



Qualification Pack



Safety Steward

QP Code: SSD/VSQ/Q0101

Version: 1.0

NSQF Level: 4

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SSD/VSQ/Q0101: Safety Steward

Brief Job Description

The Safety Steward is responsible for assisting in the implementation of health and safety policies, ensuring health and safety compliances as per the legislative requirements, identify workplace hazards and suggest actionable controls for mitigating the hazard and advise the management in maintaining safe working conditions in the organization, promote positive safety culture and escalate existing hazards, risks and grievances related to improper or unsafe working conditions in the organisation.

Personal Attributes

The professional should be mentally and professionally fit to take responsibility of compliances of health and safety standards, rules and meet the health and safety standards at workplace with integrity, objectivity, independency, knowledge of law, expression, and code of ethics.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [SSD/VSQ/N0101: Occupational Safety In Industries](#)
2. [SSD/VSQ/N0102: Fire Safety and Evacuation plan](#)
3. [SSD/VSQ/N0103: Hazard Identification and Risk Assessment](#)
4. [SSD/VSQ/N0104: Plan, Organize and Emergency protocols](#)
5. [SSD/VSQ/N0105: Introduction to Safety Regulations](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Cross Sectoral
Sub-Sector	Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemicals & Petrochemicals, and others.
Occupation	Occupational Safety Health & Environment (OSHE) Engineering & Management
Country	India



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NSQF Level	4
Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/2141.2600 : Occupational Health and Safety Specialist.
Minimum Educational Qualification & Experience	12th Class (Science or equivalent) with 2 Years of experience OR Completed 3 year diploma after 10th (in relevant field) with 2 Years of experience OR 10th Class + I.T.I with 2 Years of experience OR Previous relevant Qualification of NSQF Level (3.5) with 1-2 Years of experience (1.5 Years) OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	Nil
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/01/2027
NSQF Approval Date	31/01/2024
Version	1.0
Reference code on NQR	QC-04-CO-02081-2024-V1-SSDF
NQR Version	1.0

Remarks:

NA



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SSD/VSQ/N0101: Occupational Safety In Industries

Description

The NOS describes the knowledge and skills required by the professional to plan, develop, implement, and monitor health and safety practices at the workplace.

Scope

The scope covers the following :

- Understand health and safety requirements.
- Understand the direct and indirect financial losses of an organization because of an accident.
- Set organizational Health and Safety goals and objectives.
- Manage risk by developing a positive safety culture.
- Channelize proper mode of accident and incident reporting.
- Onboard and manage contractors to comply with statutory requirements in occupational H and S.
- Understand and conduct training.

Elements and Performance Criteria

Health & Safety at workplace

To be competent, the user/individual on the job must be able to:

- PC1.** Understand the concept of Health, Safety and Environment management at workplace, its importance and the moral, financial and legal reasons for health and safety at workplace.
- PC2.** Understand “Accident Cost- Iceberg” theory of direct and indirect cost incurred from an incident
- PC3.** Understand the employer responsibilities in providing safe working conditions and the employee rights & responsibilities at a workplace, safety culture, its indicators and role of International Labor Organization in health & safety.
- PC4.** Understand safety Policy, the general statement of intent in a safety policy, its aim, objective, and “SMART” concept of goal setting.

Roles in an organization.

To be competent, the user/individual on the job must be able to:

- PC5.** Understand the role of management in an organization, role of safety executive, safety supervisor, safety officer, safety engineer, and safety manager.
- PC6.** Understand the role of occupier, controller of premise, role & need of contractors in the organization & work permit to contractors, role of safety committee.
- PC7.** Understand the selection prerequisites of a contractor, management of contractors, review meetings, safety committee meetings, method statements, accident reporting, training programs, statutory inspections, permit to work, gaps in contractor safety implementation of contractor safety.
- PC8.** Understand fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA.

