



## Certified EHS Supervisor (CES) **CES Candidate Handbook**

CES Candidate Handbook provides comprehensive information, understanding policies & procedure established by AOSH Awarding Body United Kingdom



*PASSION  
FOR SAFER WORLD*

PASSION FOR SAFER WORLD

## Preface

AOSH Awarding Body United Kingdom (AOSH UK) is pleased to present the candidate handbook for the Certified EHS Supervisor (CES). The candidate handbook was developed to guide those involved in the development of the Certified EHS Supervisor (CES) Examination and to provide the public (e.g., examinees, educators, administrators) information about the examination.

AOSH UK wishes to thank all the individuals who have contributed to the creation of this candidate handbook, and a comprehensive review will be evaluated annually to reaffirm the competencies and the guidelines for examination.

AOSH UK encourages all users of this document to provide feedback which may be useful in future revisions of the blueprint. Please forward all such comments to [info@aoshuk.com](mailto:info@aoshuk.com).

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It is subject to change without notice at any time.

## Disclaimer of Liability

AOSH Awarding Body United Kingdom (AOSH UK) certified status is an indicator that an individual has completed a combination of defined education, experience, or examination requirements. However, certification is not a guarantee or assurance of the competence or ability of any particular individual. Further, given the rapid changes in the field, AOSH UK cannot warrant that the examination and other certification materials will at all times reflect the most current state of the art.

AOSH UK disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the certification scheme or the acts or omissions of any person who has been certified by the AOSH UK.

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## About AOSH UK

AOSH Awarding Body United Kingdom (AOSH UK) is most progressive and fast growing accredited certification body. We are accredited by International Accreditation Board (IAB) in accordance with ISO/IEC 17024:2012 standard requirement and sole purpose are certifying practitioner in the safety, health & environment profession.

We are trusted and recognized awarding body by employers, training providers and learners across the World. We are dedicated to being the most dynamic and fresh-thinking awarding organization in the market. We believe that the right people with the right competencies deliver the right outcomes.

### Our Objective:

- Meet the individual needs of your organisation
- Provide quality assurance
- Keep things simple and improve overall efficiency
- To uphold the integrity of the assessment and certification
- To promote professionalism
- Promote ethical practice
- Promote equality and diversity

### Our Motto is:



Our **vision** is creating a safer world through safety, health, environmental certification and a certification body of choice, helping learners to reach their potential.

Our **mission** is to provide flexible certification that:

- Help professionals to achieve their goals in life and work
- To provide respected and valued assessment to enable quality assured learning worldwide.

## AOSH UK Code of Ethics

This code of ethics sets professional standards and ethical values, which are set and must be compiled by applicants, candidates and credential holders and abide by AOSH UK requirements, standards and it's governing policies at all times. AOSH UK code of ethics is part of the certification scheme.

**Integrity:** The certified professionals shall pursue and sustain integrity, honour and prestige of the profession as well as of the AOSH UK Awarding body, by complying with these standards of work ethics.

**Scope:** AOSH UK certified professionals shall hold and be accountable for main principles during the conduct of their duties and professionally advise employers, clients, employees, the public and appropriate authorities, of any danger and unacceptable risks.

**Competence and Objectivity:** AOSH UK certified professional must be impartial and fair and conduct his professional affairs with responsibility and integrity. Continuously maintain high standards of ethics, balanced care for the interests of the public, employers, clients, employees, colleagues and the profession itself.

AOSH UK certified professional must avoid to conduct or practice, which might likely lead to discrediting the profession, AOSH UK Awarding Body or deceiving the public in any manner.

**Professionalism:** AOSH UK certified professional shall pursue opportunities in services of civic affairs, working for the development of the safety, health, environment, security and other well-being of the community, by sharing their obtained knowledge and skills.

AOSH UK certified professional shall only practice in his/her educational field of expertise. As well as following up their professional development by maintaining their competence through further education, work experience, professional training and keeping up to date with current affairs of the profession.

