**Your job title:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Knowledge skills** | **yes** | **no** |
| **A** | **Legal provisions** |  |  |
|  | **Basics of the legal provisions on occupational health and safety**  |  |  |
| A01 | Do you know the most important terms and basics of occupational health and safety regulations? |[ ] [ ]
| A02 | Do you know the most important requirements of occupational health and safety regulations? |[ ] [ ]
| A03 | Do you know the basics of statutory accident insurance? |[ ] [ ]
|  | **Expert support**  |  |  |
| A04 | Do you know what duties and powers the occupational safety specialist has in the company? |[ ] [ ]
| A05 | Do you know what duties and powers the company doctor has within the company? |[ ] [ ]
| A06 | Do you know which occupational health and safety tasks in the company must be carried out by suitable persons or organizations? |[ ] [ ]
|  | **State supervision and accident insurance providers**  |  |  |
| A07 | Do you know the tasks and powers of state supervision? |[ ] [ ]
| A08 | Do you know the duties and powers of the accident insurance providers? |[ ] [ ]
| A09 | Do you know what sanctions and recourse claims can be imposed by government regulators and accident insurance providers? |[ ] [ ]
|  | **European directives** |  |  |
| A10 | Do you know the meaning of the CE and GS markings? |[ ] [ ]
| A11 | Do you know the basics of European directives? |[ ] [ ]
| A12 | Do you know the principles of CE marking? |[ ] [ ]
|  | **Basics of environmental protection legislation** |  |  |
| A13 | Do you know what measures are necessary to comply with environmental legislation? |[ ] [ ]
| A14 | Do you know the objectives and principles of environmental legislation? |[ ] [ ]
|  | **Basics of working time legislation**  |  |  |
| A15 | Do you know the objectives of working time legislation? |[ ] [ ]
| A16 | Do you know the responsibilities and regulations regarding working hours? |[ ] [ ]
|  | **Basics of occupational health and safety in temporary employment according to the *Temporary Employment Act (AÜG)*** |  |  |
| A17 | Are you familiar with the regulations on occupational health and safety when using temporary workers? |[ ] [ ]
| A18 | Do you know the regulations governing the integration of temporary employment agency employees into the company organization and the difference between this and contract work? |[ ] [ ]
|  | **Protective measures for third parties**  |  |  |
| A19 | Do you know towards which persons the employer is obliged to take appropriate measures to avoid risks? |[ ] [ ]
|  | **Occupational health care**  |  |  |
| A20 | Are you informed about the types and contents of occupational health care? |[ ] [ ]
| **B** | **Hazard and risk assessment**  |  |  |
|  | **Particularly dangerous work** |  |  |
| B01 | Do you know what particularly dangerous jobs are and what measures need to be taken when carrying out particularly dangerous jobs? |[ ] [ ]
|  | **Last Minute Risk Analysis (LMRA)** |  |  |
| B02 | Do you know the term and the goal of the LMRA? |[ ] [ ]
| **No.** | **Knowledge skills**  | **yes** | **no** |
| B03 | Do you know of any situations in which the creation or modification of an LMRA may be necessary? |[ ] [ ]
| B04 | Do you know what points to consider with the LMRA? |[ ] [ ]
|  | **Risk assessment** |  |  |
| B05 | Do you know the hierarchy of protective measures? |[ ] [ ]
| B06 | Do you know the practical procedure for risk assessment? |[ ] [ ]
|  | **Terms: Hazard and Risk**  |  |  |
| B07 | Do you know the terms “hazard” and “risk”? |[ ] [ ]
|  | **Detection of hazards**  |  |  |
| B08 | Do you know the objectives of risk identification and assessment? |[ ] [ ]
| B09 | Do you know the triggering factors for hazards and how they are perceived? |[ ] [ ]
| B10 | Can you name risk-increasing factors in the workplace? |[ ] [ ]
|  | **Risk assessment**  |  |  |
| B11 | Do you know the importance and procedure of risk assessment? |[ ] [ ]
|  | **Safety and Health Action Plan**  |  |  |
| B12 | Are you familiar with the term, “action plan” and the content of an annual action plan? |[ ] [ ]
|  | **Security measures**  |  |  |
| B13 | Do you know safety measures in work preparation? |[ ] [ ]
| B14 | Do you know the regulations regarding the use of external companies and the coordination of work? |[ ] [ ]
| **C** | **Causes of accidents, accident prevention and accident reporting**  |  |  |
|  | **Reporting of accidents and near misses**  |  |  |
