

# Facilitator Guidebook

## Traffic Safety Marshal



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## Acknowledgments

The Facilitator Guidebook for **Traffic Safety Marshal, SSD/Q0901**, developed by the **Safety Skill Development Foundation (SSDF)**, reflects our commitment to industry requirement for the job role, best practices in the profession, quality training requirement, regulatory compliances, workplace safety, health and sustainable practices. This guide is enriched with insights from **Subject Matter Experts (SMEs), trainers, and industry professionals**, ensuring its relevance to real-world applications.

We extend our special thanks to **CORE-EHS Solutions Pvt Ltd** for their invaluable expertise and support in developing course materials, significantly enhancing the safety and quality aspects of this guide.

Our gratitude also goes to trainers, assessors, industry experts, government bodies, and sector skill councils for their contributions toward advancing occupational safety across industries, including Hydrocarbon, Iron & Steel, Mining, Power, Automotive, Construction, Chemicals & Petrochemicals, and more.

The qualification is aligned with **NSQF** and this guide supports the **Skill India** initiative and is dedicated to trainers committed to excellence in skill development. SSDF welcomes feedback for continuous improvement.

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## About this Guide Book

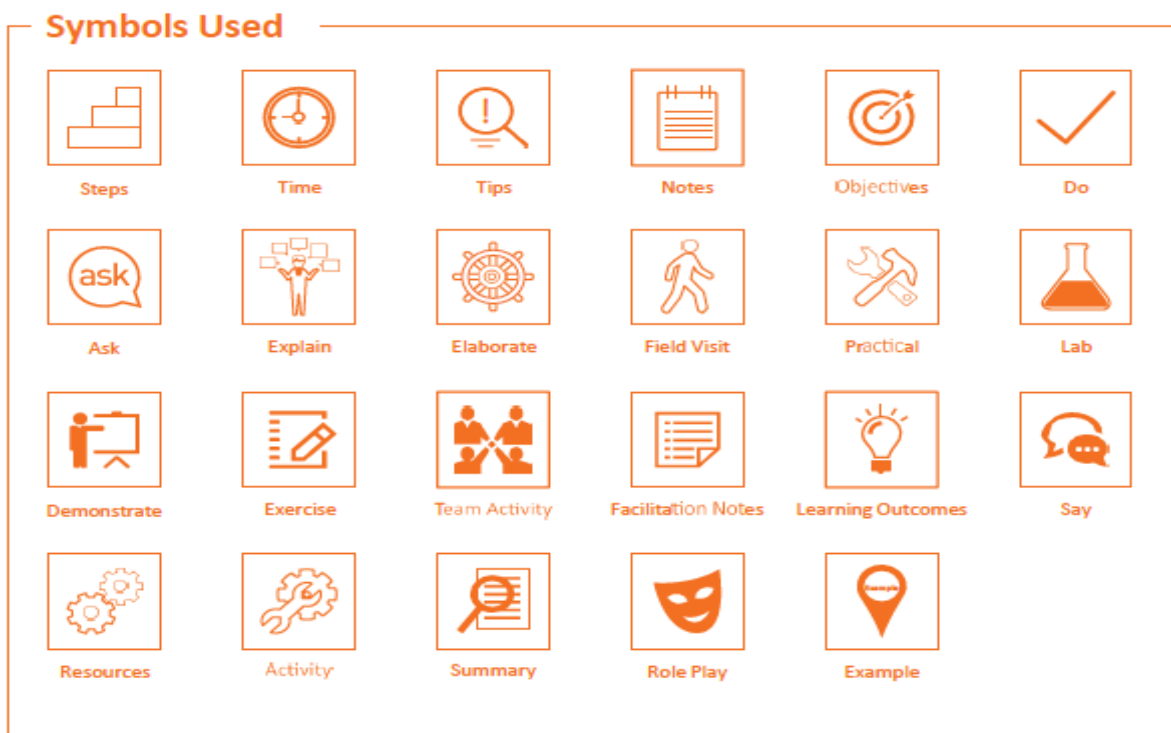
The position of a Traffic Safety Marshal is essential for upholding road safety and facilitating the efficient movement of traffic, especially during events, construction activities, or in areas with significant pedestrian and vehicular presence. A Traffic Safety Marshal's duties include directing traffic, safeguarding pedestrians, managing traffic reroutes, and conveying vital safety information to both motorists and pedestrians. This role necessitates a comprehensive knowledge of traffic management, road safety regulations, and emergency response protocols.

This Facilitator Guide is designed based on the Qualification Pack (QP) under the National Skill Qualification framework (NSQF) and it comprises of the following National Occupational Standards (NOS)/topics and additional topics.

- **SSD/N0901 v 1.0: Traffic movement & control at worksite**
  - **SSD/N0902 v 1.0: Basic Road safety regulations, Health & Safety**
  - **SSD/N0903 v 1.0: Traffic management at entry and exit & work site**
- 1. DGT/VSQ/N0101: Employability Skills**

Traffic Safety Marshal Facilitator guidebook aims to develop professionals skilled in overseeing and maintaining safety in high-traffic environments, thereby aiding in the decrease of accidents and enhancing overall road safety. This Facilitator Guide provides trainers with essential tools and resources to effectively instruct and prepare individuals for this vital position, ensuring a comprehensive understanding of traffic safety, regulations, and emergency protocols. Upon completion of the training, participants will be well-equipped to assume the duties of a Traffic Safety Marshal, thereby elevating safety standards within their communities.

