-style-type: none"> <li>• Contribute positively to the work in team environment</li> <li>• Work effectively with others in a socially diverse environment</li> <li>• Respect and understand the views of others</li> <li>• Give, receive and act upon feedback</li> <li>• Identify and describe own roles and roles of others</li> </ul>
<b>Learning Content</b>	<p><b>Theory</b></p> <ul style="list-style-type: none"> <li>• Simple concepts of team behavior</li> <li>• Elementary group dynamics</li> <li>• Basic knowledge in social and demographic structures</li> </ul> <p>Duration-06 hrs</p>
	<p><b>Practical</b></p> <ul style="list-style-type: none"> <li>• Identify and establish team purpose, team member's roles and responsibilities for given activities.</li> <li>• Coach and motivate team.</li> <li>• Assignments <ul style="list-style-type: none"> <li>– Form a fire fighting team and conduct a rehearsal and give the feedback on challenges</li> <li>– Arrange a risk assessment session and give the feedback on group effort</li> </ul> </li> </ul> <p>Duration-06 hrs</p>
<b>Teaching-Learning activities</b>	<ul style="list-style-type: none"> <li>• Lecturers</li> <li>• Role plays</li> <li>• Case studies</li> <li>• Team building activities</li> <li>• Coaching and mentoring</li> </ul>
<b>Forms of assessment</b>	Formative Assessment + Summative Assessment

#### **Section 4: Assessment**

#### **Assessment Guide:**

##### **Forms of assessment**

Assessment shall be based on evidence collected through workplace performance or a combination of evidence collected through training and workplace performance.

##### **Assessment context**

This unit may be assessed on the job, off the job or a combination of on and off the job. These units may be assessed individually.

##### **Assessment conditions**

The candidate will be provided with all equipment, material and documentation required as outlined in each unit.

The candidate will be permitted to refer the following documents;

- Relevant workplace procedures
- Relevant product manufacturer's instructions
- Relevant manuals, standards & reference materials

The candidate will be required to;

- orally or by other methods of communication, answer questions asked by the assessor.
- identify superiors who can be approached for the collection of competency evidence where appropriate.
- present evidence of credit for any off - job training related to this unit.

The assessor must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria and that he / she possesses the required underpinning knowledge.

##### **Special notes**

During assessment, the candidate will;

- demonstrate safe work practices at all times.
- communicate information about processes, events or tasks being undertaken to ensure a safe and efficient working environment.
- perform all tasks in accordance with standard operating procedures.
- perform all tasks to specifications
- take responsibility for the accuracy of his/her own work
- use accepted methods for calculation.

Tasks involved will be completed within reasonable time frames relating to typical workplace activities.

##### **Resources required for assessment**

These include material, tools and equipment listed within each unit



*Section 5: Tools, equipment and material requirement for the training programme*

**The following tools, equipment and materials are required for a training program**

**(Approximately 15 students)**

<b>No</b>	<b>Item</b>	<b>Quantity</b>
1.	Check list	15
2.	WBGT (Wet Bulb Globe Temperature) index meter	1
3.	Sound meter	1
4.	Lux meter	1
5.	Gas analyzer	1
6.	Camera	1
7.	Measuring tape	1
8.	Required PPE demonstration kit	1
9.	Electrical Tester / multimeter	1
10.	Computer with accessories for a trainer	1
11.	Communication equipment	1
12.	Relevant software	1
13.	Audio and video equipment	1

<b>NATIONAL COMPETENCY STANDARDS AND COMPETENCY BASED TRAINING CURRICULUM FOR OCCUPATIONAL HEALTH AND SAFETY OFFICER (Code:N85S011)</b>	
<b>NATIONAL CERTIFICATE AT NVQ LEVEL 4 IN THE OCCUPATION OF OCCUPATIONAL HEALTH AND SAFETY OFFICER</b>	
<b>1. Endorsement date: 07.07.2021</b>	<b>2.Date for review:07.07.2024</b>
<b>3. Purpose of the Qualification</b>	To certify that the holder of this qualification has acquired the competencies contained in the units listed in section 6 below.
<b>4. Regulations for the Qualification</b>	The holder should have been assessed by a licensed assessor and found competent in the units listed in section 6 and certified by the TVEC
<b>5. Qualification Code &amp; Packages</b>	N85S011Q1L4 ( <b>Occupational Health And Safety Officer</b> ) - N85S011U01+N85S011U02+ N85S01103+ N85S011U04+ N85S011U05+ BU1+ BU2+ BU3
<b>6. Prerequisite</b>	Minimum qualification for the learning content is sat for GCE O/L
<b>7. Accreditation requirement</b>	The qualifications shall be offered in compliance with the accreditation requirements of the TVEC as stipulated in the National Vocational Qualifications framework of Sri Lanka.
<b>8. Certification</b>	TVEC shall certify the qualifications in terms of the regulation at section 6 above.
<b>9. Transition arrangements</b>	The competency based assessments shall be undertaken by the registered assessors until TVEC arranges to issue licenses to the assessors
<b>10. Requirement of Conducting Knowledge Assessment</b>	Required
<b>11. Contact for comments</b>	Chairman, National Apprentice & Industrial Training Authority, 971, Sri Jayawardanapura Mawatha, Welikada, Rajagiriya Director General, Tertiary & Vocational Education Commission, "Nipunatha Piyasa", 354/2, Elvitigala Mawatha, Colombo 05.