**Fairness:** AOSH UK certified professional shall always act as a non-bias professional of their field and with the manner regardless to individual's religion, ethnicity, gender, age, national origin, sexual orientation, or disability.

**Support:** AOSH UK certified professional will always support fellow professionals and AOSH UK, as the main driving force behind the progress in the professional environment. Also, certified professional by AOSH UK - will not collude, debase or discredit the AOSH UK or the other fellow professionals.

## Statement of Impartiality

AOSH UK understands and is fully aware of the importance of Management of Impartiality in carrying out our certification activities. AOSH UK has documented structures, policies and procedures to manage impartiality and to ensure that the certification activities are undertaken impartially, and has top management commitment to impartiality in certification activities.

We analyse the document and eliminate the potential conflict of interests arising from our certification activities which are structured and managed to safeguard impartiality.

Our aim is to inspire and prove confidence in our certification.

## Certified EHS Supervisor (CES) Certification Scheme Overview

### Introduction to the Certified EHS Supervisor (CES) Certification Scheme

Certified EHS Supervisor (CES) is for health and safety professionals who want to know how to fulfil their health and safety responsibilities and progress their careers. It covers international standards and is ideal for people operating in multinational organisations.

Certified EHS Supervisor (CES) suitable for those embarking on a career in health and safety, providing a sound basis for progression on AOSH UK Certified Safety Specialists (CSS).

The purpose of certification in the occupational health and safety (OHS) field is to promote excellence and professionalism. The Certified EHS Supervisor (CES) certification scheme certifies individuals who have met pre-requisites and who demonstrate that they have acquired a minimum level of knowledge and expertise in this field by passing the examination.

The Certified EHS Supervisor (CES) credential designation represents a personal benchmark that validates knowledge, skill and practice.

Obtaining the Certified EHS Supervisor (CES) certification will set you apart from others within the OHS industry and emphasize that you are professionally committed to health and safety within the workplace.

When you see Certified EHS Supervisor (CES) after a name, you know that they have been through a rigorous process that verifies their formal education, professional practice and professional development and that they have successfully passed a competency-based certification examination. They have

also signed and agreed to abide by the AOSH UK Code of Ethics and maintain ongoing continual professional development (CPD).

The certification scheme is not designed to determine who is qualified or who shall engage in OHS activities. The goal is to promote excellence and professionalism by documenting individual performance as measured against a predetermined level of knowledge about OHS.

AOSH UK utilises the support of experts in examination development, psychometrics, and examination delivery to support the development of the Certified EHS Supervisor (CES) certification and examination. This cooperative effort by the AOSH UK, its consultants, and practising OHS professionals has resulted in defining the body of knowledge significant to the practice of OHS.

### Objectives of Certification

The objectives of the certification scheme for OHS professionals are to:

- Promote professional standards and improve the practice of OHS
- Provide recognition to those professionals who demonstrate an acquired level of knowledge and expertise in the field through successful completion of the application and examination process.
- Identify for employers, the public and members of allied professions, individuals with acceptable knowledge of the principles and practice of OHS.
- Foster is continuing competence and maintains the professional standard in OHS through a mandatory continuing professional development (CPD) program.

## Certified EHS Supervisor (CES) Certification

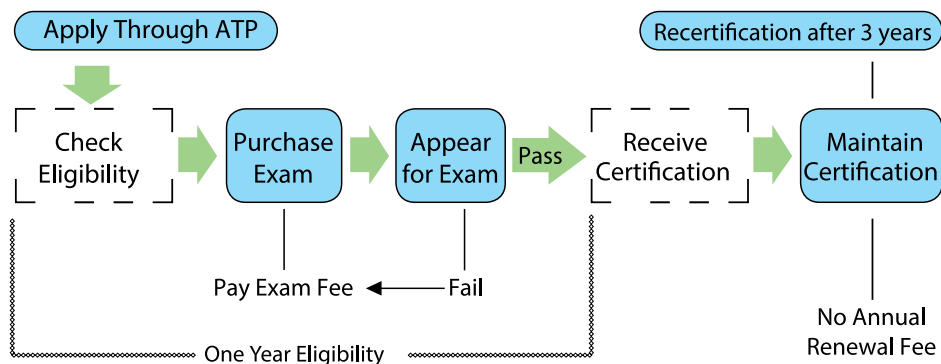
To become Certified EHS Supervisor (CES) certified, candidates must register through Approved Testing Partner (ATP) and pass a computer-based test (CBT). Once approved by AOSH UK, certified professionals are entitled to use the credential Certified EHS Supervisor (CES) after their name. The certification is valid for three years from the date of approval. The certification is renewed every three years by submitting documented proof of Continuing Professional Development (CPD).