## Symbols Used



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## 1. Unit 1 Introduction

### 1.1. Key Learning Outcomes

**At the end of this module, the trainees will be able to:**

- Describe Hydrocarbon, Iron & steel, Mining, Power, Automotive, Construction, Chemicals & Petrochemicals
- List the roles and responsibilities of Traffic Safety Marshal

### 1.2. Unit 1.1: Overview of the Industry

#### 1.2.1. Unit Objectives

**At the end of this unit, students will be able to:**

1. Describe about the Hydrocarbon sector in India
2. Describe about the Iron & Steel sector in India
3. Describe about the Mining sector in India
4. Describe about the Power sector in India
5. Describe about the Automotive sector in India
6. Describe about the Construction sector in India
7. Describe about the Chemicals & Petrochemicals in India
8. Describe how each sub-sector contributes to skill development

9. Compare the job potential of all sub-sectors

### 1.2.2. Resources to be used

- Available objects such as Projection screen, whiteboard, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Attendance sheet
- Activities (role plays and games)

### 1.2.3. Ask

- Ask the participants to share their expectations from the program
- Ask them to tell what they know about the Hydrocarbon sector, Iron & Steel sector, Mining sector, Power sector, Automotive sector, Construction sector, Chemicals & Petrochemicals
- What is the 'Make-in-India' initiative?

### 1.2.4. Do

- Introduce yourself to the participants.
- Give an overview of the program to the participants - duration of the program, objective etc.
- Give an overview of the Hydrocarbon sector, Iron & Steel sector, Mining sector, Power sector, Automotive sector, Construction sector, Chemicals & Petrochemicals sector in India.

### 1.2.5. Explain

List the major segments in the Hydrocarbon sector, Iron & Steel sector, Mining sector, Power sector, Automotive sector, Construction sector, Chemicals & Petrochemicals sector

### 1.2.6. Tips

- Go slow with information flow with participants.
- Observe each participant's body language.
- Keep a positive and supportive approach towards the candidates

### 1.2.7. Activity: Team Spot

- Separate the class in 2 different teams.
- Each team will be assigned with 3 different sector topics
- Ask them to present the given topics team after team, and state examples individually to explain

### 1.2.8. Notes for Facilitation

- Revise the important points discussed in this unit.
- Clear the doubts of the students, if any. Encourage them to ask questions.
- Discuss the question with the class and answer their queries satisfactorily.
- Help participants identify how to apply the skills taught in the course to their work
- Praise participants and the group on improving their performance and developing new skills.
- Encourage participants to move through the initial difficulties of learning new skills, by focusing on steps in their progress and the importance of what they are learning to do.

### 1.2.9. Summary

- **Hydrocarbon:** The hydrocarbon sector involves the extraction, refinement, and distribution of oil and natural gas. This sector plays a crucial role in energy production and the global economy, providing fuel and raw materials for various industries.
- **Iron & Steel:** The iron and steel sector is fundamental to industrial development. It focuses on producing metal alloys used in manufacturing, construction, and infrastructure. This sector is key to building economies and supporting technological advancements.
- **Mining:** The mining industry is concerned with extracting valuable minerals and materials from the earth. It provides essential raw materials for industries like construction, energy production, and manufacturing.
- **Power:** The power sector includes the generation, transmission, and distribution of electricity. This sector is vital to economic development and daily life, powering homes, businesses, and industries through a variety of sources such as coal, natural gas, renewables, and nuclear energy.
- **Automotive:** The automotive sector involves the design, production, and distribution of motor vehicles, including cars, trucks, and motorcycles. It is a significant driver of technological innovation and economic activity globally.
- **Construction:** The construction sector is involved in the building and infrastructure development of residential, commercial, and industrial projects. It supports urbanization and economic development by creating critical infrastructure such as roads, bridges, and buildings.
- **Chemicals & Petrochemicals:** This sector deals with the production of chemicals, fertilizers, and petrochemical products derived from petroleum. It plays a crucial role in manufacturing various goods such as plastics, pharmaceuticals, and industrial chemicals.
- A Safety Auditor assesses workplace safety practices, identifies hazards, ensures compliance with safety regulations, and recommends improvements to prevent accidents and ensure a safe working environment.