| C01 | Do you know who has to report which accidents to whom and how? |[ ] [ ]
|  | **Accidents and occupational diseases**  |  |  |
| C02 | Do you know the causes and consequences of accidents and occupational diseases? |[ ] [ ]
| C03 | Do you know the general characteristics of accidents and occupational diseases? |[ ] [ ]
| C04 | Do you know the meaning of the accident pyramid? |[ ] [ ]
| C05 | Do you know any arguments for reducing accident rates? |[ ] [ ]
|  | **Terms** |  |  |
| C06 | Are you familiar with the terms “work-related accident,” “commuting accident,” “near miss,” and “occupational disease”? |[ ] [ ]
|  | **Accident prevention** |  |  |
| C07 | Do you know the basic measures for accident prevention? |[ ] [ ]
|  | **Near misses** |  |  |
| C08 | Do you know how to deal with near misses, unsafe situations, actions, and damage to property and the environment? |[ ] [ ]
|  | **Accident investigation** |  |  |
| C09 | Do you know the purpose of accident investigations and how to proceed? |[ ] [ ]
| **D** | **Safety-conscious behavior** |  |  |
|  | **Cleanliness and order** |  |  |
| D01 | Do you know what influence cleanliness and order have on occupational safety? |[ ] [ ]
|  | **Tripping, slipping, falling** |  |  |
| D02 | Do you know the causes of tripping, slipping or falling? |[ ] [ ]
|  | **Alcohol, drugs, medication** |  |  |
| D03 | Do you know what impact the consumption of alcohol, drugs and medication has on occupational safety? |[ ] [ ]
|  |  |  |  |
| **No.** | **Knowledge skills** | **yes** | **no** |
|  | **Behavior and safety** |  |  |
| D04 | Do you know what behaviour is considered characteristic of safe working? |[ ] [ ]
| D05 | Do you know what influence human behaviour, has on occupational safety? |[ ] [ ]
| D06 | Do you know the basics of good communication? |[ ] [ ]
|  | **Influencing behavior** |  |  |
| D07 | Do you know how to promote safety and health in the workplace through behavioral influences? |[ ] [ ]
| **E** | **Company organization** |  |  |
|  | **Tasks, rights and obligations of employers and employees** |  |  |
| E01 | Do you know the general obligations of the employer? |[ ] [ ]
| E02 | Do you know the general rights and obligations of employees? |[ ] [ ]
| E03 | Do you know the importance of an effective security policy? |[ ] [ ]
|  | **Tasks, rights and duties of superiors** |  |  |
| E04 | Do you know the responsibilities of a supervisor in occupational safety? |[ ] [ ]
|  | **Workplace inspections** |  |  |
| E05 | Do you know the importance of workplace walkthroughs and inspections? |[ ] [ ]
|  | **Occupational safety meetings** |  |  |
| E06 | Do you know the importance of occupational health, and safety committee meetings and the requirements of the SCC checklist for conducting meetings? |[ ] [ ]
| E07 | Do you know the procedure for organising and conducting a short safety meeting (toolbox meeting) and the requirements for it? |[ ] [ ]
|  | **Certification, safety pass and training for hazardous work** |  |  |
| E08 | Do you know the purpose and importance of the SCC management system? |[ ] [ ]
| E09 | Do you know the purpose and importance of the SCP management system? |[ ] [ ]
| E10 | Do you know the importance and benefits of the security pass? |[ ] [ ]
| **F** | **Workplace and activity specifications** |  |  |
|  | **Operating instructions and training**  |  |  |
| F01 | Do you know the importance of operating instructions? |[ ] [ ]
| F02 | Do you know the importance of instruction? |[ ] [ ]
|  | **Securing the workplace and facilities** |  |  |
| F03 | Do you know what function blinds have, and in which situations they can be used? |[ ] [ ]
| F04 | Do you know the purpose of securing systems and equipment? |[ ] [ ]
|  | **Safety signs** |  |  |
| F05 | Do you know the meaning of symbols and signs in occupational safety? |[ ] [ ]
|  | **Permit procedure** |  |  |
| F06 | Do you know the different permit procedures? |[ ] [ ]
| F07 | Do you know the purpose and content of a permit? |[ ] [ ]
| F08 | Do you know the obligations of the companies, carrying out the work in connection with the permit procedure? |[ ] [ ]
| F09 | Do you know the regulations governing the issuance, release, revocation, and revocation of permits? |[ ] [ ]
| **G** | **Emergency measures** |  |  |
|  | **Terms** |  |  |
| G01 | Do you know typical emergency procedures in a company? |[ ] [ ]
|  | **Emergency facilities and resources** |  |  |
| G02 | Do you know emergency facilities and resources? |[ ] [ ]