Each successful candidate receives a certificate that is suitable for framing.

### Eligibility Criteria:

Minimum education high school with two (2) years of work experience in any field or five (5) years safety work experience in any industry.

### Certification Process



### Steps of Certification Process

#### Step 1 - Application

AOSH UK has many Approved Testing Partner (ATP) located across the world. Submission your application through any (ATP) with relevant required documents and AOSH UK review all applications.

AOSH UK does not accept the direct application from candidates.

#### Step 2 – Check Eligibility

AOSH UK reviews applications and evaluates the material presented by an applicant and must meet eligibility criteria:

Minimum education high school with two (2) years of work experience in any field or five (5) years safety work experience in any industry.

#### Step 3 - Purchase Exam

Once application approved, ATP will purchase the exam and set examination date on behalf of the candidate.

### Step 4 – Appear for Exam

Appear in examinations at ATP venue. Candidates must successfully pass the computer-based test to be Certified EHS Supervisor (CES) Certified.

### Step 5 – Pay Annual Renewal Fee

AOSH UK will award Certified EHS Supervisor (CES) certification who passes the examination. There is **NO Annual** renewal fee to maintain the Certified EHS Supervisor (CES) credential.

### Step 6 – CES Recertification Requirements

Certified EHS Supervisor (CES) Certified must maintain CPD by compiling 15 Re-certification points every three years. The other way is to retake and pass the examination for Re-certification.

### About the Certified EHS Supervisor (CES) Examination

The examination consists of 100 multiple choice questions by computer-based test (CBT) and 4 hours to complete the test. Candidates should thoroughly review the Blueprint for Certified EHS Supervisor (CES).

The Examination Committee is responsible for determining the AOSH UK Certification content and the examination specifications, maintaining examination questions and setting the passing score.

### Certified EHS Supervisor (CES) blueprint contains six (6) domains

.Sr. No	Competency Categories	Questions Percentage
1	Law & ethics	4%
2	Management systems	15%
3	Safety program implementation	14%
4	Hazard identification and control	40%
5	Leadership & training	15%
6	Emergency preparedness management	12%



## Preparing for the Certified EHS Supervisor (CES) Examination

### Self-Study Reference Material

The following references have been identified by the AOSH UK as suggested reading by candidates preparing to write the Certified EHS Supervisor (CES) certification examination. Texts must be ordered directly from the publisher. Texts are subject to revisions or may be withdrawn at the discretion of the publisher without prior notice.

### Recommended Reference List

Principles of health and safety at work: 8th edition	By Allan St John Holt and edited by Jim Allen
Health and Safety in a Changing World	By Robert Dingwall and Shelley Frost
Essentials of environmental management	By Paul Hyde and Paul Reeve
Health and safety: risk management	By Dr Tony Boyle
Fundamentals of Industrial Hygiene	Plog, Barbara A, and Patricia J. Quinlan, National Safety Council, 5th Edition, 2002.
Fundamentals of Management	Griffin, Ricky W., Cengage Learning, 7th Edition, 2013.
Fundamentals of Occupational Safety and Health	Friend, Mark A. and James P. Kohn 4th Edition, 2007.
Fire Protection Handbook	Volume 1 and 2, NFPA, 20th Edition, 2008.
NFPA 20: Standard for the Installation of Stationary Pumps for Fire Protection	National Fire Protection Association, 2010 Edition.
Fundamentals of Industrial Hygiene	6th Edition, National Safety Council
The Safety Professionals Handbook: Management Applications	Haight, Joel M., Editor, ASSE, 2nd Edition, 2012.
Flammable and Combustible Liquids Code Handbook	Benedetti, Robert P. , National Fire Protection Association, 6th Edition, 1997.