### 1.2.10. Exercise

1. Which of following is the most common cause of accidents in hydrocarbon sector?
  - A. Equipment Failure
  - B. Human Error
  - C. Natural Disasters
  - D. Fire
2. Routine inspections and maintenance are crucial for preventing accidents in oil and gas pipeline.(T/F)
3. Which of the following is major hazard in steel industry?
  - A. Noise Pollution
  - B. High Temperature
  - C. Exposure to Hazardous Substance
  - D. All the above

4. Proper PPE is essential for Workers handling molten metal.(T/F)
5. What is most common cause of fatalities in underground mines?
  - A. Rock Falls
  - B. Explosion
  - C. Flooding
  - D. Electrical Hazards

### **1.3.Unit 1.2: Roles and Responsibilities of a Traffic Safety Marshal**

#### **1.3.1. Unit Objectives**

**At the end of this unit, students will be able to:**

1. Identify roles and responsibilities of Traffic Safety Marshal
2. Identify essential skills of Traffic Safety Marshal

#### **1.3.2. Resources to be used**

- Available objects such as Projection screen, whiteboard, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Attendance sheet
- Activities (role plays and games)

#### **1.3.3. Ask**

- Ask the participants to share their expectations from the program

#### **1.3.4. Do**

- Give a brief introduction on the job description of Traffic Safety Marshal outlining their personal attributes to the participants
- Provide the participants with a List of Roles and Responsibilities of Traffic Safety Marshal
- Talk about the skills and knowledge which are essential to become a Traffic Safety Marshal

#### **1.3.5. Explain**

Describe about the roles and responsibility of Traffic Safety Marshal

#### **1.3.6. Tips**

- Go slow with information flow with participants.
- Observe each participant's body language.
- Keep a positive and supportive approach towards the candidates

#### **1.3.7. Activity: Team Spot**

- Separate the class in 2 different teams.
- Each team will be assigned with topics - Roles and responsibilities of Traffic Safety Marshal
- Ask them to present the given topics team after team, and state examples individually to explain

#### **1.3.8. Notes for Facilitation**

- Revise the important points discussed in this unit.
- Clear the doubts of the students, if any. Encourage them to ask questions.

- Discuss the question with the class and answer their queries satisfactorily.
- Help participants identify how to apply the skills taught in the course to their work
- Praise participants and the group on improving their performance and developing new skills.
- Encourage participants to move through the initial difficulties of learning new skills, by focusing on steps in their progress and the importance of what they are learning to do.

### 1.3.9. Summary

#### **Traffic Direction and Control:**

Traffic Safety Marshals play a crucial role in directing and managing traffic to ensure safety and organization. Their responsibilities include utilizing hand signals, traffic cones, barriers, and various traffic control devices to effectively guide both vehicles and pedestrians, particularly in high-traffic or dangerous areas.

#### **Pedestrian Safety:**

A key aspect of their role is to safeguard pedestrians. Marshals facilitate safe crossing at designated points, discourage jaywalking, and manage crowds to minimize the likelihood of accidents.

#### **Emergency Response:**

In the event of accidents, road obstructions, or other emergencies, Traffic Safety Marshals are trained to respond promptly. Their actions include redirecting traffic away from dangerous zones, administering first aid when needed, and collaborating with emergency services to ensure a rapid response.

#### **Compliance with Traffic Laws and Regulations:**

Marshals are responsible for ensuring adherence to traffic laws, local regulations, and safety protocols by both drivers and pedestrians. They help maintain order by enforcing these rules and reporting any violations to the appropriate authorities as needed.

#### **Communication and Reporting:**

Clear communication is essential for Traffic Safety Marshals. They must effectively convey information to drivers, pedestrians, and emergency personnel. Additionally, they are responsible for reporting incidents, accidents, or unsafe conditions to supervisors or authorities, ensuring accurate documentation for future reference.

#### **Traffic Safety Equipment Management:**

Traffic Safety Marshals oversee the setup, maintenance, and proper utilization of traffic safety equipment, including road signs, cones, barricades, and other devices. They ensure that these tools are strategically placed to direct traffic and avert accidents.

#### **Monitoring and Surveillance:**

Their duties also involve the continuous observation of traffic patterns and the identification of potential hazards. By remaining vigilant, they can prevent accidents by making timely adjustments to traffic flow and safety measures.

### 1.3.10. Exercise

1. What is the primary responsibility of a Traffic Safety Marshal?
  - a) To monitor weather conditions
  - b) To manage the flow of traffic and ensure pedestrian safety

- c) To maintain traffic records
  - d) To monitor vehicle speeds
2. When a Traffic Safety Marshal is responding to an emergency, what is their main task?
- a) Direct traffic away from hazardous areas
  - b) Provide legal advice to drivers
  - c) Complete accident reports
  - d) Ensure proper signage for the emergency
3. Which of the following is an essential skill for a Traffic Safety Marshal?
- a) Ability to calculate traffic fines
  - b) Ability to manage traffic flow and enforce safety rules
  - c) Ability to design road infrastructure
  - d) Ability to perform vehicle repairs
4. Traffic Safety Marshals are not responsible for monitoring traffic patterns and identifying potential hazards(T/F)
5. The primary goal of a Traffic Safety Marshal is to manage \_\_\_\_\_ flow and enforce safety protocols.
6. In case of an emergency, Traffic Safety Marshals are responsible for \_\_\_\_\_ traffic away from dangerous areas.