|  | **Management and control of emergency situations** |  |  |
| G03 | Do you know what to do in emergency situations? |[ ] [ ]
|  |  |  |  |
| **No.** | **Knowledge skills** | **yes** | **no** |
|  | **First aiders and company paramedics** |  |  |
| G04 | Do you know the importance of first responders and company paramedics? |[ ] [ ]
|  | **Evacuation** |  |  |
| G05 | Do you know the importance of evacuation? |[ ] [ ]
| G06 | Do you know what to do in case of an alarm? |[ ] [ ]
|  | **Operational alarm and rescue plan / emergency plan** |  |  |
| G07 | Do you know the importance of the operational alarm and rescue plan and an emergency plan? |[ ] [ ]
| **H** | **Hazardous substances** |  |  |
|  | **Hazardous substances with too high or too low atmospheric oxygen content** |  |  |
| H01 | Do you know the dangers of too high, or too low oxygen levels in the air? |[ ] [ ]
|  | **Hazardous substances and dangerous goods** |  |  |
| H02 | Do you know the classification and effects of hazardous substances? |[ ] [ ]
| H03 | Do you know the difference between hazardous substances and dangerous goods? |[ ] [ ]
|  | **Activities with hazardous substances, intake and effects** |  |  |
| H04 | Do you know the measures that must be taken to protect against hazardous substances? |[ ] [ ]
| H05 | Do you know the protective measures, to avoid contact with hazardous substances? |[ ] [ ]
| H06 | Do you know how hazardous substances can enter the body? |[ ] [ ]
| H07 | Do you know factors that influence poisoning? |[ ] [ ]
| H08 | Do you know how hazardous substances work in the body, and what consequences this has? |[ ] [ ]
|  | **Legal requirements & significance of the limit values** |  |  |
| H09 | Do you know the meaning of limits? |[ ] [ ]
| H10 | Did you know that humans cannot rely solely on their sense of smell, when assessing hazardous substances? |[ ] [ ]
| H11 | Do you know the legal requirements for activities involving hazardous substances? |[ ] [ ]
|  | **Special hazardous substances** |  |  |
| H12 | Do you know the effects of asbestos and the necessary protective measures? |[ ] [ ]
| H13 | Do you know the effect of mineral insulation materials and necessary protective measures? |[ ] [ ]
| H14 | Do you know the effects of organic solvents, PAHs, heavy metals, carbon monoxide, paints, varnishes and cements and the necessary protective measures? |[ ] [ ]
| H15 | Do you know the effects of cleaning products and necessary protective measures? |[ ] [ ]
| H16 | Do you know the effects of biological hazardous substances, and necessary protective measures? |[ ] [ ]
|  | **Leaks** |  |  |
| H17 | Do you know the dangers and causes of leaks and protective measures? |[ ] [ ]
|  | **Labeling, storage and hazards of technical gases** |  |  |
| H18 | Do you know the colour coding of gas cylinders for the most common technical gases? |[ ] [ ]
| H19 | Are you aware of the dangers that can arise from uncontrolled releases of technical gases? |[ ] [ ]
| H20 | Do you know the safety measures when storing gas cylinders? |[ ] [ ]
|  | **Transport of dangerous goods** |  |  |
| H21 | Do you know the safety measures for the transport of dangerous goods? |[ ] [ ]
|  |  |  |  |
| **No.** | **Knowledge skills** | **yes** | **no** |
|  | **Labeling, safety data sheets and operating instructions** |  |  |
| H22 | Do you know the importance of operating instructions and training for activities involving hazardous substances? |[ ] [ ]
| H23 | Do you know the meaning of the markings and hazard symbols of hazardous substances? |[ ] [ ]
| H24 | Do you know the application and meaning of H and P statements? |[ ] [ ]
| H25 | Do you know the importance of the safety data sheet for hazardous substances? |[ ] [ ]
| **I** | **Fire and explosion protection** |  |  |
|  | **Fire and explosion protection** |  |  |
| I01 | Do you know the factors that can lead to a fire or explosion? |[ ] [ ]
| I02 | Are you familiar with the terms ignition source, flash point, auto-ignition temperature, explosion limit and explosion zone in connection, with fire and explosion hazards? |[ ] [ ]
| I03 | Do you know fire and explosion hazards, their causes, and protective measures? |[ ] [ ]
|  | **Fire classes and extinguishing agents** |  |  |
| I04 | Do you know the classification into fire classes? |[ ] [ ]
| I05 | Do you know the extinguishing properties of different extinguishing agents? |[ ] [ ]
| I06 | Do you know what regulations apply to fire extinguishers and their provision? |[ ] [ ]