Safety training

To be competent, the user/individual on the job must be able to:



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- PC9.** Understand the requirement of Plan-Do-Check-Act (PDCA) Cycle in safety management system; understand and analyze “Plan” & “Do” stages and “Check” and “Act” stages of PDCA cycle.
- PC10.** Understand the need of training, the contents of induction training & competent persons at the workplace, carry out “Toolbox talk” and “Induction training”.
- PC11.** Learn gas testing using - LEL sensor, O2 sensor, H2S sensor, Co Sensor.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Management of Health, Safety and Environment protocols in the workplace.
- KU2.** Applicable moral, financial, and legal codes and standards for occupational safety.
- KU3.** Accident Cost- Iceberg theory of direct and indirect cost incurred from an incident.
- KU4.** Safety Policy and the general statement of intent in the safety policy.
- KU5.** SMART method of goal setting.
- KU6.** Role of management and hierarchy in the implementation of safety protocols in the organizations.
- KU7.** Role of site occupier, controller of premise, contractor and overall management in the safety policies.
- KU8.** PDCA cycles in health and safety management.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health & Safety at workplace</i>	20	20	-	-
PC1. Understand the concept of Health, Safety and Environment management at workplace, its importance and the moral, financial and legal reasons for health and safety at workplace.	5	5	-	-
PC2. Understand “Accident Cost- Iceberg” theory of direct and indirect cost incurred from an incident	5	5	-	-
PC3. Understand the employer responsibilities in providing safe working conditions and the employee rights & responsibilities at a workplace, safety culture, its indicators and role of International Labor Organization in health & safety.	5	5	-	-
PC4. Understand safety Policy, the general statement of intent in a safety policy, its aim, objective, and “SMART” concept of goal setting.	5	5	-	-
<i>Roles in an organization.</i>	15	15	-	-
PC5. Understand the role of management in an organization, role of safety executive, safety supervisor, safety officer, safety engineer, and safety manager.	3	3	-	-
PC6. Understand the role of occupier, controller of premise, role & need of contractors in the organization & work permit to contractors, role of safety committee.	4	4	-	-
PC7. Understand the selection prerequisites of a contractor, management of contractors, review meetings, safety committee meetings, method statements, accident reporting, training programs, statutory inspections, permit to work, gaps in contractor safety implementation of contractor safety.	4	4	-	-
PC8. Understand fundamentals of process safety, OSHA standards. QRA, LOPA, SIL, FERA, EERA.	4	4	-	-
<i>Safety training</i>	15	15	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. Understand the requirement of Plan-Do-Check-Act (PDCA) Cycle in safety management system; understand and analyze “Plan” & “Do” stages and “Check” and “Act” stages of PDCA cycle.	5	5	-	-
PC10. Understand the need of training, the contents of induction training & competent persons at the workplace, carry out “Toolbox talk” and “Induction training”.	5	5	-	-
PC11. Learn gas testing using - LEL sensor, O2 sensor, H2S sensor, Co Sensor.	5	5	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	SSD/VSQ/N0101
NOS Name	Occupational Safety In Industries
Sector	Cross Sectoral
Sub-Sector	
Occupation	Occupational Safety Health & Environment (OSHE) Engineering & Management
NSQF Level	4
Credits	4
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024



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SSD/VSQ/N0102: Fire Safety and Evacuation plan

Description

The NOS describes the knowledge and skills required by the professional to identify fire hazard at workplace, understand different classes of fire hazard, suggest firefighting methods to the management for office, industries, or a construction site, evacuations, and fire drills. The NOS will help develop a systematic approach in identifying and correcting probable of fire accidents.

