EQSC
European Quality & Safety Control

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NIPT: L41504015H

Business Executive Course "EOQ Occupational Health and Safety Manager"

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Content

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Who we are?

EQSC *is a certification body competent in the field of conformance evaluation.* ***EQSC*** *operates through its professional staff in several private and public business sectors.*

Established by a group of professionals, ***EQSC*** *focuses on highlighting and promoting the management systems for all those entities that demonstrate the conformance in accordance with international or national standards.*

We operate throughout the territory of Albania and Kosovo, and furthermore, by offering directly the services from ***EQSC*** *or from partnerships needed to meet customer needs.*

Our Occupational Health and Safety Management System is set up and maintained continuously in order to provide the assurance that all our services are offered Impartially and Competently.

EQSC *as an Accredited Control body, combines technical knowledge and expertise with impartiality, to provide assurance in the market that EQSC certified clients operate according to the respective standards toward which they are certified.*

The Training service offered by us provides professionals with the confidence that they will profit the best on issues related to compliance with standards and applicable laws as well as practical experience.

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Partner of Quality Austria

EQSC boasts a network of collaborations with national and international profile, and in particular is the partner of **Quality Austria**, who is the leading Austrian contact for the Integrated Management System, based on quality, environmental and OH&S (occupational health and safety) management, and the topic of business excellence.

As an independent certification body **Quality Austria** conduct conformity assessments on the basis of international standards and regulations.

The customer focus and the national accreditation as personal certification body according to ISO 17024 by the Federal Ministry for Labour and Economy, guarantee a high and recognized standard on its Training services, at national and European level.

Career without borders

Quality Austria upon **successful completion of the examination** and **submission of proof of practical experience**, provides the candidate with:

1. **Certificate "Representative of Quality/ Environmental / Occupational Health and Safety Management Systems**- after successful completion of the respective examinations **QBP/UBP/SBP**.
2. **Certificate "Quality/ Environmental / Occupational Health and Safety Management System"** - after successful completion of the respective examination **QMAP** (after successful completion of the respective examinations **QBP/UBP/SBP)**,
3. **Certificate "Auditor" or "Lead Auditor" of Quality/ Environmental / Occupational Health and Safety Management System** - after successful completion of the respective examination **QMALP** (after successful completion of the respective examinations **QBP/UBP/SBP** and **QMAP)**.

Quality Austria is authorized to issue EOQ certificates for **Quality/ Environmental/ Occupational Health and Safety Management System**.

If you have an EOQ Certificate (eoq.org), you will be part of the growing circle of more than 50,000 experts that have knowledge in the field of quality, environmental and OH&S (occupational health and safety) management. Certificates issued by the European Organization for Quality are valid in almost all the European countries and on an international scale. At international job applications, an EOQ Certificate proves to be an effective door opener. The background for the EOQ Certificates is harmonization of training contents and conduct of examinations in the European EOQ member states through the specification of European "Certification Schemes".

Additionally, to the Quality Austria certificates, the EOQ Quality / Environmental / Safety System Manager certificates can be issued on request – EOQ fee will be charged in accordance to EOQ regulation.

Quality Austria is your direct link to an IQNET Certificate

As a national representative of IQNet, Quality Austria is entitled to issue IQNET Certificates, which are valued worldwide. Can issue an IQNET Certificate for each issued ISO 9001, ISO 14001 and ISO 45001 Certificate, a separate application is not needed. So, your certificate can be used worldwide for the internal and external communication of the successful certification. For a certain number of schemes, it is possible to apply for an IQNET Certificate.

IQNet - The International Certification Network is an international non-governmental and not for profit association. Supported by more than 25 years of activity, IQNET is the leading, most credible, and reliable certification bodies network in the world. IQNET Partners worldwide certification activities include more than 360,000 valid management system certificates issued in virtually every country of the world, making IQNET network the most represented and reputable certification bodies network in the world (around one fifth of all management systems certificates were collectively issued by IQNET Partners).

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Course Curricula: EOQ Occupational Health and Safety Manager

For each Training Program, EQSC has prepared a Curricula, where are given elements of: Training organization, Training subjects and the **Total Fees without VAT.**
The validity of the **Training Certificates** issued by **EQSC** is mostly **3** years, unless it is defined differently in the respective certification scheme.

Nr.	Course code	Subject	Timeframe
1.	IMS	Integrated Management System	3 days
2.	SMS	Occupational Health and Safety Management Systems	3 days
3.	IMSR	Integrated Management System –Occupational Health and Safety Law	1 day
4.	IMSA	Integrated Management System – Methods and Tools	3 days
5.	SMOMT	Occupational Health and Safety Management in Practice	3 days
6.	IMSO	Integrated Management Systems – Organization Development	3 days
7.	Examination	Occupational Health and Safety Manager	1 day
		TOTAL	**17 days**

The total cost of the course amounts at **2,076 euro**.