Ergonomics in action: a practical guide for the workplace	By Céline McKeown
Be the best: how to become a world class health and safety professional	By Richard Byrne
Supporting health at work: international perspectives on occupational health services	By Peter Westerholm and David Walters
Disasters: learning the lessons for a safer world	By David Eves
AOSH UK code of ethics	By AOSH UK

### Preparatory Courses & Study Groups

AOSH UK has no involvement in the development, content, or distribution of any materials associated with preparing for the Certified EHS Supervisor (CES) examination or evaluating readiness.

However, ATP may provide assistance (books guidelines or can buy books, blueprint guidelines etc.) or assistance to the candidate for Certified EHS Supervisor (CES) certification on their behalf. In that case, ATP Administrator (appointed by ATP) cannot get involved or be a part of any such training or assistance programme.

AOSH UK does not recommend any ATP for Certified EHS Supervisor (CES) certification examination. However, there will be updated list of approved ATP at the website for candidate convenience.

### Developing an Examination Strategy

Candidates who want to sit in Certified EHS Supervisor (CES) Examination must have the thorough knowledge of all the six domains as mention above.

It takes time to prepare for an examination adequately. There are no shortcuts. While study tips and examination writing tips can help you develop, there is no replacement for taking the time to build a solid base of knowledge.

## Scheduling Study Time

Develop a methodical approach to studying each domain; this can accomplish by organising your study time. Candidates report they spend between 110 and 150 hours on average preparing for the Certified EHS Supervisor (CES) examination.

## Review Sample Examination Questions

There are some sample questions provided in this handbook that will give you an indication of the style of items that will ask, the type of thinking required and the degree of difference between incorrect and correct answers.

## Approval Process to Write the Certified EHS Supervisor (CES) Examination

Once the application is approved, the candidate will receive an examination authorisation letter from AOSH UK with one-year validity. This letter will contain candidate identification number that will be required to book the examination.

Candidate must sit for examination before the expiration date of authorisation letter. If candidate does not schedule an exam authorisation letter will be cancelled, or candidate applies the extension of authorisation for one year by paying additional charges.

## Examination Registration Process

### Appointment Scheduling:

ATP is responsible for scheduling and keeping examination appointment with AOSH UK. There are two options for scheduling your examination:

#### Online:

ATP may schedule or reschedule examination appointment over the Internet on behalf of the candidate. Candidate ID and authorisation letter are required to schedule and change the date.

### Phone:

To schedule examination appointment, ATP may also contact the call centre at +44 203 290 3124

Candidate ID and authorisation letter are required to schedule and change the appointment.

Candidates should arrive at the exam venue no later than 30 minutes before the scheduled start time. Unscheduled or late candidates will not be admitted.

### ATP to ATP Transfer:

Candidate can transfer from one ATP to other ATP.

## Rules for Appointment

To change an existing examination appointment, you must follow strict rules. If you fail to follow these rules, you forfeit your Exam Authorization.

You may change your appointment only if there are two (2) or full business days before your actual appointment date. Appointments being rescheduled are subject to slot availability at ATP.

You cannot reschedule your appointment to a date on or beyond your Authorization Expiration date.

There is No Extension of Eligibility for this certification.

## Missed Examinations

If you fail to keep your scheduled examination appointment and arrive more than 30 minutes beyond the starting time of your scheduled time, or if you fail to present acceptable identification when you come for your scheduled time, you may refuse admission, and you may forfeit your examination writing. To sit for the examination after having been denied access, you must pay for another Certified EHS Supervisor (CES) examination fee.

## Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of the examination, ATP personnel will determine whether circumstances warrant the cancellation of the Certified EHS Supervisor (CES) examination.

## Admission to the Examination Area

Plan to arrive early for your appointment. If you are 30 or more minutes late for your time, you may not be able to participate in the examination and forfeit your examination.