Scope

The scope covers the following :

- Identify fire hazards at the workplace.
- Distinguish between different classes of fire.
- Evacuations, fire drills, use of PPEs.
- Develop systematic approach in identifying and correcting probable of fire accidents and suggest fire-fighting equipment.
- Operate fire extinguisher and fire hydrant

Elements and Performance Criteria

Basics understanding of Fire Accidents

To be competent, the user/individual on the job must be able to:

- PC1.** Understand basic definitions- Flammable liquids, Combustible matter/liquids, Combustible gases, combustion, oxygen percentage in air, exothermic and endothermic reactions, flash point and fire point and transmission of heat by conduction, convection, and radiation.
- PC2.** Understand the Fire triangle and classification fire. Understand the common reason for fire accidents.

Fire Extinguisher

To be competent, the user/individual on the job must be able to:

- PC3.** Preventing fire and spread by controlling fuel source, ignition source control and oxygen control.
- PC4.** Understand different types of extinguishing media-water, foam, dry chemical powder, carbon dioxide.
- PC5.** Learn and perform extinguishing of fire using PASS technique & operation of fire hydrants.

Fire safety equipment's & PPE

To be competent, the user/individual on the job must be able to:

- PC6.** Understand the use of smoke detectors, fire alarm, emergency lighting, flashing light, sprinklers, and pressure requirements in fire hydrants.
- PC7.** Identify new technological interventions in fire safety like water mist system, online hydrant pressure monitoring, wireless fire detection system etc.
- PC8.** Understanding use of PPEs in fire safety - Helmet, turnout gear, gloves, boots, SCBA (Self-contained breathing apparatus) and use of SCBA

Evacuation



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To be competent, the user/individual on the job must be able to:

- PC9.** Understand Fire door, emergency directional signages, assembly point, evacuation, evacuation of differently abled, evacuation procedure, role of "Fire Marshals".
- PC10.** Carry out fire drills on emergency evacuation and firefighting equipment's.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Definitions of terminologies used in fire technologies
- KU2.** Fire triangle, fire classification & common reasons for fire.
- KU3.** Fire stages, fire spread & control by fuel source, control of ignition source and control of oxygen.
- KU4.** Use of fire extinguishers: Dry chemical powder, Co2 etc...
- KU5.** Use of PPE's like SCBA, Hard hats, Safety shoes etc...
- KU6.** Evacuation route and emergency signages.
- KU7.** Role of site occupier, controller of premise, contractor and overall management in the safety policies.
- KU8.** Fire emergency preparedness, fire trainings and mock drills.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Basics understanding of Fire Accidents</i>	10	10	-	-
PC1. Understand basic definitions- Flammable liquids, Combustible matter/liquids, Combustible gases, combustion, oxygen percentage in air, exothermic and endothermic reactions, flash point and fire point and transmission of heat by conduction, convection, and radiation.	5	5	-	-
PC2. Understand the Fire triangle and classification fire. Understand the common reason for fire accidents.	5	5	-	-
<i>Fire Extinguisher</i>	15	15	-	-
PC3. Preventing fire and spread by controlling fuel source, ignition source control and oxygen control.	5	5	-	-
PC4. Understand different types of extinguishing media-water, foam, dry chemical powder, carbon dioxide.	5	5	-	-
PC5. Learn and perform extinguishing of fire using PASS technique & operation of fire hydrants.	5	5	-	-
<i>Fire safety equipment's & PPE</i>	15	15	-	-
PC6. Understand the use of smoke detectors, fire alarm, emergency lighting, flashing light, sprinklers, and pressure requirements in fire hydrants.	5	5	-	-
PC7. Identify new technological interventions in fire safety like water mist system, online hydrant pressure monitoring, wireless fire detection system etc.	5	5	-	-
PC8. Understanding use of PPEs in fire safety – Helmet, turnout gear, gloves, boots, SCBA (Self-contained breathing apparatus) and use of SCBA	5	5	-	-
<i>Evacuation</i>	10	10	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. Understand Fire door, emergency directional signages, assembly point, evacuation, evacuation of differently abled, evacuation procedure, role of “Fire Marshals”.	5	5	-	-
PC10. Carry out fire drills on emergency evacuation and firefighting equipment’s.	5	5	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	SSD/VSQ/N0102
NOS Name	Fire Safety and Evacuation plan
Sector	Cross Sectoral
Sub-Sector	
Occupation	Occupational Safety Health & Environment (OSHE) Engineering & Management
NSQF Level	4
Credits	4
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024



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SSD/VSQ/N0103: Hazard Identification and Risk Assessment

Description

The NOS describes the knowledge and skills required by the professional to identify hazards at the workplace, severity of hazards, risk rating, protection overview and improved methodologies.