+ Course structure

- **Duration:** 6 months in total: 5 months theoretical Modules (17 days) and 3 weeks of Practice.
- **Timeframe:** See publication on webpage, organized in 6 Modules.
- **Examination:** Within first two weeks after finishing the theoretical modules
- **Practice:** After successful passing of the examination, practice is organized from EQSC – without separation from work, in agreement with the participants
- **Course hours:** Twice per week: on Wednesdays 16.30 – 20.00 and Fridays 16.30-20.30.
- **Language:** Base language of the course, is English. Albanian Lecturers will facilitate lessons in specific cases, also in Albanian language.
- **Materials**: Provided by the Academy printing outs or/and electronic form, in English, according to specific subjects.

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+ Who can participate?

People who are responsible for the integration and further development of management systems, such as:

- Auditor's to be / Auditors in different disciplines
- Consultants of Management Systems
- Experts of Management Systems
- Production Managers
- Business Owners and Managers

The course is offered for maximum 8 participants. For more than 8 participants, specific arrangements can be made regarding venue, time and costs.

+ Services

- The lecturers of the EQSC Academy are recognized by Quality Austria, enabling you to qualify to a high professional standard.
- Course materials include:
  - PPT presentation,
  - Case studies and exercises.

+ Attendance / Knowledge control

- Participants have to attend at least 80% of the course time.

+ Prerequisites

- Qualified and relevant professional experience is advantageous.
- Knowledge of English language.

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1. Course Description IMS: Integrated Management Systems

- Duration: 3 days

The goal is to put diploma holders in the position to understand their organisation as a system, to recognise the functions and potentials of management systems, to implement the integration of management systems and to develop them further.

2. Course Description SMS: Occupational Health and Safety Management Systems

- Duration: 3 days

Establishing and maintaining an occupational health and safety management system requires a detailed knowledge of the ISO 45001, SCC/ SCP and other regulations on the subject. In addition to providing comprehensive basic knowledge on the relevant regulations and their possible interpretations, this course also informs about the respective legal framework as well as conducting internal audits.

3. Course Description IMSR: Integrated Management Systems - Occupational Health and Safety Law

- Duration: 2 day

The ISO 45001(previous OHSAS 18001) require the fulfilment of statutory requirements. This course focuses on the development and implementation of a systematic procedure for recognising statutory and regulatory requirements and for assessing their impact on the organisation.

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4. Course Description IMSA: Integrated Management System – Methods and Tools

- Duration: 3 days

This course teaches the best possible application of tools and methods for building, integrating and optimising management systems.

5. Course Description SMOMT: Operational Management Techniques

- Duration: 3 days

This course conveys the practical/operational implementation of legal and normative requirements on the subject of occupational health and safety management systems.

6. Course Description IMSO: Integrated Management System – Organization Development

- Duration: 3 days

This course teaches know-how regarding essential management methods in IMS-organisations and highlights the interactions and correlations in systems.

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7. Course Content

	Integrated Management System – Requirements (IMS)
0	Overview
	CONTENT OVERVIEW OF MATERIALS AND TIME EXPLANATION OF EXAMINATION LIST OF ICONS
1	System documentation
	SYSTEM DOCUMENTATION ▪ Document types ▪ Document categories ▪ Document pyramid MANUAL REPRESENTATION OF THE OVERALL CONTEXT OF PROCESS DESCRIPTION, PROCEDURES AND WORK INSTRUCTION PROCESS DESCRIPTION PROCEDURE ▪ Flow charts ▪ Recommended regulation for the application of flow charts ▪ Example of a flow chart ▪ Recommended structure of content when creating a procedure WORK INSTRUCTION MATURITY LEVEL OF DOCUMENTED INFORMATION IMPORTANT ASPECTS RELATED TO PREPARATIOM OF DOCUMENTS
2	Process Management
	TERMS / DEFINITIONS ORGANIZATIONAL STRUCTURE VS. PROCESS ORGANIZATION PROCEDURE VS. PROCESS ADVANTAGES OF PROCESS ORIENTATION GROUPING OF PROCESSES PROCESS MAP PRINCIPLES OF PROCESS MANAGEMENT ▪ Process identification ▪ Process modelling ▪ Roles, responsibilities and authorities ▪ Performance indicators, monitoring and measurement ▪ Process monitoring ▪ Process control and process regulation ▪ Addressing risks and opportunities ▪ Process evaluation ▪ Process improvement ▪ Process documentation ▪ Turtle diagram PROCESS SEQUENCE, PROCESS INTERFACES AND PROCESS INTERACTIONS PROCESS VERSUS PROJECT
3	Standards and Certification
	STANDARDS OTHER STANDARDS DIRECTIVES CERTIFICATION ▪ Requirements for Certification Bodies ▪ Overview of the main requirement models for system certification ▪ Procedure of a system certification acc. to ISO / IEC 17021