### Control Examination Anxiety

Part of controlling anxiety involves being prepared for what to expect. Here are some tips:

#### Prior to the examination:

- Know your material. Spend adequate time studying for the Certified EHS Supervisor (CES) exam.
- Ensure you get enough sleep, good nutrition, exercise, personal downtime, etc. Think positively.
- **On the day of the examination**
- Allow yourself plenty of extra time to arrive at approved testing partner (ATP) so, you have adequate time to park, register, etc.
- Dress comfortably – you will be seated for 3 hours.
- **During the examination**
- Relax, Practice relaxation techniques such as deep-breathing.
- Do not focus on any anxiety you may be experiencing.
- Do not expect to know all the answers. It is unlikely that a candidate will answer all questions correctly.
- Use your reasoning ability to analyse the question and identify the best possible answer.

## Identification Requirements

The examination candidate is required to present original (no photocopies) & valid ID, i.e. passport/national identity card etc.

If you are not a citizen of the country where you appear examination, the only acceptable identification document is your valid, unexpired passport.

If you fail to bring the appropriate identification and examination appointment letter, you will forfeit your examination.

## Personal Belongings

All candidates will be required to leave their personal belongings outside the testing area. While the approved testing partner (ATP) will make available to you a secure space to store your belongings, the AOSH UK assumes no responsibility for lost, stolen, broken or misplaced personal property and candidates should plan appropriately.

Before entering the testing area, an unobtrusive visual inspection of personal items will conduct the ATP Administrator.

#### Prohibited items include:

- Mechanical or electronic devices including but not limited to computers, cellular phones, smart phones, personal digital assistants, pagers, calculators, wireless email and reading devices, electronic paging devices, recording or filming devices, cameras, tape recorders, headphones, headsets, mp3 players and radios.
- All forms of outerwear, including but not limited to hats, scarves, gloves, jackets, coats.
- All forms of luggage, including but not limited to book bags, backpacks, handbags, purses, suitcases and briefcases
- Writing and marking supplies, including but not limited to pens, pencils, erasers, post-it notes, note paper
- Props such as copyholders or clipboards
- Food and beverage
- Weapons of any kind, including but not limited to sharp objects, firearms, explosive devices, razor blades, box cutters and knives



- Hats or headwear of any kind unless provision has been made for specific religious apparel.
- Objects worn, or brought into the examination hall, because of the candidates sincerely held the personal religious belief, practice or observance will be permitted, subject to prior notification and authorisation by the AOSH UK.

You may access stored medicine or food or drinks outside the secure testing room. You may not obtain other personal belongings until you complete your examination.

## Test Misconduct

Candidates observed doing any of the following, or engaging in similar, dishonest practices during the exam will be considered to have engaged in test misconduct and both their application and exam administration may dismiss. Candidates involved in test misconduct may disqualify from sitting for any future AOSH UK exams.

Such test misconduct includes, but is not limited to, the following:

- Disclosing Certified EHS Supervisor (CES) questions and any Certified EHS Supervisor (CES) subject matter.
- Aiding or abetting anyone in a cheating offence.
- Speaking or communicating with other candidates about specific Certified EHS Supervisor (CES) content or questions before, during, or after the examination administration.
- Improperly obtaining through theft, bribery, conspiracy, or otherwise any test form before the date and time of the test's administration.
- Falsifying your identity or impersonating another candidate.
- Using any books, memoranda, calculators, audio or visual players or electronic devices including electronic watches, organisers, Smartphones, iPads, pagers or other cell phones, or other memory aid devices or communication devices other than those authorised by the AOSH UK.

- Looking at another candidate's responses.
- Copying another candidate's responses.
- Removing or attempting to remove Certified EHS Supervisor (CES) material electronically or otherwise from an examination hall.