|  | **Preventive fire protection and procedures in the event of a fire** |  |  |
| I07 | Do you know what to do in case of a fire? |[ ] [ ]
| I08 | Do you know the duties of the fire watch? |[ ] [ ]
|  | **Explosion protection** |  |  |
| I09 | Do you know the dangers of potentially explosive atmospheres and appropriate protective measures? |[ ] [ ]
| I10 | Do you know how to use an explosion detector? |[ ] [ ]
| I11 | Do you know the meaning of explosion protection zones? |[ ] [ ]
| I12 | Do you know the requirements for an explosion protection document? |[ ] [ ]
| **J** | **Work equipment** |  |  |
|  | **Plant, machinery, equipment and tools** |  |  |
| J01 | Do you know the hazards, requirements and safety regulations, when working with tools, equipment, machines and systems? |[ ] [ ]
|  | **Stationary machines and systems** |  |  |
| J02 | Do you know the hazards, requirements and safety regulations when working with stationary machinery and equipment? |[ ] [ ]
|  | **Power tools** |  |  |
| J03 | Do you know the hazards, requirements and safety regulations when working with power tools? |[ ] [ ]
|  | **Hand tools** |  |  |
| J04 | Do you know the hazards, requirements and safety regulations when working with hand tools? |[ ] [ ]
|  | **Lifting work** |  |  |
| J05 | Do you know the hazards, requirements and safety regulations for lifting work? |[ ] [ ]
|  | **Lifting equipment** |  |  |
| J06 | Do you know the specific hazards and safety regulations when working with lifting equipment? |[ ] [ ]
|  | **Lifting gear** |  |  |
| J07 | Do you know the specific hazards and safety regulations when working with lifting equipment? |[ ] [ ]
|  |  |  |  |
|  |  |  |  |
| **No.** | **Knowledge skills** | **yes** | **no** |
|  | **Hand-operated winches, lifting and pulling devices** |  |  |
| J08 | Do you know the specific hazards and safety regulations when working with hand-operated winches, lifting and pulling equipment? |[ ] [ ]
|  | **Forklift** |  |  |
| J09 | Do you know the specific hazards and safety regulations, when working with forklifts? |[ ] [ ]
|  | **pallet truck** |  |  |
| J10 | Do you know the specific hazards and safety regulations, when working with pallet trucks? |[ ] [ ]
|  | **Construction machinery** |  |  |
| J11 | Do you know the specific hazards and safety regulations, when working with construction machinery? |[ ] [ ]
|  | **Liquid jet** |  |  |
| J12 | Do you know the specific hazards and safety regulations, when working with liquid jet sprayers? |[ ] [ ]
| **K** | **Working procedures** |  |  |
|  | **Welding and flame cutting** |  |  |
| K01 | Do you know the hazards and protective measures, involved in welding and flame cutting? |[ ] [ ]
|  | **Demolition work and work in contaminated areas** |  |  |
| K02 | Do you know the hazards and protective measures involved in demolition work? |[ ] [ ]
| K03 | Do you know the hazards and protective measures when working in contaminated areas? |[ ] [ ]
|  | **Working around wall and floor openings** |  |  |
| K04 | Do you know the hazards and protective measures when working around wall and floor openings? |[ ] [ ]
|  | **Excavation work and work on and in pits and trenches** |  |  |
| K05 | Do you know the hazards and safety measures involved in excavation work and work on, and in pits and trenches? |[ ] [ ]
|  | **Working at height** |  |  |
| K06 | Do you know the requirements for protective measures when working at height? |[ ] [ ]
| K07 | Do you know the dangers and safety measures, when working at height? |[ ] [ ]
| K08 | Do you know the requirements for scaffolding and fall protection? |[ ] [ ]
| K09 | Do you know the dangers and safety precautions, when working with lifting platforms and work baskets? |[ ] [ ]
| K10 | Do you know the regulations regarding the use of ladders, steps and stairs? |[ ] [ ]
| K11 | Do you know the hazards and safety measures, when working on roofs? |[ ] [ ]
|  | **Working in confined spaces and containers** |  |  |
| K12 | Do you know the general hazards and safety precautions when working in confined spaces? |[ ] [ ]
| K13 | Do you know the special protective measures for indoor air hazards and/or electrical hazards, when working in confined spaces? |[ ] [ ]
|  | **Passenger transport** |  |  |
| K14 | Do you know the regulations for passenger transport? |[ ] [ ]
|  | **Working on the water** |  |  |
| K15 | Do you know the hazards and protective measures when working with the risk of drowning? |[ ] [ ]