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	▪ Representation of a sample certificate ACCREDITATION NOTIFICATION
4	Management systems and their integration
	MANAGEMENT SYSTEMS MODELS FOR THE INTEGRATION OF MANAGEMENT SYSTEMS (GENERIC MANAGEMENT) ▪ Dimensions of the integration of management systems ▪ Technical integration of management systems GENERAL ADVANTAGES OF INTEGRATED MANAGEMENT SYSTEMS
5	Risk Management
	INTRODUCTION RISK MANAGEMENT APPLICATION OF RISK MANAGEMENT ▪ Areas of application ▪ Types of risk THE RISK MANAGEMENT PROCESS ▪ Risk assessment ▪ Risk treatment ▪ Risk monitoring
6	Moderation, visualization and presentation
	MODERATION ▪ Preparing the moderation ▪ Conducting the moderation ▪ Follow-up of the moderation VISUALIZATION ▪ Components of visualization ▪ Composition of visualization ▪ Tips for visualization PRESENTATION ▪ Preparing the presentation ▪ Conducting the presentation ▪ Follow-up of the presentation
	Occupational Health and Safety Management Systems (SMS)
1	LEGAL REQUIREMENTS-SUPPLEMENTARY SCRIPT **PLEASE REFER TO THE RESPECTIVE NATIONAL LAW**
	DEFINITIONS GENERAL LEGAL BASIS ▪ National Legal framework ▪ Federal Constitution ▪ National civil law ▪ Offence ▪ Liability ▪ Lack Liability / Product Liability ▪ Responsibility ▪ Employer ▪ The addressee of employee protection is the employer ▪ Responsible representative ▪ Training required activities in the company ▪ Expertise and special supervision according national law LABOR INSPECTION ▪ Tasks of labor inspection ▪ Rights of labor inspection ▪ Duties of labor inspection TASKS AND POSITION of SAFETY EXPERT AND SAFETY REPRESENTATIVE ▪ Legal basics for Safety Expert ▪ Prevention center ▪ Operating Times of the Safety Expert

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- Distribution of prevention times
- Duties and tasks of the Safety Expert and Occupational Health physicians
- Safety Representative:
  - Legal requirements
  - Formal appointment
  - Tasks
  - Duties of the employer regarding the Safety Representative

WORK-RELATED ACCIDENT

- Commuting accident (work-related road accident)
- Near miss accident

NATIONAL LAWS and REGULATIONS in the area OCCUPATIONAL HEALTH AND SAFETY FOR
e.g., for following topics

- Obligations of the employer
- Obligations of the employee
- Workplace evaluation
- Principles of prevention
- Coordination of construction sites
- Temporary employment/agency workers
- Instruction, information and training
- Working materials
- Occupational Health and Safety Committee
- Reporting obligation

WORK PLACE REGULATION

- Workplaces (immobile)
- Working space
- Emergency lighting
- Traffic routes
- Inspections
- Emergency escape routes e.g. dimensions
- Emergency exits
- Special regulations for workrooms like
  - Ceiling height
  - Light entry surface and visual contact
  - Natural ventilation
  - Mechanical ventilation
  - Sanitary appliances, social services, changing rooms

FIRST AID

- Legal basis
- First-aiders

WORKING EQUIPMENT

- Provision
- Information and instruction
- Testing equipment
- Inspection duties
- General obligations

LIMITS REGULATION

- Definitions MAK (maximum permissible concentration) value and TRK (technical reference Concentration) value, evaluation period
- MAK value for substance mixtures
- Information and instruction of workers
- Limit value-comparison measurement
- Testing

MACHINERY SAFETY REGULATION

- Core requirements
- Principle of integration of security

FIRE PROTECTION

- Appointment and training fire safety officer

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- Rights and responsibilities of fire safety officer
- Legal requirements regarding Fire protection at workplaces
- Flammable liquids
- Storage of gas cylinders

REGULATION OF EXPLOSIVE ATMOSPHERES

- Determination and assessment of the risk of explosion
- Explosion protection document
- Information, instruction and written instructions
- Inspection