## 2. Unit 2 NOS 1: SSD/VSQ/N0901: Traffic movement & control at worksite

### 2.1.Key Learning Outcomes

**At the end of this module, the trainees will be able to**

- Recognize and interpret various traffic movement and safety signage utilized at construction sites.
- Identify different traffic categories (vehicles, pedestrians, machinery) and comprehend daily traffic trends within the site.
- Determine safe parking areas for vehicles and established pedestrian routes, ensuring they are properly marked and maintained.
- Grasp the principles of managing efficient traffic flow to prevent congestion and accidents by directing vehicles and following designated paths.
- Understand the protocols for the safe operation of heavy machinery (such as cranes and forklifts) and coordinate interactions among vehicles, machinery, and personnel to reduce the risk of accidents.
- Identify and clearly mark designated parking areas and pedestrian zones, ensuring visibility in both daylight and night-time conditions.

- Cultivate effective communication skills to convey clear instructions to drivers, promoting safe and efficient traffic management.
- Acknowledge the significance of maintaining precise records and logbooks for vehicles entering and exiting the worksite.
- Identify specific areas for the safe parking of waiting and visitor vehicles to minimize accidents and enhance site operations.
- Communicate safety protocols effectively and provide visitors with the necessary personal protective equipment (PPE) before they enter the site.

## **2.2. Unit 2.1: Understanding traffic movement & pedestrians inside worksite**

### **2.2.1. Unit Objectives**

**At the end of this unit, students will be able to:**

- Ensure smooth and safe movement of vehicles, machinery, and pedestrians within the worksite.
- Understand and use proper traffic and safety signs for guidance and hazard prevention.
- Identify and maintain clear, marked routes for vehicles and pedestrians.
- Establish safe pedestrian pathways and vehicle parking areas to reduce risks.
- Monitor and control traffic to ensure safety and prevent congestion.

### **2.2.2. Resources**

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

### **2.2.3. Say**

- What are Three types of Road Sign?
- Why Road Sign are important?
- Why marked routes for vehicles and pedestrians are necessary?
- Describe about safe pedestrian pathways and vehicle parking areas

### **2.2.4. Explain**

- Describe traffic movement and safety signage
- Describe about safe parking areas for vehicles and established pedestrian routes
- Describe about principles of managing efficient traffic flow to prevent congestion and accidents by directing vehicles and following designated paths.

### **2.2.5. Role Play**

- Divide the class into small groups, and assign each group a role (e.g., vehicle driver, pedestrian, traffic safety marshal, heavy machinery operator).

- Have each group act out a simulated scenario on the worksite layout, where they must follow the designated traffic routes and pedestrian paths.
- One group could act as traffic safety marshals directing vehicles and pedestrians, while others play the roles of drivers, pedestrians, and heavy machinery operators.
- Use flashcards or signals to represent traffic signs or instructions.
- Simulate real-time traffic flow, and have marshals manage the movement of vehicles and pedestrians based on their understanding of the worksite layout.
- Step 4: Reflection and Discussion (15 minutes)
- After the role-playing, facilitate a class discussion on the following questions:
- What challenges did you face while directing traffic and managing pedestrian safety?
- How did the traffic flow change based on the roles and instructions given?
- What improvements could be made to enhance safety for pedestrians and vehicles?
- How did heavy machinery influence the overall flow of traffic?

### 2.2.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

### 2.2.7. Summary

Comprehending the dynamics of traffic flow and pedestrian safety at a worksite is essential for fostering a secure and productive environment. Effective traffic management requires the identification of various traffic types, including vehicles, pedestrians, and heavy equipment, and an understanding of their interactions within the limited confines of a worksite.

A fundamental component of traffic management is the establishment of designated pathways for pedestrians and specific routes for vehicles. It is imperative that pedestrians have clearly defined and safe walking areas that are distinct from zones occupied by vehicles and machinery to mitigate the risk of accidents. Likewise, vehicles, particularly heavy equipment such as cranes and forklifts, should adhere to predetermined routes to minimize congestion and ensure safe operations.

Traffic safety personnel are vital in directing and managing the movement of both vehicles and pedestrians, thereby facilitating a smooth flow and preventing collisions. Effective communication among safety personnel, vehicle operators, and pedestrians is critical for ensuring safe traffic guidance, especially in high-traffic or potentially dangerous areas.

Moreover, recognizing the significance of signage and visual indicators, such as traffic signs and floor markings, is crucial. These elements assist in regulating traffic flow, alerting workers to possible hazards, and providing clear instructions for both vehicles and pedestrians.

Additionally, effective traffic management involves monitoring daily traffic trends and identifying peak traffic periods within the worksite. By anticipating and adapting to these trends, overall safety can be enhanced.

In summary, grasping the intricacies of traffic flow and pedestrian safety within a worksite is vital for maintaining an orderly and efficient movement of personnel and machinery, thereby reducing accident risks and enhancing operational effectiveness.

### 2.2.8. Exercise

1. What is the primary purpose of creating designated pedestrian pathways within a worksite?
  - a) To improve worksite aesthetics
  - b) To prevent pedestrian accidents from vehicles and machinery
  - c) To increase the speed of traffic
  - d) To make the worksite look organized
2. Which of the following is most essential for managing traffic in a worksite?
  - a) Traffic lights
  - b) Clear signage and designated routes for vehicles and pedestrians
  - c) High-speed vehicle movement
  - d) Only pedestrian walkways
3. True or False: Traffic safety marshals are only responsible for directing vehicle traffic and not pedestrians.
4. True or False: Pedestrian pathways should always be marked with clear signs to ensure safety in a worksite.
5. The primary role of a traffic safety marshal is to \_\_\_\_\_ the flow of vehicles and pedestrians on a worksite.
6. To reduce the risk of accidents, pedestrian pathways should be \_\_\_\_\_ from vehicle routes.
7. Heavy machinery, such as cranes and forklifts, should always follow \_\_\_\_\_ routes to avoid collisions with pedestrians and other vehicles.