Scope

The scope covers the following :

- Identify hazards and categories the hazards
- Implement Hierarchy of control in improvement methodologies.
- Understand hidden risk in improved methodologies.

Elements and Performance Criteria

Basic Hazard Identification

To be competent, the user/individual on the job must be able to:

- PC1.** Understand the basic definitions: Hazards, unsafe conditions & acts, incidents & accidents; fatal, non-fatal, near miss incidents & accidents; lost time injury & first aid injury.
- PC2.** Understand hazard categories and risks introduced by PPEs.
- PC3.** Know the different types of safety signs and signals.
- PC4.** Understand the hierarchy of controls in safety.
- PC5.** Understanding the steps in the hierarchy of control.

Basic Hazard categories and control

To be competent, the user/individual on the job must be able to:

- PC6.** Understand different hazard categories & control: Electricity and Fire.
- PC7.** Understand different hazard categories & control: Tools, equipment, and machinery.
- PC8.** Understand different hazard categories & control: Health and workplace hazard - Work at height, confined space, working in an excavation, lone working, and slips & trips.
- PC9.** Understand different hazard categories & control: Movement of workforce, Work related driving and vehicles at workplace.
- PC10.** Understand different hazard categories & control: Hazardous substances.
- PC11.** Understand different hazard categories & control: Musculoskeletal disorders, manual handling, and load handling equipment.
- PC12.** Understand different hazard categories & control: Noise, vibration, radiation, mental ill-health, violence at work, substance abuse at workplace.
- PC13.** Understand different hazard categories & control: Lifting and Rigging hazards and control.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Various risks & hazards at work places.



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- KU2.** Safety & health requirements at work places.
- KU3.** Safety audit types, methods, processes, and stages.
- KU4.** Safety & health measures against risks & hazards at work site.
- KU5.** Government safety legislation, rules, and compliances.
- KU6.** Various Government agencies in ensuring health & safety measures.
- KU7.** Hierarchy in the organizations.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Basic Hazard Identification</i>	10	10	-	-
PC1. Understand the basic definitions: Hazards, unsafe conditions & acts, incidents & accidents; fatal, non-fatal, near miss incidents & accidents; lost time injury & first aid injury.	2	2	-	-
PC2. Understand hazard categories and risks introduced by PPEs.	2	2	-	-
PC3. Know the different types of safety signs and signals.	2	2	-	-
PC4. Understand the hierarchy of controls in safety.	2	2	-	-
PC5. Understanding the steps in the hierarchy of control.	2	2	-	-
<i>Basic Hazard categories and control</i>	40	40	-	-
PC6. Understand different hazard categories & control: Electricity and Fire.	5	5	-	-
PC7. Understand different hazard categories & control: Tools, equipment, and machinery.	5	5	-	-
PC8. Understand different hazard categories & control: Health and workplace hazard - Work at height, confined space, working in an excavation, lone working, and slips & trips.	5	5	-	-
PC9. Understand different hazard categories & control: Movement of workforce, Work related driving and vehicles at workplace.	5	5	-	-
PC10. Understand different hazard categories & control: Hazardous substances.	5	5	-	-
PC11. Understand different hazard categories & control: Musculoskeletal disorders, manual handling, and load handling equipment.	5	5	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. Understand different hazard categories & control: Noise, vibration, radiation, mental ill-health, violence at work, substance abuse at workplace.	5	5	-	-
PC13. Understand different hazard categories & control: Lifting and Rigging hazards and control.	5	5	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	SSD/VSQ/N0103
NOS Name	Hazard Identification and Risk Assessment
Sector	Cross Sectoral
Sub-Sector	
Occupation	Occupational Safety Health & Environment (OSHE) Engineering & Management
NSQF Level	4
Credits	4
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024