ELECTRIC PROTECTION REGULATION

- General provisions
- Inspection
- Excursus - limit of adult human

REGULATIONS AND ELECTROMAGNETIC FIELDS
PROTECTION OF CONSTRUCTION WORKERS

- Notification of construction work
- Principles of prevention on construction sites
- Supervision and coordination
- Danger of falling
- Sanitary facilities and other facilities
- Earthworks and rock works
- Scaffolding
- Assembly work
- Roof work
- Working with Liquid gas

STORAGE OF AEROSOL DISPENSER

- Storage bans for compressed gas packages
- Storage in commercial facilities, which are not subject to approval
- Storage in commercial facilities subject to approval

LAW ON WORKING TIME

- Daily working time
- Weekly working time
- Normal working time
- On-Call standby
- Rest break
- Exceptional cases
- Recording obligation

LAW ON REST PERIOD

- Weekend rest
- Weekly rest
- Holiday rest
- Exceptions to weekend and holiday rest
- Special provisions
- Recording obligation

CHILDREN AND YOUTH EMPLOYMENT ACT

- Child labor is prohibited
- Daily working time for young people
- Weekly working time for young people
- Weekly free time for young people
- Rest break
- Rest period
- Nursing time
- Prohibitions and protection

REGULATION ON EMPLOYMENT PROHIBITIONS AND RESTRICTIONS ON YOUNG PEOPLE
MOTHER PROTECTION LAW
OCCUPATIONAL DISEASE PERSONAL

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	PROTECTIVE EQUIPMENT ▪ Duties of the employer ▪ Measures of the employer ▪ Types of personal protective equipment ▪ PENALTIES
2	Occupational health and safety management systems – General
	DEVELOPMENT OF HEALTH AND SAFETY MANAGEMENT ▪ Historical background ▪ 1995: Austria's accession to the EU ▪ Development of OH&S ▪ Prospects AIM OF AN OH&S MANAGEMENT SYSTEM SUCCESS FACTORS
3	BS OHSAS 18001/18002
	GENERAL INFORMATION OHSAS 18001:2007 OHSAS 18001:2007 OBJECTIVES CERTIFICATION CRITERIA OHSAS 18001:2007 CONTENT OHSAS 18001:2007 ▪ General requirements ▪ OH&S policy ▪ Planning ▪ Implementation and operation ▪ Checking ▪ Management review OHSAS 18002:2008 ▪ Guidelines for the implementation of OHSAS 18001 PROCEDURES REQUIRED IN OHSAS 18001:2007 FUTURE OF OHSAS 18001:2007
4	SHE management systems
	OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL PROTECTION (SHE MANAGEMENT SYSTEMS) ▪ General ▪ SCC- instructions on the application ▪ International recognition ▪ Classification SCC SCC/SCP CERTIFICATION ▪ Initial certification SCC/SCP ▪ Surveillance audit (SCC/SCP) ▪ SCC* (restricted certificate) ▪ SCC** (unrestricted certificate) ▪ SCC P (unrestricted certificate for the petrochemical industry) ▪ SCP ▪ Validity of the certificate SCC REQUIREMENTS ▪ Basis of SCC requirements ▪ Accident frequency (AF) ▪ SCC – chapter 1 to 12 SCP-REQUIREMENTS ▪ Basis of SCP requirements ▪ SCP checklist SCP – chapter 1 to 7
5	Other OH&S relevant management systems **PLEASE REFER TO THE RESPECTIVE NATIONAL MODELS**
	BS 8800 Ö-SGMS DES BMWA (Austrian model)

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	AUvA-SGM (Austrian model) SAFETY AND QUALTIY EVALUATION MODEL FOR TRANSPORT ▪ SQAS RISK MANAGEMENT ▪ ISO 31000
6	ISO 45001:2018
	GENERAL ISO 45001 ▪ Contents ISO 45001 ▪ Structure of ISO 45001 ▪ Clauses of ISO 45001:2018 ▪ P-D-C-A as the basis of ISO 45001 ▪ Key objectives of ISO 45001 CONTEXT OF THE ORGANIZATION ▪ Understanding the organization and its context ▪ Understanding the needs and expectations of workers and other interested parties ▪ Determining the scope of the OH&S management system ▪ OH&S management system LEADERSHIP AND WORKER PARTICIPATION ▪ Leadership and commitment ▪ OH&S policy ▪ Organizational roles, responsibilities and authorities CONSULTATION AND PARTICIPATION OF WORKERS
7	ISO 45001:2018
	GENERAL ▪ Contents ISO 45001 PLANNING ▪ Actions to address risks and opportunities ▪ OH&S objectives and planning to achieve them SUPPORT ▪ Competence ▪ Awareness ▪ Information and communication DOCUMENTED INFORMATION
8	ISO 45001:2018
	GENERAL ▪ Contents ISO 45001 OPERATION ▪ Operational planning and control ▪ Management of change ▪ Outsourcing ▪ Procurement ▪ Contractors ▪ Emergency preparedness and response PERFORMANCE EVALUATION ▪ Monitoring, measurement, analysis and performance evaluation ▪ Internal audit ▪ Management review IMPROVEMENT
9	Legal basis, Occupational health and safety at work **PLEASE REFER TO THE RESPECTIVE NATIONAL LAW**
	TIMETABLE OF OCCUPATIONAL HEALTH AND SAFETY OCCUPATIONAL HEALTH AND SAFETY AND INFLUENCE OF THE EUROPEAN UNION

