



Certified Safety Officer (CSO)

Examination Information

Examination Information guide provides comprehensive information, understanding policies & procedures established by AOSH Awarding Body United Kingdom.



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Preface

AOSH Awarding Body United Kingdom (AOSH UK) is pleased to present the candidate handbook for the Certified Safety Officer (CSO). The candidate handbook was developed to guide those involved in the development of the Certified Safety Officer (CSO) 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.

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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.

About the Certified Safety Officer (CSO) Examination

The examination consists of 80 multiple choice questions by computer-based test (CBT) and 3 hours to complete the test. Candidates should thoroughly review the Blueprint for Certified Safety Officer (CSO).

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 Safety Officer (CSO) blueprint contains five (5) domains

Sr. No.	Competency Categories	Questions Percentage
1	Law & ethics	5%
2	Accident investigation	15%
3	Hazard identification & control	45%
4	Fire and emergency management	20%
5	Health hazard & industrial hygiene	9%

Preparing for the Certified Safety Officer (CSO) 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 Safety Officer (CSO) 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

AOSH UK code of ethics	By AOSH UK
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.
Fall Protection and Scaffolding Safety	Gagnet, G. D
Construction Safety Planning	MacCollum, D. V.
Construction Safety Practices and Principles	Peyton, R. X. & Rubio, T. C.
Construction Safety Management and Engineering	Hill, D. C.
Fire Protection Handbook	Volume 1 and 2, NFPA, 20th Edition, 2008.

Preparatory Courses & Study Groups

AOSH UK has no involvement in the development, content, or distribution of any materials associated with preparing for the Certified Safety Officer (CSO) 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 Safety Officer (CSO) 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 Safety Officer (CSO) 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 Safety Officer (CSO) Examination must have the thorough knowledge of all the five domains (Law and Ethics, Accident Investigation, Hazard Identification & Control, Fire and Emergency Management, Health Hazard & Industrial Hygiene).

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 90 and 120 hours on average preparing for the Certified Safety Officer (CSO) 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 Safety Officer (CSO) 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 Safety Officer (CSO) 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 Safety Officer (CSO) 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 Safety Officer (CSO) 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 wore, 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 Safety Officer (CSO) questions and any Certified Safety Officer (CSO) subject matter.
- Aiding or abetting anyone in a cheating offence.
- Speaking or communicating with other candidates about specific Certified Safety Officer (CSO) 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 Safety Officer (CSO) material electronically or otherwise from an examination hall.

Before the Certified Safety Officer (CSO) 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 Safety Officer (CSO) exam that I am about to attempt. I further understand that the validity and integrity of the Certified Safety Officer (CSO) 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 Safety Officer (CSO) 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.



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