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SSD/VSQ/N0104: Plan, Organize and Emergency protocols

Description

The NOS describes the knowledge & skills required by the professionals about planning and organizing of their work to provide a safe working environment for workers and set emergency protocols and measures in case of any unforeseen incidents or accidents to minimize the damages & losses.

Scope

The scope covers the following :

- Planning of resources for own work and communication to concerned subordinates, co-workers, and superiors.
- Provide necessary support to subordinates, coordinate with co-workers and liaise with superiors and monitor.
- Setting up emergency protocols and implementing them at working places to minimize the loss in case of any incident or accident.

Elements and Performance Criteria

Planning of Work

To be competent, the user/individual on the job must be able to:

- PC1.** Planning of safety resources, schedules, measures, and timelines for readiness as per overall work timelines.
- PC2.** Communication to other team members, co-workers, subordinates & superiors, and coordination with other team members.
- PC3.** Task identification and allotment to subordinates, supervision, and coordination among the team members for readiness in sync with overall task & timelines.

Organizing & monitoring

To be competent, the user/individual on the job must be able to:

- PC4.** Resource collection, provisioning of resources to team members as per task & timelines
- PC5.** Communicate & brief to concerned co-workers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.
- PC6.** Supervision & monitoring progress of work, reporting the progress & completion, preparation of reports & documents.

Emergency Protocols

To be competent, the user/individual on the job must be able to:

- PC7.** Set up medical emergency measures, in case of accidents/incidents at the workplace.
- PC8.** Set up fire emergency measures as per plans in case of any fire accidents at the workplace.
- PC9.** Set up emergency assembly area, evacuation plan, sign boards and guidance.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** Task, roles & responsibility of own and subordinates.
- KU2.** Planning timelines of task, sequence, and resources deployment for the task.
- KU3.** Roles & tasks of co-workers & other teams working for the same task.
- KU4.** Instruction, advice, briefing and resource allocation to subordinates.
- KU5.** Communication to co-workers, other teams & superiors for the work.
- KU6.** Organizing tools, equipment, materials & other resources on time as per timelines & emergency.
- KU7.** Knowledge of local emergency support.
- KU8.** Providing support and guidance to his team & subordinates.
- KU9.** Planning & monitoring tools & software and its operation
- KU10.** Knowledge & understanding complexities, priorities & severity of the task.
- KU11.** Report preparation & reporting methods as per organizational hierarchy.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment.



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning of Work</i>	15	15	-	-
PC1. Planning of safety resources, schedules, measures, and timelines for readiness as per overall work timelines.	5	5	-	-
PC2. Communication to other team members, co-workers, subordinates & superiors, and coordination with other team members.	5	5	-	-
PC3. Task identification and allotment to subordinates, supervision, and coordination among the team members for readiness in sync with overall task & timelines.	5	5	-	-
<i>Organizing & monitoring</i>	18	17	-	-
PC4. Resource collection, provisioning of resources to team members as per task & timelines	6	6	-	-
PC5. Communicate & brief to concerned co-workers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.	6	6	-	-
PC6. Supervision & monitoring progress of work, reporting the progress & completion, preparation of reports & documents.	6	5	-	-
<i>Emergency Protocols</i>	17	18	-	-
PC7. Set up medical emergency measures, in case of accidents/incidents at the workplace.	6	6	-	-
PC8. Set up fire emergency measures as per plans in case of any fire accidents at the workplace.	6	6	-	-
PC9. Set up emergency assembly area, evacuation plan, sign boards and guidance.	5	6	-	-
NOS Total	50	50	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	SSD/VSQ/N0104
NOS Name	Plan, Organize and Emergency protocols
Sector	Cross Sectoral
Sub-Sector	
Occupation	Occupational Safety Health & Environment (OSHE) Engineering & Management
NSQF Level	4.5
Credits	2
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024