## 2.3. Unit 2.2 Facilitating the movement of plants & machineries

### 2.3.1. Unit Objectives

**At the end of this unit, students will be able to**

- Understand Planning for the Safe Transportation of Heavy Machinery
- Understand the Identification and Designation of Parking Areas
- Understand Role of Communication in Work Zones

### 2.3.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.

- Activities (role plays)

### 2.3.3. Ask

- Describe & familiarize oneself with Planning for the Safe Transportation of Heavy Machinery
- Understand the scope of designated parking area
- Understand Role of Communication in Work Zones

### 2.3.4. Explain

- Describe & familiarize oneself with Planning for the Safe Transportation of Heavy Machinery
- Understand the scope of designated parking area
- Understand Role of Communication in Work Zones

### 2.3.5. Role Play

The instructor will give a brief lecture on the types of heavy machinery used on construction sites and the key safety measures for operating and moving them (e.g., spotter use, machinery limitations, safety zones).

Divide the students into groups. One group will act as the operators of heavy machinery (cranes, forklifts, etc.), and the other will act as site supervisors and safety officers.

The operators will simulate the movement of the machinery around a marked area (using cones or tape for boundaries). The safety officers will give instructions, ensuring that operators stay within designated safe zones, avoid pedestrian pathways, and maintain visibility.

After the role-play, discuss the mistakes made, best practices, and how communication could have been improved for better safety.

### 2.3.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

### 2.3.7. Summary

#### **Ensure Safe Operations of Heavy Machinery & Equipment (Cranes, Forklifts, etc.)**

This competency highlights the necessity of maintaining safe operations for heavy machinery, including cranes and forklifts, at construction sites. It encompasses the management of these machines within designated safety zones to mitigate the risk of accidents. Essential safety practices involve the employment of spotters, effective communication between operators and ground personnel, and ensuring adequate distances from pedestrians and obstacles. Furthermore, operators should be cognizant of the machinery's limitations and the significance of visibility to facilitate safe and efficient operations.

#### **Identification & Marking of Parking Areas and Pedestrian Pathways with Day & Night Signage**

It addresses the identification and proper marking of parking areas and pedestrian pathways on construction sites. This includes implementing suitable signage for both daytime and night-time conditions to safeguard all workers and visitors. Daytime signage may feature clear markings for parking

spaces, while night-time signage should incorporate reflective elements for enhanced visibility in low-light situations. Properly delineating pedestrian zones and vehicle routes is essential for preventing accidents by directing traffic flow and protecting vulnerable pedestrians from moving machinery.

### **Effective Communication with Drivers and Instructional Guidance**

Effective communication with heavy machinery operators is vital for ensuring safety on construction sites. This competency emphasizes the importance of providing clear, concise, and effective instructions to machinery operators, particularly when navigating confined spaces or busy areas. Utilizing radios, walkie-talkies, or hand signals allows for swift and accurate information exchange between supervisors and drivers. Clear communication minimizes misunderstandings, lowers the risk of accidents, and promotes seamless operations on-site.

#### **2.3.8. Exercise**

1. What is the purpose of using reflective or illuminated signs for parking and pedestrian areas on a construction site?
  - a) To make the site look more professional
  - b) To ensure visibility during night-time or low-light conditions
  - c) To reduce the number of workers
  - d) To decorate the site
2. Which of the following is the best location for parking heavy machinery on a construction site?
  - a) Close to pedestrian walkways
  - b) Far from the work zone with clear access routes
  - c) Next to the entrance of the site
  - d) In areas with limited visibility
3. True or False: Day signs are sufficient for marking pedestrian zones and parking areas during night-time construction activities.
4. True or False: Proper marking of pedestrian and vehicle pathways helps prevent accidents on construction sites.
5. True or False: Supervisors should rely on hand signals alone for communicating with machinery operators.

## **2.4. Unit 2.3: Record maintenance & Control of movement**

### **2.4.1. Unit Objectives**

**At the end of this unit, students will be able to**

- Understand Maintain accurate records and logbooks for vehicles entering or exiting the worksite.
- Understand how to Identify and manage designated parking areas for both construction and visitor vehicles.
- Understand proper organization of parking spaces to avoid obstruction of worksite operations.
- Provide safety instructions to visitors, including site hazards, safety protocols, and emergency procedures.

