SYLLABUS – TÜV-SÜD

TÜV SÜD CERTIFIED SAFETY OFFICER (SO)

Question Pattern and Evaluation Criteria:

Types of the Assessment -Theoretical/ Online Assessment
Total Marks- 100
Minimum Pass Mark – 70
Assessment Pattern - Objective type : 50 Questions (Each 2 mark).
Duration (In minutes) - 90

***Note:**
1. Theoretical Assessment Weightage: The question pattern is distributed in all the units during the assessment. It includes MCQ and comprehensive type of questions to gather.
2. Practical assessment to be conducted at institute and should be mentioned in prerequisite.

Syllabus with content

Policy and Planning (15–20 Hours**)**
- Introduction to Safety Policy and Planning
- Legal and Regulatory Framework
- Safety Policy Development
- Planning for Safety Management
- Safety Management Systems (SMS)
- Communication and Consultation in Planning
- Resource Allocation and Budgeting
- Monitoring and Review of Policy and Plans

Risk Assessment (Job Safety Analysis - JSA) (12–20 Hours**)**
- Introduction to Risk Assessment
- Hazard Identification Techniques
- Risk Evaluation and Analysis
- Introduction to Job Safety Analysis (JSA)
- Steps to Conduct a JSA
- JSA Documentation and Communication
- Implementing and Integrating JSA
- Review and Continuous Improvement

Organizing and Implementation (10 -15 Hours**)**
- Organizational Structure for Safety
- Safety Culture and Leadership
- Resources for Safety Implementation
- Training and Competency Management
- Implementation of Safety Procedures
- Internal and External Communication
- Contractor and Visitor Safety Management
- Documentation and Recordkeeping

Review and Improvement (8–12 Hours**)**

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- Introduction to Review and Continuous Improvement
- Performance Monitoring and Evaluation
- Workplace Inspections and Safety Walkthroughs
- Internal Safety Audits
- Incident and Near-Miss Analysis
- Corrective and Preventive Actions (CAPA)
- Management Review of Safety Systems
- Promoting a Continuous Improvement Culture

Monitoring and Recommendations (8–12 Hours**)**
- Introduction to Safety Monitoring
- Active and Reactive Monitoring Techniques
- Tools for Monitoring and Data Collection
- Data Interpretation and Trend Analysis
- Identifying Areas for Improvement
- Developing Safety Recommendations
- Communicating Monitoring Results and Recommendations
- Follow-Up and Verification

Technical Learning

Introduction to OSH Management (8–12 Hours**)**
- Introduction to Occupational Safety and Health
- History and Evolution of OSH
- Legal and Regulatory Framework
- Roles and Responsibilities in OSH
- Principles of OSH Management Systems
- Benefits of Effective OSH Management
- Worker Participation and Safety Culture

Fire Safety – Hazards, Controls, and Risk Analysis (10–15 Hours**)**
- Fundamentals of Fire Safety
- Fire Hazards in the Workplace
- Fire Risk Assessment
- Fire Prevention and Control Measures
- Fire Protection Systems and Equipment
- Fire Emergency Preparedness and Response
- Fire Safety Roles and Responsibilities

Electrical Safety – Hazards, Controls, and Risk Analysis (10–15 Hours**)**
- Fundamentals of Electricity and Electrical Safety
- Electrical Hazards in the Workplace
- Regulatory and Legal Requirements
- Electrical Risk Assessment
- Control Measures for Electrical Safety
- Lockout/Tagout (LOTO) Procedures
- Electrical Safety Programs and Training
- Emergency Response to Electrical Incidents

PPE & Material Handling – Hazards, Controls, and Risk Analysis (10–14 Hours**)**
- Personal Protective Equipment (PPE) – Overview
- Types of PPE and Their Use Cases
- Selection, Use, and Maintenance of PPE
- Material Handling Hazards – Manual and Mechanical
- Risk Assessment and Hazard Identification
- Control Measures for PPE and Material

Transport Safety – Hazards, Controls, and Risk Analysis (10–14 Hours**)**

- Introduction to Transport Safety
- Common Transport Hazards
- Legal and Regulatory Requirements
- Transport Risk Assessment
- Control Measures for Transport Safety
- Safe Driving Practices and Defensive Driving
- Pedestrian Safety
- Emergency Response and Incident Management

Physiological & Physical Hazards – Preventive Measures (10–14 Hours**)**

- Introduction to Physiological and Physical Hazards
- Noise Hazards
- Vibration Hazards
- Thermal Hazards
- Radiation Hazards
- Ergonomic Hazards
- Risk Assessment and Control Strategies
- Worker Training and Health Surveillance

Hazard Communication – Principles & Preventive Measures (8–12 Hours**)**

- Introduction to Hazard Communication
- Hazardous Chemicals and Materials
- Chemical Hazard Classification and Labelling
- Safety Data Sheets (SDS)
- Hazard Communication Program Implementation
- Preventive Measures and Safe Handling Procedures
- Emergency Preparedness for Chemical Hazards
- Auditing and Continuous Improvement

Environmental Management and Compliance (10–14 Hours**)**

- Introduction to Environmental Management
- Environmental Regulations and Compliance
- Environmental Management Systems (EMS)
- Identification of Environmental Hazards and Risks
- Waste Management Practices
- Pollution Control and Prevention
- Environmental Audits and Inspections
- Promoting Environmental Sustainability

Occupational Hygiene, Ergonomics, and Risk Control (12-16 Hours**)**

- Introduction to Occupational Hygiene
- Hazard Identification and Monitoring
- Risk Assessment in Occupational Hygiene
- Control Measures for Occupational Hygiene Hazards
- Ergonomics in the Workplace
- Ergonomic Risk Control Strategies

Emergency Preparedness and Response Planning (12-16 Hours**)**

- Introduction to Emergency Preparedness and Response
- Hazard Identification and Risk Assessment for Emergencies
- Developing an Emergency Response Plan (ERP)
- Emergency Response Procedures
- Emergency Equipment and Resources
- Training and Drills
- Incident Command System (ICS) and Coordination
- Post-Emergency Recovery and Continuous Improvement
- Regulatory Requirements and Standards

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