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SSD/VSQ/N0105: Introduction to Safety Regulations

Description

The NOS describes the knowledge & skills of the professionals of regulations & regulatory compliance requirements as per the laws governed by the Government of India. The professional will be able to understand regulatory requirements for a particular task or activity.

Scope

The scope covers the following :

- The professional will be able to understand & comply with statutory regulation related to occupational safety, health, and the environment of the working place.

Elements and Performance Criteria

To be competent, the user/individual on the job must be able to:

- PC1.** Apply regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996.
- PC2.** Apply regulatory obligations pertaining to safety, health & environment compliance as per Factories Act, 1948.
- PC3.** Apply regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA) compliance requirements.
- PC4.** Apply regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS.
- PC5.** Apply regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines.
- PC6.** Apply regulatory obligations pertaining to Mines Vocational Training Rules – DGMS.
- PC7.** Apply regulatory obligations pertaining to Electricity Act 2010 & 2003.
- PC8.** Apply regulatory obligations pertaining to National Building Code (NBC) – 2016.
- PC9.** Apply regulatory obligations pertaining to National Fire Protection Association regulations.
- PC10.** Apply regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)- Explosive Act 1884.
- PC11.** Apply regulatory obligations pertaining to Gas Cylinders Rule 2016.
- PC12.** Apply regulatory obligations pertaining to The Boilers Act 1923.
- PC13.** Apply regulatory obligations pertaining to Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance.
- PC14.** Apply regulatory obligations pertaining to Motor vehicle Act 1988.
- PC15.** Apply regulatory obligations pertaining to First Aid at workplaces and training on first aid.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



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- KU1.** Safety Requirement at workplace.
- KU2.** Safety management theories.
- KU3.** Risks & hazards at work places.
- KU4.** Fire hazard, firefighting equipment & firefighting methods.
- KU5.** Environmental issues being faced.
- KU6.** Regulating bodies in India on safety, health & environment at work places.
- KU7.** Hierarchy in the organizations
- KU8.** Report preparation, safety instructions & their implementation at workplace.
- KU9.** Reporting process of any accident/incident.
- KU10.** Safety & health measures against risks & hazards at work places and emergency protocols.
- KU11.** Management of safety, health & environment issues at workplace

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Effectively read, write and comprehend diverse languages.
- GS2.** Effectively communicate in the local language.
- GS3.** Apply Basic mathematics operations and ,methods of operating mathematical tools.
- GS4.** Plan and organize resource optimization.
- GS5.** Efficiently manage administrative tasks, make decisions, and resolve conflicts.
- GS6.** Understand & adhere to instructions related to safety protocols.
- GS7.** Use of personal protective equipment