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	NATIONAL LAW FOR PROTECTION OF EMPLOYEES (in Austria ARBEITNEHMERINNENSCHUTZGE- SETZ (AschG) ▪ Important contents ORGANISATIONAL OH&S ISSUES ▪ Employer ▪ Responsible representatives ▪ Employees ▪ Safety representative ▪ Safety expert and occupational health physician ▪ Occupational Health and Safety Committee ▪ Work inspection ▪ Social insurance ▪ National accident prevention service LAW ON WORKING TIME (in Austria AZG Arbeitszeitgesetz) ▪ Daily working time ▪ Weekly working time ▪ Normal working time ▪ On-Call standby ▪ Rest break ▪ Exceptional cases ▪ Recording obligation LAW ON REST PERIOD ▪ Weekend rest ▪ Weekly rest ▪ Holiday rest ▪ Exceptions to weekend and holiday rest ▪ Special provisions ▪ Recording obligation CHILDREN AND YOUTH EMPLOYMENT ACT ▪ Child labor is prohibited ▪ Daily working time for young people ▪ Weekly working time for young people ▪ Weekly free time for young people ▪ Rest break ▪ Rest period ▪ Nursing time ▪ Prohibitions and protection REGULATION ON EMPLOYMENT PROHIBITIONS AND RESTRICTIONS ON YOUNG PEOPLE MOTHER PROTECTION LAW
	Occupational Safety Law and Environmental Law (IMSR)
1	Environmental Law – Day 1
	INTRODUCTION ▪ Function of law ▪ Law and management systems ▪ What is “environmental law?” ▪ What is “OH&S (occupational health and safety) law?” ▪ Hierarchical structure of legal order ▪ Relationship between national law and law of the European Union OVERVIEW OF ENVIRONMENTAL LAW ▪ Waste law ▪ Facility law ▪ Water and sewage ▪ Forestry law ▪ Chemicals ▪ Energy efficiency ▪ Prevention of air pollution (“Clean Air”)

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	▪ Nature protection and conservation ▪ Environmental Management Act 2001 ▪ Environmental Information Act ▪ Electricity law OVERVIEW OF OCCUPATIONAL HEALTH AND SAFETY LAW ▪ Labour Protection Act ▪ Workplace and workstation ▪ Machinery and tooling ▪ Operating Materials ▪ Organizational measures ▪ Legal sources COMPETENCE AND RESPONSIBILITY, PUBLIC AUTHORITIES AND PROCEDURES ▪ Competence and responsibility of public authorities ▪ The term of party ▪ The course of a procedure ▪ Right to view files ▪ Party hearing and oral negotiation ▪ Right to refuse to testify of the witnesses ▪ The ruling / administrative decisions ▪ Legal remedy of appealing against an administrative decision HANDLING LEGAL TEXTES ▪ Relevance in terms of the contents ▪ Relevance in terms of time COMPETENT PERSONS AND THEIR RESPONSIBILITY ▪ Administrative penalties ▪ Person responsible in terms of administrative penal law ▪ Compensation for damage ▪ Environmental penal law ▪ Responsibility of legal entities ▪ Environmental liability ▪ List of the most important competent persons ▪ Amount of administrative penalties
2	Environmental Law - Day 2
	MANAGEMENT OF ADMINISTRATIVE DECISIONS ▪ Administrative decisions in general ▪ The administrative decision stating the permit of a facility ▪ Management of the administrative decisions ▪ Systematics of filing and administration ▪ Filing the administrative decisions REVIEW OF CONSENSUS ▪ Review of administrative decisions ▪ Review of additional burdens LEGAL SELF-INSPECTION ▪ § 82b Trade Regulation Art ▪ § 134 Act on Water Law ▪ Other legal duties of inspection DUTIES OF REPORTING, INSPECTION AND DOCUMENTATION ▪ Refrigeration plants ▪ Combustion and incineration plants ▪ Electrical plants ▪ § 13 Environmental Information Act