Before the Certified EHS Supervisor (CES) Examination launching, candidates must agree to a non-disclosure agreement. It states:

I understand that the AOSH UK has spent a considerable amount of time, effort and expense in the development of the Certified EHS Supervisor (CES) exam that I am about to attempt. I further understand that the validity and integrity of the Certified EHS Supervisor (CES) exam depend on the questions remaining undisclosed to other potential certification candidates. I hereby agree that I will not disclose any information concerning the content of this AOSH UK exam.

If you do not agree to the non-disclosure agreement, the examination will not launch, and your examination appointment will end/ cancelled after a lapse of 30 minutes.

Where ATP Administrator has the incident report on a candidate engaging in test misconduct, the candidate affected may have their score voided.

Failure to abide by these rules and regulations may determine as test misconduct. The AOSH UK will investigate any report of test misconduct or suspected test misconduct. Affected candidates will be contacted to provide their response to the report. After the investigation, the Committee will review the information, make a finding and decide on a penalty.

## Taking Examination

ATP Administrator will familiarise you with the computer-based examination process. When the examination is first to launch, you must agree to comply with AOSH UK's examination security and nondisclosure rules.

The time remaining for your examination appears on your computer screen. You may choose to hide the time clock during your test if you find it distracting. One examination item at a time appears on the computer screen. You may select an

answer for the item, skip the item, or answer the item and flag it for review. After viewing every item, you are presented with a review screen showing the item numbers and status of all items on your examination. By selecting an item on this screen, you can go directly to it and verify or change your answer selection.

If you experience any technical difficulties with the examination software or hardware during the examination event, please notify ATP Administrator immediately so he may resolve the issue.

If you need to use the washroom, or when you leave your workstation for any reason, you must log off the computer screen. ATP Administrator will log your activities. Your examination clock continues to run during this time. You are not allowed to leave the building (or part of the building) for any reason while during the examination.

The AOSH UK will endeavour to ensure that the environment for writing the examination is acceptable. Please be aware that on occasions, candidates may be exposed to minor distractions and the temperature in the examination hall may vary. Candidates who are easily distracted by noise may request earplugs or noise-cancelling headphones from the ATP Administrator.

AOSH UK examinations are a closed book, except for materials provided by ATP Administrator or on-screen test aids as part of the examination. Once your examination clock starts, access to any documents beyond those given to you by ATP Administrator is prohibited. AOSH UK invalidates examinations and pursues disciplinary charges if you access forbidden materials, contact with anyone except ATP Administrator, leave the building while your examination clock is running, or engage in unethical, disruptive, or unprofessional conduct at the examination hall. Any incidences of test misconduct may result in the examination results being withheld or a determination of ineligibility. If it determined at any time that you have accidentally or deliberately disclosed information relating to the Certified EHS Supervisor (CES) exam. It may result in your results being withheld, a determination of ineligibility for the designation, or if the designation has already been awarded, you may be subject to investigation by Committee which may result in suspension or termination of your certification.

## Examination Security

A significant component of a successful and respected professional certification credential is maintaining the security and confidentiality of the examination. AOSH UK relies upon the ethical behaviour of certificate holders and applicants to maintain the security and confidentiality of AOSH UK online examinations. When someone who holds AOSH UK credentials reveals information about AOSH UK online examination content, they violate the AOSH UK Code of Ethics.

AOSH UK will take action against individuals who violate AOSH UK Policies and the Code of Ethics. Actions taken may include permanently barring individuals from pursuing AOSH UK credentials and revoking certifications from those who have been awarded the credential. AOSH UK will also pursue legal action against individuals or organisations who infringe upon its copyrights, proprietary rights, and intellectual property.

ATP Administrator maintains security standards that are designed to assure that all candidates are provided with the same opportunity to demonstrate their abilities.

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

## Obtaining Results

Once you complete your examination, immediately result will be declared fail/pass. AOSH UK will issue the official notification of your results within one week.

These results issued via email. If you do not pass, you receive instructions on how to retake the examination. If you pass, you will receive information on the necessary steps to maintain the certification requirements.

## Post Certified EHS Supervisor (CES) Exam Survey

A survey will be sent to you via email after your examination. You are encouraged to complete the survey and submit your feedback.

