



**Skill Development
Council Canada**



**TRANSFORMING YOU INTO A
COMPLETE SAFETY
PROFESSIONAL**

HEALTH AND SAFETY DOCUMENTATION SKILLS CERTIFICATE



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COURSE AIMS

Health and safety field is booming like never before and there is a constant requirement of qualified and skilled health and safety professionals both domestically and internationally. The present scenario is such that even though potential candidates are qualified, they lack the necessary practical skill set to undertake their duties efficiently which makes them suffer in the job interviews.

This particular program aims to provide both theoretical and practical skills set to be a complete health and safety professional as per requirements of organizations worldwide.

Technical: Technical Competency underpinning advisory ability

Core: Skills, knowledge and behaviours to support and enable good decision making in the workplace

Behavioral: Competency to build successful working relationships



SYLLABUS CONTENT (THEORY)

- Health and Safety Policy Formulation
- Drugs and Alcohol Policy Formulation
- Commuting or work-related driving policy Formulation
- STOP Work Authority – Empowerment Policy Formulation
- Health and Safety Organization Chart Preparation
- Risk Matrix Preparation
- Disciplinary Action Matrix Preparation and Violation Reporting Form
- Emergency Response Documentation
- Health and Safety Incentives Scheme
- Hazard Identification and Risk Assessment Procedure Preparation
- System SSoW preparation
- Task SSoW preparation
- Departmental SSoW Preparation
- Health and Safety Training and Competency SSoW Preparation
- Health and Safety Training Matrix Preparation
- Health and Safety Training Schedule, Training PPT Master, Training Records and Passport Preparation
- Health and Safety Induction Preparation
- Active Monitoring – Inspection Checklist Preparation, Inspection Schedule Preparation
- Active Monitoring - Management Walkthrough Schedule, Walkthrough Report Preparation
- Reactive Monitoring – Statistics Sheet Preparation
- Reactive Monitoring – Incident Notification Report, Investigation Report
- Reactive Monitoring – Lessons Learnt and Safety Alert Document
- Corrective Action Register Preparation
- Health and Safety Meeting Documents (TBT, Town Hall Meeting, Safety Forum)
- Health and Safety Internal Audit Schedule, Internal Audit Report and Close Out
- Monthly Activity Plan Preparation
- Safety Campaign Poster Designing and Documentation
- OHS / Health and Safety Manual Preparation
- Health and Safety Plan for Projects

PRE-REQUISITES & CERTIFICATION

- *12th Pass, ITI, 3yr Diploma, Any graduation.*
- *Suitable for candidates already holding a level 3 qualification in health and safety to achieve core competency skills as per International Competency Framework for Health and Safety Professionals*
- *Suitable for candidates moving towards attaining any level 3/Level 6/ Level 7 qualification in health and safety to achieve core competency skills as per International Competency Framework for Health and Safety Professionals*
- *On successful completion of assessment qualification certificate will be issued by **Skill Development Council, Canada***



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CERTIFICATE SAMPLE



This is to certify that

Student Name

has completed the Skill Development Council Canada endorsed course of learning

Name of Course

and completed the final examination in accordance with the standards of Skill Development Council Canada.

Course Duration : 270 Hours
Awarded On : 02/09/2022
Certificate Number : SP988998
Training Partner : Inspirit Safety Solutions
LPC : 1025

signed

George Mathew
Head Of Assessment
Skill Development Council Canada
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Skill Development Council Canada

ASSESSMENTS AND OTHER DETAILS (EXAM)

The student must complete 4 mandatory health and safety documentation activities mentioned by the tutor to a suitable and sufficient standard.

Course Duration: 1 month

Classes: Monday to Friday (2 Hours/ day), or recorded session

Training Mode: Hybrid (Offline/Online)

25000 + 18% GST INR



**Skill Development
Council Canada**

**Skill training
at lowest fee**

100% Placement
Support Guaranteed

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time fee discount!!!**



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Questions??