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	▪ Other duties of inspection and documentation ▪ Other duties of documentation ▪ Other duties of reporting ACCESS TO ENVIRONMENTAL INFORMATION ▪ Environmental condition ▪ Environmental information in the web
	Integrated Management System – Methods and tools (IMSA)
0	Overview
	CONTENTS OVERVIEW OF MATERIAL AND TIME LIST OF ICONS
1	Methods for management systems
	THE 5S METHOD ▪ What does 5S stand for? ▪ Benefits of the 5S Method ▪ Implementation of the 5S Method in practice FMEA ▪ Reasons for the application of FMEA ▪ Disadvantages of FMEA ▪ Types of FMEA ▪ Temporal application of FMEA ▪ Preparation of FMEA within a team ▪ FMEA Planning and conduct POKA YOKE ▪ Basics of Poka Yoke ▪ The Poka Yoke system ▪ Preparation and evaluation of Poka Yoke solutions CREATIVITY TECHNIQUES ▪ Brainstorming ▪ Mindmapping ▪ Cause-Effect-Diagram (Ishikawa, Fishbone Diagram) ▪ 5 Whys PROBLEM SOLVING WITH 8D AND 4D ▪ 8D problem solving method ▪ 4D problem solving method
2	Audits
	WHAT IS AN AUDIT? ▪ Reasons for conducting an audit ▪ Types of audits AUDIT PROCESS ▪ Establishing the audit program ▪ Preparing the audit ▪ Conducting an audit on-site ▪ Preparing the audit report ▪ Initiate audit follow-up action COMPETENCE OF AUDITORS ▪ Personal behavior ▪ Knowledge and skills
3	Legal aspects
	Has to be adapted to national law.
	Safety Management – Operational Management Techniques (SMOMT)

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1 (11)	Accident **PLEASE REFER TO THE RESPECTIVE NATIONAL LAW AND STATISTICS**
	LEGAL / NORMATIVE PRINCIPLES DEFINITION ▪ Work related accident ▪ Commuting accident ▪ Near misses ▪ Occupational illness ACCIDENT PYRAMID CLASSIFICATION OF WORK-RELATED ACCIDENTS ▪ Work-related accidents subject to reporting ▪ Reporting obligation acc. to national OH&S law ▪ Reporting obligation of employers ▪ Reporting obligation of employees ▪ Reasons to report events ▪ Reasons NOT to report events ▪ Why reporting near misses PREVENTION OF WORK-RELATED ACCIDENTS ▪ Company interests ▪ Personal interests ACCIDENT FIGURES ACCIDENT STATISTICS OVERVIEW OF EVENTS OF DAMAGE OR LOSS OVERWIEW OF OCCUPATIONAL ILLNESS
2 (12)	Causes of accidents and Safety policy
	ACCIDENT PYRAMID CAUSES MODEL FOR DAMAGE (acc. to F. Bird) ▪ Damage ▪ Event (contact) ▪ Proximate causes ▪ Basic causes ▪ Missing control CONCLUSION FOR WORKER PROTECTION ▪ Minimum requirements CAUSES OF ACCIDENTS ▪ Steps in investigations CONTROL OF DAMAGES/ACCIDENTS ▪ Control before contact ▪ Control during contact ▪ Control after contact
3 (16)	Health protection **PLEASE REFER TO THE RESPECTIVE NATIONAL LAW**
	MAIN OBJECTIVE OF WORKER PROTECTION (occupational health and safety) HEALTH PROTECTION ▪ Workplace health promotion ▪ Age-appropriate work OCCUPATIONAL PHYSICIAN ▪ Tasks of the occupational physician OCCUPATIONAL ILLNESS (§ 177 ASVG) HEALTH SURVEILLANCE