|  |  |  |  |
| **No.** | **Knowledge skills** | **yes** | **no** |
| **L** | **Electricity and radiation** |  |  |
|  | **Dangers from electricity** |  |  |
| L01 | Do you know the dangers and causes of accidents when working with electricity? |[ ] [ ]
|  | **Safety measures when working with electricity** |  |  |
| L02 | Do you know the safety precautions when working with electricity? |[ ] [ ]
|  | **Work on electrical systems and their surroundings** |  |  |
| L03 | Do you know the qualifications required for electrical work? |[ ] [ ]
|  | **Ionizing radiation** |  |  |
| L04 | Do you know the dangers and safety measures to prevent health issues from ionizing radiation? |[ ] [ ]
|  | **Non-ionizing radiation** |  |  |
| L05 | Do you know the dangers and safety regulations for preventing health damage from “non-ionizing radiation”? |[ ] [ ]
| **M** | **Workplace design** |  |  |
|  | **Noise exposure** |  |  |
| M01 | Do you know the dangers and safety regulations to prevent health damage, caused by noise exposure? |[ ] [ ]
| M02 | Do you know the legal requirements for noise limits, noise measurements and the classification of measurement results? |[ ] [ ]
|  | **Workplace and vibrations** |  |  |
| M03 | Do you know the dangers and safety regulations for preventing health damage caused by vibrations? |[ ] [ ]
|  | **Workplace and weather influences** |  |  |
| M04 | Do you know the hazards and safety regulations to prevent health damage caused by weather conditions? |[ ] [ ]
|  | **Workplace and lighting** |  |  |
| M05 | Do you know the dangers and safety regulations to prevent health damage caused by inadequate lighting conditions? |[ ] [ ]
| M06 | Do you know what requirements need to be considered when designing a computer workstation? |[ ] [ ]
|  | **Physical and psychological stress at work** |  |  |
| M07 | Do you know the hazards and safety regulations to prevent health damage when manually lifting loads? |[ ] [ ]
| M08 | Do you know what to consider when working while sitting and standing? |[ ] [ ]
| M09 | Do you know the limits of physical and mental stress at work? |[ ] [ ]
|  | **Ergonomics** |  |  |
| M10 | Do you know the term “ergonomics”, and its meaning? |[ ] [ ]
| **N** | **Personal protective equipment (PPE)** |  |  |
|  | **Use of PPE, responsibilities and duties** |  |  |
| N01 | Do you know what obligations employers and employees have when providing and using PPE? |[ ] [ ]
|  | **Eye and face protection** |  |  |
| N02 | Do you know what hazards can arise for the eyes and face at work, what PPE is suitable for protection, and what should be considered when using it? |[ ] [ ]
|  | **Hearing protection** |  |  |
| N03 | Do you know what hazards can arise for hearing at work, what PPE is suitable for protection, and what should be considered when using it? |[ ] [ ]
|  |  |  |  |
| **No.** | **Knowledge skills** | **yes** | **no** |
|  | **Respiratory protection** |  |  |
| N04 | Do you know what hazards can arise at work for the respiratory system, what PPE is suitable for protection, and what should be considered when using it? |[ ] [ ]
|  | **Head protection** |  |  |
| N05 | Do you know what hazards can arise for the head at work, what PPE is suitable for protection, and what should be considered when using it? |[ ] [ ]
|  | **Hand and arm protection** |  |  |
| N06 | Do you know what hazards can arise for hands and arms at work, as well as which PPE is suitable for protection and what should be considered when using it? |[ ] [ ]
|  | **Foot, leg and knee protection** |  |  |
| N07 | Do you know what hazards can arise at work for feet, legs and knees, as well as which PPE is suitable for protection and what to consider when using it? |[ ] [ ]
|  | **protective clothing** |  |  |
| N08 | Do you know what hazards can arise for the body at work, what PPE is suitable for protection, and what should be considered when using it? |[ ] [ ]
|  | **PPE against falls** |  |  |
| N09 | Do you know the dangers associated with working at heights, and can you explain the application and safe use of different types of PPE? |[ ] [ ]

**Note:** This questionnaire is not a test for the SGU examination, but merely a test of your professional knowledge. This questionnaire does not authorise you to take an SGU examination. Participation in an SGU examination must be submitted with a separate application. You are welcome to send this questionnaire to us, along with your application.