## Examination Scoring

Examination result are pass or fail. If you fail, your score report will include diagnostic information for each domain.

## Appeals

Because the performance of each question on the Certified EHS Supervisor (CES) exam included in the final score has been pretested, there is an appeal process to challenge individual exam questions, answers, or a failing score. The AOSH UK will not release or discuss individual questions with candidates. To do so would require the elimination of that question from the item bank of pretested questions and deplete the number of pretested questions required to develop future versions of the Certified EHS Supervisor (CES).

Additionally, appeals may be considered for alleged inappropriate Certified EHS Supervisor (CES) exam administration procedures or environmental conditions severe enough to cause a major disruption of the Certified EHS Supervisor (CES) exam process which was not satisfactorily resolved by the ATP Administrator.

All appeals must be submitted in writing. Appeals for alleged inappropriate administration procedures or severe adverse environmental conditions must be received within three (3) days.

### Upon Successful Completion Certified EHS Supervisor (CES) Exam

You are encouraged to use the credential on correspondence, business cards and all forms of address. Certification is for individuals only. The Certified EHS Supervisor (CES) credential may not be used to imply that an organisation is certified.

### If Your Certified EHS Supervisor (CES) Exam Is Unsuccessful

If Certified EHS Supervisor (CES) exam is unsuccessful, the candidate can re-sit through ATP for the unlimited chance during eligibility period by paying the examination fee.

## Achieving Certified EHS Supervisor (CES) Certification

### Benefits of Obtaining the Certified EHS Supervisor (CES) Certification

#### Wall Certificate:

When you achieve the Certified EHS Supervisor (CES) certification, AOSH UK issues a wall certificate suitable for framing. Should you lose or damage your wall certificate, AOSH UK will replace it for you.

#### AOSH UK Directories:

AOSH UK publishes directories of individuals who currently hold the Certified EHS Supervisor (CES) certification. An abbreviated format, containing names, cities etc. appears on the AOSH UK website and allows viewers to confirm if a person currently holds a Certified EHS Supervisor (CES) certification.

## Maintaining Certification

### In order to retain your certification, you must:

- Inform AOSH UK when your mail or email address changes
- Complete Recertification requirements

### Changing Your Name:

If you change your name through marriage or other court proceedings, you may request a name change by contacting [info@aoshuk.com](mailto:info@aoshuk.com). Additionally, you must provide a copy of the court record or marriage certificate to register the change.

### Paying Your Annual Fee:

The authority to use the Certified EHS Supervisor (CES) title is valid for three years. There is **NO Annual** renewal fee.

## Recertification

The Certified EHS Supervisor (CES) certification is valid for three years, to maintain his/her certification, the applicant must demonstrate every year that he/she is still performing tasks that are related to the certification.

Certified EHS Supervisor (CES) Certified must maintain CPD by compiling 15 Re-certification points every three years. The other way is to retake and pass the examination for Re-certification.

It may achieve by means such as additional work experience, training, and private study, coaching, attendance at meetings, seminars and conferences or other relevant activities.

#### **When to submit CPD logs:**

Every year, starting from their initial certificate issuance date, Certified EHS Supervisor (CES) certified professionals will need to provide with the number of hours of CPD related tasks they have performed with the contact details of individuals who can validate these tasks.

### **Suspending and Withdrawing Certification**

AOSH UK has a documented procedures for suspension or withdrawal of the certification, or reduction of the scope of certification

- Improper use of the certificate, symbol, or logo not remedied to the satisfaction of AOSH UK
- Violation of AOSH UK Code of Ethics
- The certified person has persistently failed to meet any of the requirements for certification including requirements for the effectiveness.
- The certified person fails to meet financial obligations to AOSH UK
- The certified person makes a formal request to withdraw certification.
- Infringement by the certified person of any contractual conditions between the certified person and AOSH UK
- The certified person is unable or unwilling to ensure conformance to revisions of standards.
- The existence of a serious complaint, or a large number of second

or third-party complaints, which indicate that the system is not being maintained.