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	50	50	-	-
PC1. Apply regulatory obligations pertaining to safety, health, and environmental compliance in accordance with the BOCW Act of 1996.	4	4	-	-
PC2. Apply regulatory obligations pertaining to safety, health & environment compliance as per Factories Act, 1948.	4	4	-	-
PC3. Apply regulatory obligations pertaining to safety, health & environment compliance as per OSH Code 2020 & Occupational Safety & Health Administration (OSHA) compliance requirements.	4	4	-	-
PC4. Apply regulatory obligations pertaining to Environment Protection Act, 1986 & ILO Guidelines related to EHS.	3	3	-	-
PC5. Apply regulatory obligations pertaining to Oil Industry Safety Directorate (OSID) Guidelines.	4	4	-	-
PC6. Apply regulatory obligations pertaining to Mines Vocational Training Rules - DGMS.	4	4	-	-
PC7. Apply regulatory obligations pertaining to Electricity Act 2010 & 2003.	3	3	-	-
PC8. Apply regulatory obligations pertaining to National Building Code (NBC) - 2016.	3	3	-	-
PC9. Apply regulatory obligations pertaining to National Fire Protection Association regulations.	4	4	-	-
PC10. Apply regulatory obligations pertaining to Petroleum & Explosive Safety Organization (PESO)-Explosive Act 1884.	3	3	-	-
PC11. Apply regulatory obligations pertaining to Gas Cylinders Rule 2016.	3	3	-	-
PC12. Apply regulatory obligations pertaining to The Boilers Act 1923.	2	2	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. Apply regulatory obligations pertaining to Workmen Compensation Act 1923 & Employee State Insurance Act 1948 and related compliance.	3	3	-	-
PC14. Apply regulatory obligations pertaining to Motor vehicle Act 1988.	3	3	-	-
PC15. Apply regulatory obligations pertaining to First Aid at workplaces and training on first aid.	3	3	-	-
NOS Total	50	50	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	SSD/VSQ/N0105
NOS Name	Introduction to Safety Regulations
Sector	Cross Sectoral
Sub-Sector	
Occupation	Occupational Safety Health & Environment (OSHE) Engineering & Management
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	31/01/2024
Next Review Date	31/01/2027
NSQC Clearance Date	31/01/2024



Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:



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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e-mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.



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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings



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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-



Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. The assessment criteria given in the Qualification Pack Safety Steward by the SSDF.
2. Assessments can be carried out with pen-paper as well as online.
3. Assessment will be carried by certified assessor and affiliated Assessment Agency only.
4. Each NOS for its Performance Criteria (PC) has been assigned marks proportional to its importance. Proportion of marks for Theory and Practical has been marked NOS wise.
5. Questions on practical & theory will be formed in such a way as to provide outcome on maximum Performance Criteria and in proportional way within the NOS.
6. The assessment for the theory part will be based on written questions (short question, multiple choice & viva, or a combination of them) created/approved by the SSDF.
7. The assessment for the practical part will be based on practical conducted for trainees. In case of remote/on-line assessments, the practical's can be carried through proctors or practical questions formulated based on pictorially represented logical questions (based on pictures of practical & logical steps) created/approved by the SSDF.



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8. The passing and grading criteria of each NOS & cumulative for QP will be as follows:-

a. 70% or more than 70% - Grade A

b. 60% or more than 60% but less than 70% - Grade B

c. 50% or more than 50% but less than 60% - Grade C

d. Less than 50% - Grade Fail

e. If an individual gets less than 50% and 35% or more in one NOS and; overall, 50% or more; individual will be considered pass with grade "C" irrespective of overall marks.

f. Individuals getting less than 50% in more than one NOS and getting overall marks 50% or more in QP will be put in grade Fail.

9. Assessment will be for complete QP and the trainees can be given additional chance to appear in re-assessment for improvements, based on decision by SSDF.

10. In case a trainee fails in one or two NOSs, re-assessments in the failing NOSs can be allowed in the next 3 months from the date of publication of results. Otherwise, the failed candidate will have to re-appear in all NOSs.

11. Minimum overall duration of assessment will be six hours.

Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SSD/VSQ/N0101.Occupational Safety In Industries	50	50	0	0	100	23
SSD/VSQ/N0102.Fire Safety and Evacuation plan	50	50	0	0	100	23



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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
SSD/VSQ/N0103.Hazard Identification and Risk Assessment	50	50	0	0	100	24
SSD/VSQ/N0104.Plan, Organize and Emergency protocols	50	50	0	0	100	12
SSD/VSQ/N0105.Introduction to Safety Regulations	50	50	0	0	100	6
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	12
Total	270	280	0	0	550	100



Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training



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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.



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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.