### 2.4.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

### 2.4.3. Say

- Describe how to maintain accurate records and logbooks for vehicles entering or exiting the worksite.
- Describe how to Identify and manage designated parking areas for both construction and visitor vehicles.
- Describe proper structure for organization for parking spaces to avoid obstruction of worksite operations
- Describe safety instructions to visitors, including site hazards, safety protocols, and emergency procedures

### 2.4.4. Explain

- Describe how to maintain accurate records and logbooks for vehicles entering or exiting the worksite.
- Describe how to Identify and manage designated parking areas for both construction and visitor vehicles.
- Describe proper structure for organization for parking spaces to avoid obstruction of worksite operations
- Describe safety instructions to visitors, including site hazards, safety protocols, and emergency procedures

### 2.4.5. Activity:

- Explain the importance of maintaining vehicle records for safety, security, and operational efficiency. Discuss the necessary details to include in a logbook (vehicle identification, driver details, time of entry/exit, purpose).
- Divide students into small groups. Provide each group with a set of sample vehicles (with different details) that need to enter and exit the worksite.
- Each group will simulate the process of logging vehicle information. They will fill out logbooks with the required details and track the vehicles' movements. One group will act as security staff verifying the vehicle data, while the others will maintain and check logbooks.
- After the activity, discuss the importance of accurate record-keeping and common mistakes (such as missing information or errors in vehicle details). Reflect on how well the activity simulates the real-life process of maintaining vehicle records.

### 2.4.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.

- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

### 2.4.7. Summary

#### **Comprehend the Records and Logbooks Required for Vehicles Entering or Exiting the Worksite**

This competency highlights the necessity of maintaining precise records for all vehicles that enter or exit a worksite. It entails the creation of comprehensive logs that document vehicle details, including license plate numbers, driver information, entry and exit times, and the purpose of each visit. Effective record-keeping enhances site security, facilitates the smooth coordination of deliveries, and ensures adherence to legal and safety standards. It aids in preventing unauthorized access, monitoring traffic patterns, and improving overall site management.

#### **Recognize Safe Parking Practices for Waiting and Visitor Vehicles**

This competency underscores the importance of organized and safe parking for vehicles on a construction site. Proper parking arrangements for both operational and visitor vehicles are essential to minimize congestion, maintain clear access routes, and avert accidents. Clearly marked parking areas with designated zones contribute to a safer and more efficient working environment. Additionally, it is vital to ensure that visitor vehicles are parked in accessible locations, free from hazards, and distanced from active work areas.

#### **Provide Safety Guidelines and PPE Kits to Visitors**

This competency guarantees that visitors are adequately informed about safety protocols and equipped with personal protective equipment (PPE) prior to entering the construction site. It involves detailing site-specific hazards, emergency procedures, and the required PPE. Visitors must be educated about the risks present on-site and the critical role of PPE in mitigating those risks. By delivering safety instructions and ensuring that visitors receive and utilize the appropriate PPE, this competency significantly reduces the potential for accidents and promotes compliance with safety regulations.

### 2.4.8. Exercise

1. What is the main purpose of designating safe parking areas on a construction site?
  - a) To provide shade for vehicles
  - b) To prevent accidents and ensure easy access
  - c) To park as many vehicles as possible
  - d) To minimize the visibility of vehicles
2. What information is typically recorded in a vehicle logbook for construction sites?
  - a) Only the license plate number
  - b) Entry and exit times, vehicle details, and the purpose of the visit
  - c) Names of workers on the site
  - d) Weather conditions
3. Before entering the construction site, all visitors should be given \_\_\_\_\_ and the appropriate PPE to ensure their safety.

4. **True or False:** Vehicle logbooks are not required for vehicles that are entering the site for short visits.
5. Why is it important to maintain accurate records of vehicles entering and leaving the worksite?
  - a) To track the productivity of workers
  - b) To improve site security and ensure authorized access
  - c) To monitor the work hours of drivers
  - d) To calculate the total number of vehicles on-site
6. **True or False:** Parking in areas designated for pedestrians is a good practice for vehicle safety on a construction site.

### 3. Unit 3 NOS 2: SSD/N0902 v 1.0 : Basic Road safety regulations, Health& Safety.

#### 3.1. Key Learning Outcomes

- Recognize risks and dangers associated with traffic, machinery, and pedestrians to facilitate safe movement within the worksite.
- Act to reduce traffic-related hazards and familiarize yourself with emergency procedures for maintaining site safety.
- Comprehend road safety standards and foster a secure work environment through established safety protocols and practices.
- Implement security strategies to deter unauthorized entry and assess vulnerabilities present on-site.
- Utilize appropriate safety signage on-site and comply with off-site safety regulations during transportation activities.
- Be knowledgeable about first aid provisions and ensure readiness to deliver prompt assistance in emergencies.
- Stay informed about emergency procedures and react to accidents or incidents according to established guidelines.
- Detect health risks at the worksite to minimize potential threats to workers' well-being.
- Uphold personal health standards, maintain a clean and safe work environment, and ensure proper waste disposal practices.
- Offer safety training and educational resources to colleagues to enhance their understanding and awareness of safety measures.

#### 3.2. Unit 3.1. Safety measures & traffic regulations

##### 3.2.1. Unit Objectives

**At the end of this unit, students will be able to:**

- Assess the possible risks and dangers related to traffic, machinery, and pedestrian activity at the worksite.
- Evaluate how these hazards can affect worker safety and the overall operations of the site
- Establish safety protocols to reduce traffic-related risks at the location.