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	▪ Mandatory medical surveillance e.g. for noise, Workers employed underground, em- ployees who work in rooms with an oxygen concentration between 15 - 17%
4 (17)	Raising awareness – Instruction – Information **PLEASE REFER TO THE RESPECTIVE NATIONAL LAW**
	LEGAL / NORMATIVE FRAMEWORK AWARENESS ▪ Training and education ▪ Raising awareness ▪ Accident causes vs. Results of audits and inspections ▪ Development of safety ▪ Raising awareness for safety ▪ Example of knowledge and experience ▪ Safe behaviour ▪ Safety-conscious behaviour ▪ Change in behaviour ▪ Behaviour control ▪ Motivation COMMUNICATION acc. to ISO 45001 INSTRUCTION, INFORMATION ▪ Implementation ▪ Learning curve ▪ Success factors ▪ Obligations for employer and employees ▪ Information ▪ Training of workers ▪ Duty to provide specific training ▪ Information and Training acc. to Regulations of the relevant national OH&S law ▪ Mandatory exercises ▪ PENAL PROVISIONS
5 (19)	Noise and vibration
	NATIONAL LEGAL BASIS NOISE ▪ What is noise? ▪ Sensitivity of the human ear ▪ Sound pressure level ▪ Effects of noise on human ▪ Functional schematic of the ear ▪ Cross section of the Cochlea ▪ Noise-induced hearing loss ▪ Evaluation and measurements ▪ Sound pressure level ▪ Threshold values acc. to VOLV ▪ Maternity rights ▪ Actions when limit values are exceeded ▪ Measures to reduce noise (STOP) VIBRATIONS ▪ Differentiation ▪ Effects ▪ Limit values required by law ▪ Exceeding action value
6 (24)	Hazardous working materials / waste
	NATIONAL LEGAL BASIS

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	DEFINITION OF AGENTS ▪ Definition of terms DETERMINATION AND ASSESSMENT GHS / CLP ▪ Objectives of the GHS ▪ Hazard pictograms ▪ Difference in classification ▪ H-phrases, P-phrases ▪ Hazards classes and categories ▪ GHS labels REACH REGULATION SAFETY DATA SHEET LIMIT VALUES ACC: TO NATIONAL WORKERS PROTECTION ACT EVALUATION MEASURES HANDLING HAZARDOUS SUBSTANCES ▪ Transfer of hazardous substances ▪ Storage of chemicals STORAGE ▪ Storage bans POISONS ROUTES OF ENTERING THE BODY FIRST-AID – MEASURES WASTE TRANSPORTATION WITHIN THE COMPANY TRANSPORTATION OF DANGEROUS GOODS ▪ Dangerous goods classification ▪ Hazard labels FURTHER REGULATIONS
7 (25)	Emergency – Fire (first aid)
	LEGAL / NORMATIVE PRINCIPLES FIRE ▪ Fire emergence ▪ Fire statistics ▪ Cause of a fire ▪ Fire classification ▪ Extinguishing a fire ▪ Hazards arising from fires ▪ Parameters FIRE SAFETY ▪ Structural fire protection ▪ Technical fire protection ▪ Organizational fire protection FIRE SAFETY REGULATIONS ▪ Emergency routes and exits ▪ Types of fire extinguishers AFTER A FIRE ▪ First aid ▪ First aiders
8 (26)	Work place – signage and marking
	LEGAL / NORMATIVE PRINCIPLES COUNCIL DIRECTIVE 89/654/EEC COUNCIL DIRECTIVE 92/58/EEC ▪ Distinction ▪ Safety and / or health signs ▪ Definition of terms ▪ Signs – general

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	▪ Terms – working place ▪ Terms – work rooms ▪ Traffic routes and emergency exit routes ▪ Traffic routes and exits ▪ Escape routes ▪ Emergency exits ▪ Illumination ▪ Room ▪ Staffroom / ready room ▪ Sanitary and washrooms ▪ First-aid rooms – emergency rooms ▪ Extinguishing aids / fire prevention ▪ Additional labeling requirements ▪ Safety colors / contrasting colors
9 (29)	Psychological risks and stress
	INTRODUCTION ▪ Work-related stress ▪ Work-related psychological stress ▪ Consequences of stress DIMENSIONS ▪ Work-related demands and activities ▪ Social and organizational climate ▪ Working environment ▪ Working operation and working organization EVALUATION ▪ Procedure ▪ Indications to hazards due to psychological stress
10 (35)	Hazard identification and assessment
	Evaluation ▪ Principle LEGAL AND NORMATIVE FRAME CONDITIONS ▪ Terms of the relevant national laws and ISO 45001 ▪ General framework for evaluation ▪ Carrying out the evaluation ▪ Minimum content of an evaluation ▪ Documentation Model of evaluations ▪ 3F method ▪ Graphical solutions
	Integrated Management System - Corporate Development (IMSO)
0	Overview
	CONTENT OVERVIEW OF MATERIALS AND TIME AUTHORS
1	Vision, Mission, Policy, Strategy, Objectives, Processes
	INTRODUCTION ESSENTIAL TERMS ORGANIZATION - MISSION - VISION - STRATEGY - POLICY – OBJECTIVE – PROCESSES ▪ Organization ▪ Mission – Vision ▪ Strategy ▪ Policy ▪ Objectives ▪ Processes RELATIONSHIP OF BUSINESS DEVELOPMENT TERMS GROUP WORK

