HSE Audit for Operational Employees of Contractors (Document 016)

SGU examinations taken in accordance with document 016 are generally not accepted outside Germany (especially in the Netherlands and Belgium).

As a precautionary measure, it should be noted that some clients require an examination by accredited personnel certification bodies (document 018).

Participants

All employees who are operationally active in the area of validity of the SCC or SCP certificate (at least 90%) who have been employed by the company for more than 3 months must have completed an HSE training including examination. Operationally active employees are involved in the provision of services (e.g. workers, skilled workers, fitters). This also includes - if they carry out operational activities - marginal and part-time employees and trainees who have reached the age of 18 as well as one-man subcontractors who are used in the course of order processing.

The following are exempt from this requirement within the framework of SCC or SCP certification:

- Operationally active employees who have successfully passed a recognised HSE examination with a personnel auditing organisation in accordance with document 018 or who have the qualification as an occupational safety specialist.
- Managers at the operational level who have successfully passed a recognised HSE examination in accordance with document 017 or who have the qualification of occupational safety specialist.
- Operationally active employees and managers at the operational level who have an Austrian HSE certificate according to document A18 or who can show a VCA diploma - provided it is listed in the Centraal Diploma Register, see https://www.vca.ssvv.nl

Exam content

Area A: Legal provisions

- Basics of the legal provisions on occupational health and safety
- Expert support (e.g. SiFa, company doctor)
- State supervision and accident insurance institutions

Area B: Hazard and Risk Assessment

- Particularly dangerous work
- Last Minute Risk Analysis (LMRA)
- Risk assessment

Area C: Causes of accidents, accident prevention and accident reporting

- Reporting of accidents and near misses
- Accidents and occupational diseases

Unit D: Safety-Oriented Behavior

- Cleanliness and order
- Tripping, sliding, falling
- Alcohol, drugs, medication
- Behavior and safety

Unit E: Operational Organization

- Tasks, rights and obligations of employers and employees

Unit F: Workplace and activity specifications

- Operating instructions and instructions
- Securing the workplace and facilities
- Safety signage
- Permit Certificate Procedure

Unit G: Emergency Response

- Terms
- Emergency facilities and resources
- Control and control of emergency situations
- First aiders and company paramedics
- Evacuation

Unit H: Hazardous Substances

- Dangers of too high or too low atmospheric oxygen content
- Hazardous Substances and Dangerous Goods
- Activities with hazardous substances, absorption and effect
- Legal requirements and significance of the limit values
- Special hazardous substances
- Leaks
- Labelling, storage and hazards of technical gases
- Transport of dangerous goods
- Marking, Safety Data Sheets and Operating Instructions

Unit I: Fire and Explosion Protection

- Risk of fire and explosion
- Fire classes and extinguishing agents
- Preventive fire protection and procedure in the event of a fire
- Explosion protection

Unit J: Work equipment

- Plants, machines, equipment and tools
- Stationary machines and systems
- Power-powered hand tools
- Hand Tools
- Slings
- Hand-operated winches, lifting and pulling equipment
- Forklifts
- Pallet truck
- Construction machinery
- Liquid jets

Unit K: Working Methods

- Welding and flame cutting
- Demolition work and work in contaminated areas
- Working in the vicinity of wall and floor openings
- Excavation and work in pits and trenches
- Working at height
- Working in confined spaces and containers
- Passenger transport
- Working on the water

Unit L: Electricity and Radiation

- Dangers of electricity
- Safety measures when working with electric current
- Work on electrical installations and their surroundings
- Ionizing radiation
- Non-ionizing radiation

Unit M: Workplace Design

- Canvas exposition
- Workplace and vibrations
- Workplace and weather conditions
- Workplace and lighting
- Physical and mental stress at work

Unit N: Personal Protective Equipment (PPE)

- Use of PPE, Responsibilities and Duties
- Eye and face protection
- Hearing protection
- Respiratory protection
- Head protection
- Hand and arm protection
- Foot, leg and knee protection
- Protective clothing
- PPE against falls

Examination and evaluation

The exam contains 40 multiple-choice questions and must be answered by the exam candidates without any aids. The exam for operational employees is considered passed if at least 70% of the questions have been answered correctly, i.e. if at least 28 correct answers have been given. If an HSE exam is not passed, it can be repeated as often as desired.

Successful candidates will be issued an HSE certificate according to document 016 without certification.

The validity of an HSE certificate obtained in the initial certification begins on the day of the positive certification decision and is valid until 5 years after the day of the successful examination minus 1 day.

Requirements

Proficiency in the German national language, completed vocational training or, alternatively, certificate from the employer with at least 3 years of experience in a recognised profession in Germany (or 3-day training with 24 units in advance).

Exam time: 60 min.

Exam fee (without training): 120.00 EUR plus VAT / per participant

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