- Familiarize yourself with and execute emergency procedures in the event of accidents or dangerous situations. Plan effectively for emergency responses, incorporating evacuation pathways and medical support.
- Familiarize yourself with road safety regulations and commit to following them while on-site.
- Foster a secure work atmosphere by adhering to established safety procedures and motivating colleagues to do likewise..

### 3.2.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

### 3.2.3. Say

- Describe about possible risks and dangers related to traffic, machinery, and pedestrian activity at the worksite
- Describe how these hazards can affect worker safety and the overall operations of the site
- Describe safety protocols to reduce traffic-related risks at the location
- Describe emergency procedures in the event of accidents

### 3.2.4. Explain

- Describe about possible risks and dangers related to traffic, machinery, and pedestrian activity at the worksite
- Describe how these hazards can affect worker safety and the overall operations of the site
- Describe safety protocols to reduce traffic-related risks at the location
- Describe emergency procedures in the event of accidents

### 3.2.5. Activity

Discuss the significance of road safety within construction sites, highlighting the necessity of traffic management strategies, proper vehicle handling, pedestrian protection, and the role of essential road signage.

Organize students into small groups and distribute a collection of safety guidelines, a traffic flow diagram, and a road safety checklist to each group.

Each group will analyse the traffic flow diagram and safety guidelines, pinpoint potential risks, and suggest safety measures to facilitate secure traffic and pedestrian movement. Additionally, they will create several templates for safety signage to effectively convey these measures.

Groups will share their suggested safety measures and road safety signage with the class. Engage in a discussion about each group's proposals and evaluate which measures are most effective in reducing road safety hazards.

Recap the essential aspects of road safety, stressing how the adoption of safety protocols, clear signage, and the use of personal protective equipment (PPE) contribute to a safer work environment. Explore how fostering a safety-oriented culture can minimize accidents and improve overall site safety.

### 3.2.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions

### 3.2.7. Summary

#### **Recognizing Risks and Hazards Related to Traffic, Machinery, and Pedestrian Movement**

This competency centres on the ability to identify potential risks and hazards associated with the movement of traffic, machinery, and pedestrians within a worksite. Early identification of these hazards is essential for preventing accidents and injuries. Significant hazards include traffic congestion, machinery operating in areas shared with pedestrians, and unsafe pedestrian pathways adjacent to moving vehicles or equipment. A comprehensive understanding of these risks is vital for planning safe operations and implementing appropriate safety measures.

#### **Implement Strategies to Reduce Traffic Hazards and Familiarize with Emergency Protocols at Work Sites**

This competency highlights the necessity of reducing traffic hazards and comprehending the emergency procedures to follow in the event of an accident or incident. Strategies for mitigation may include the use of traffic control devices such as signs, barriers, or flaggers, and ensuring that all personnel and pedestrians are informed of these safety measures. Furthermore, workers must be well-versed in emergency protocols, including evacuation routes, first aid procedures, and communication methods to effectively respond to incidents on-site.

#### **Comprehend Fundamental Road Safety Standards and Foster a Safe Work Environment Through Established Safety Protocols**

This competency addresses the understanding of essential road safety standards and the obligation to comply with these regulations while promoting a secure work environment. It encompasses adherence to site-specific traffic rules, ensuring safe pathways for vehicles and pedestrians, and maintaining appropriate signage and personal protective equipment (PPE) protocols. By following these road safety standards and advocating for safety protocols, workers can minimize risks, prevent accidents, and contribute to a safe environment for all individuals on the worksite.

### 3.2.8. Exercise

1. What is the primary objective of identifying risks and hazards related to traffic, machines, and pedestrians on a worksite?
  - a) To increase productivity
  - b) To reduce accidents and ensure safety
  - c) To control traffic flow
  - d) To improve machine performance
2. Which of the following is a common hazard associated with the movement of machines on a construction site?
  - a) Pedestrians walking in restricted areas
  - b) Well-marked pedestrian paths
  - c) Proper vehicle maintenance
  - d) Machines operating in designated zones only

3. To mitigate traffic hazards, it is essential to implement \_\_\_\_\_ traffic routes and ensure pedestrian safety.
4. In the event of an emergency, \_\_\_\_\_ evacuation routes and immediate medical assistance are essential for a safe response.
5. True or False: Road safety protocols should only apply to vehicles, not pedestrians, on a construction site.
6. True or False: Promoting a safe work environment involves consistently adhering to road safety requirements, including proper signage and PPE usage.

### **3.3. Unit 3.2. Security, Surveillance on-site & first aid**

#### **3.3.1. Unit Objectives**

**At the end of this unit, students will be able to:**

- Establish robust security measures and access controls to safeguard the worksite against unauthorized entry, thereby ensuring the safety of personnel, equipment, and materials.
- Install and regularly update relevant safety signage throughout the site, while adhering to transportation safety regulations to foster a secure and compliant environment.
- Ensure that first aid resources are readily available, including trained staff and adequately stocked kits, to deliver prompt medical assistance in the event of an injury or accident.
- Familiarize yourself with and adhere to established emergency procedures to effectively respond to incidents, prioritizing worker safety and reducing potential risks.