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	KNOWLEDGE CHECK
2	Determining the relevant context and Addressing risks and opportunities
	CONTEXT OF THE ORGANIZATION ▪ Understanding the organization and its context ▪ Understanding the needs and expectations of interested parties PURPOSE OF DEALING WITH THE CONTEXT ▪ Process of the strategic management ▪ Control loop of context work METHODS AND EXAMPLES OF USE ▪ Determining the external and internal issues and interested parties ▪ Determining internal issues ▪ Evaluation of relevance of external and internal issues ▪ Evaluation of relevance of interested parties ▪ Requirements of relevant interested parties RESULTS OF THE CONTEXT AND THEIR BENEFITS GROUP WORK KNOWLEDGE CHECK
3	Planning and implementing changes to the Management System
	INTRODUCTION INTERRELATION SYSTEMIC RELATION / TERMS CHANGES ▪ Changes within the organization ▪ Changes from outside the organization ▪ Sources of error during change ▪ Objectives and benefits NORMATIVE REQUIREMENTS Q/E/S/En ▪ ISO 9001:2015 ▪ ISO 14001:2015 ▪ ISO 45001:2018 ▪ ISO 50001:2018 IMPORTANT PHASES OF THE CHANGE PROCESS METHODS IN CHANGE MANAGEMENT GROUP WORK KNOWLEDGE CHECK
4	Competence
	INTRODUCTION DEFINITION OF COMPETENCE ▪ Definition of competence – Psychology ▪ Definition of competence – Educational theory ▪ Definition of competence – Organizational theory ▪ Definition of competence – ISO 9000 ▪ Other terms related to competence NORMATIVE AND INTERPREATION OF REQUIREMENTS IMPLEMENTATION POSSIBILITIES, MODELS AND METHODS ▪ Competency Atlas ▪ Competency Matrix ▪ Shop floor matrix ▪ Personal development meetings (employee appraisals) ▪ Training plan KNOWLEDGE CHECK
5	Management review
	INTRODUCTION INTERRELATION OBJECTIVES AND BENEFITS OF MANAGEMENT REVIEW ▪ Management review objectives

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	▪ Benefits of the management review ▪ Tips for conducting a management review IMPLEMENTATION ERRORS NORMATIVE REQUIREMENTS Q/E/S/En ▪ Normative requirements – Inputs ▪ Inputs from ISO 9001 ▪ Inputs from ISO 14001 ▪ Inputs from ISO 45001 ▪ Inputs from ISO 50001 ▪ Examples CARRYING OUT THE MANAGEMENT REVIEW PLANNING THE MANAGEMENT REVIEW ▪ Input factors for the Management Review ▪ Evaluation of the Management Review ▪ Management Review Decision PLANNING ACTIONS IN THE COURSE OF THE MANAGEMENT REVIEW ▪ Suitability ▪ Adequacy ▪ Effectiveness TYPES OF DOCUMENTATION GROUP WORK
6	EFQM Model
	INTRODUCTION DESIGN OF THE EFQM MODEL ▪ Direction ▪ Execution ▪ Results THE EFQM DIAGNOSTIC TOOL: RADAR ▪ Difference Certification vs. EFQM Assessment KNOWLEDGE CHECK

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8. Examination: "EOQ Occupational Health and Safety Manager"

+ Description of the Examination

The contents of the examination refer to the courses IMS, SMS, IMSR, IMSA, SMOMT and IMSO.
Examination might take time for more than 1 day.

+ Prerequisites

- Qualification in the courses: IMS, SMS, IMSR, IMSA, SMOMT and IMSO.
- 4 years of practical professional experience with two of these in Occupational Health and Safety management.

+ Format of Examination

The examination consists of two parts:

- Written Examination: multiple-choice questions and takes 60 minutes.
- Oral Examination consists of:
    - Moderation of a case example, which takes 1.5 hours
    - Presentation of a case example 10 minutes (+ 2 minutes)
    - Three expert questions (oral) approx. 10minutes.

+ Certificate

Issued Certificate: EOQ Occupational Health and Safety Manager.
If the proof of practical experience cannot be provided before the examination, participation in the examination is still possible. In this case, the certificate applicant will receive a certificate as "Occupational Health and Safety Manager Candidate" if s/he passes the examination. As soon as we receive the missing proof of practice, the certificate will be re-issued free of charge.

+ Validity of qualification

Validity of qualification "Occupational Health and Safety Manager", lasts 3 years from the moment of the issuing of the certificate.

+ Criteria for extension of validity

- Proof (e.g. letter from employer, interim certification, self-declaration) about 3 years of professional practice in the respective field.
- Refresher course for Integrated Management Systems (RIMS) or appropriate qualityaustria training