- The certified person does not allow the periodic examination to be conducted at the required frequency.

### **Enforceable Agreement**

AOSH UK & certified person have enforceable agreement (terms & condition mention in candidate application form). AOSH UK has full rights to take applicable legal action directly/indirectly like ATP against the certified person.

When either of the parties has broken the agreement, another party will have the power to sue the party who breaks the contract.

- Legal action through local court
- Social and domestic agreements

### **Certified EHS Supervisor (CES) Blueprint**

The competencies have been weighted using the importance and frequency ratings obtained in the competency validation study.

<b>.Sr. No</b>	<b>Competency Categories</b>	<b>Questions Percentage</b>
1	Law & ethics	4%
2	Management systems	15%
3	Safety program implementation	14%
4	Hazard identification and control	40%
5	Leadership & training	15%
6	Emergency preparedness management	12%

**Certified EHS Supervisor (CES) Exam Development Guidelines**

Examination Length and Format	100 operational multiple choice questions. Four (4) hours Will be allocated for the completion of the examination.
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**Certified EHS Supervisor (CES) Exam Competency Profile****Domain 1****Law and Ethics – 4%****Knowledge of:**

1. Reason to manage health and safety in any organisation
2. Role and function of national & international bodies (HSE, ILO)
3. Health & safety legislation (international, national, industry & trade)
4. Record keeping & reporting
5. Roles & responsibility (employer, employee, directors, other staff etc.)
6. AOSH code of ethics
7. Legal issues (common law, compensation law, civil & criminal law)

**Domain 2****Management Systems – 15%****Knowledge of:**

1. Key elements of management system /Dr. Deming cycles (plan, do, check, act)
2. HSG65, OHSAS 18001/ISO 45001, ILO-OSH 2001 act
3. Features of health and safety management system
4. Content and development of health & safety policy

5. Health and safety culture & consultation (benefits, barrier, improvement, measured etc.)
6. Human factors which influence at work and how behavior can be improved
7. Sources of information for employer/employee (nationally & internationally)
8. Accident reason, accident investigation, accident cost,
9. Principles of risk assessment and risk assessment procedure
10. Health and safety audit & review

**Domain 3****Safety Program Implementation – 14%****Knowledge of:**

1. Risk assessment & control measure
2. Job hazard analysis
3. Waste management
4. Inspection like ladder, wheels, machine guard etc.
5. Documentation & reporting to legal authority

**Domain 4****Hazard Identification and Control – 40%****Knowledge of:**

1. Work permit system
2. Electrical hazard & control, control measure for electrical equipment at work place, Principle of electrical etc.
3. Work at height, fall protection
4. Struck by/caught by
5. Excavation & underground work
6. Scaffold & manual handling



7. Confined space
8. Workplace hazard & control (construction hazard & control, Violence at work, health & welfare etc.
9. Transport hazard & control (safe movement, driving at work/highway etc)
10. Musculoskeletal hazard & control (upper limb disorder, manual handling, powered & manual handling equipment)
11. Physical & physiological health hazard & control (noise, vibration, radiation, stress etc.)
12. Chemical hazard & control (handling & storage, SDS, GHS, hazardous substances,
13. Work equipment hazard & control (machinery hazard, hand-held tools, maintenance of work equipment etc.
14. Hoisting, rigging & signaling
15. PPE types & use
16. Acute & chronic health hazard & control
17. Hierarchy of control

**Domain 5****Leadership & Training – 15%****Knowledge of:**

1. Effective communication techniques
  2. Training needs analysis
  3. Assessing training competency
  4. Presentation tools
  5. Effecting training program
  6. Mentoring
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7. Negotiation & inter personal skills
8. Conflict resolution

**Domain 6****Emergency Preparedness Management – 12%****Knowledge of:**

1. Principle of fire, triangle, types, hazards & control, prevention, spread, evacuation, fire alarming & fighting system etc.
  2. Fire risk assessment
  3. Fire calcification and protection method
  4. Emergency response plan & drill (fire, crises, weather, alarms, evacuation etc.)
  5. Basic first aid
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