#### **3.3.2. Resources**

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

#### **3.3.3. Say**

- Describe about security measures and access controls to safeguard the worksite against unauthorized entry
- Describe different types of safety signage
- Describe first aid resources
- Describe emergency procedures

#### **3.3.4. Explain**

- Describe about security measures and access controls to safeguard the worksite against unauthorized entry
- Describe different types of safety signage
- Describe first aid resources
- Describe emergency procedures

#### **3.3.5. Activity**

- Explain the importance of on-site security, types of security measures, and common vulnerabilities.

- Discuss elements like surveillance cameras, fences, lighting, access control points, and emergency exits.
- Divide students into small groups. Provide each group with a site map and a security vulnerability checklist.
- Ask the groups to identify potential security risks and weaknesses on their assigned worksite map (e.g., areas with poor lighting, gaps in perimeter fencing, or unmonitored access points).
- Have each group suggest appropriate security measures to address the identified vulnerabilities, such as placing cameras, installing better locks, adding warning signs, or designating security personnel.
- Discuss each group's findings, evaluate their proposed security measures, and highlight best practices. Discuss the importance of surveillance, monitoring, and access control for overall site safety.

### 3.3.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions

### 3.3.7. Summary

#### **Establish security measures on-site to prevent unauthorized access and identify security vulnerabilities and measures.**

Security measures must be established on-site to protect personnel, equipment, and materials. This is done by identifying vulnerabilities such as unmonitored entry points or weak security systems and establishing strong access control systems, such as surveillance cameras, fences, and restricted entry protocols. Regular site assessments and the application of security measures prevent unauthorized access and ensure a safe working environment.

#### **Understand and Follow On-Site Safety Signage and Comply with the Off-Site Safety Policy During Transport**

On-site safety signage is crucial to communicate potential hazards and promote safety practices across the workplace. Clear, visible signage alerts workers to dangerous areas and guides safe movement of people and vehicles. Additionally, compliance with off-site transportation safety regulations ensures that vehicles and machinery are transported safely, preventing accidents during the movement of equipment or materials to and from the worksite.

#### **Understand First Aid Arrangements and Assure Compliance to Be Prepared for Immediate Response**

Understanding and ensuring readiness of first aid arrangements is crucial in any workplace to address potential injuries or emergencies. This includes having a well-stocked first aid kit, trained personnel, and

clear emergency medical procedures. Being prepared to provide immediate assistance can significantly reduce the severity of an injury and prevent further harm until professional medical help arrives.

#### Be Aware of Emergency Protocols and Respond to Accidents or Incidents According to Established Procedure

A proper emergency protocol would, therefore, help an accident or incident on-site get reported quickly and in time, hence ensuring safety, as well as health on site. Established emergency procedures would be followed in securing the health and safety of all people involved. These comprise knowing the evacuation routes, assembling at appointed places, and response action according to the protocols designated in case of fire spills and other hazardous conditions. Emergency drills and training help cement such emergency responses and actions that all personnel must quickly execute in critical situations.

### 3.3.8. Exercise

1. Which of the following is a key security measure to prevent unauthorized access on a worksite?
  - a) Installing fences and surveillance cameras
  - b) Hiring more employees
  - c) Providing workers with mobile phones
  - d) Increasing the number of working hours
2. Which type of safety sign would you use to indicate a hazardous area on-site?
  - a) Green circle sign
  - b) Red warning sign
  - c) Yellow caution sign
  - d) Blue mandatory sign
3. During transportation, vehicles must be compliant with \_\_\_\_\_ safety regulations to prevent accidents during loading and unloading.
4. First aid training is important because it allows workers to:
  - a) Know how to perform CPR and handle minor injuries
  - b) Learn how to operate heavy machinery
  - c) Understand how to negotiate contracts
  - d) Become legal advisors
5. In case of a fire on-site, which of the following is the first step you should take?
  - a) Call the fire department
  - b) Attempt to extinguish the fire yourself immediately
  - c) Evacuate the area following the emergency protocol
  - d) Wait for instructions from a supervisor
6. In the event of a workplace accident, it is important to follow the \_\_\_\_\_ protocol to ensure a safe and organized response

### 3.4. Unit 3.3. Health, Hygiene, Work environment

#### 3.4.1. Unit Objectives

At the end of this unit, students will be able to:

- Identify work site health hazards to protect the health of workers through preventing hazards at work places.
- Personal health and safety involves keeping the work environment clean and safe, practicing hygiene measures, and ensuring that there is safe disposal of waste with no health risk.
- Provide safety training to co-workers on the site; raise awareness, enhance knowledge and encourage safe work practices in the workplace.

#### 3.4.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

#### 3.4.3. Say

- Describe about work site health hazards
- Describe Personal health and safety involves keeping the work environment clean and safe, practicing hygiene measures
- Describe safety training for traffic

#### 3.4.4. Explain

- Describe about work site health hazards
- Describe Personal health and safety involves keeping the work environment clean and safe, practicing hygiene measures
- Describe safety training for traffic

#### 3.4.5. Activity

Discuss the importance of safety training and educating co-workers on various safety procedures (e.g., PPE usage, emergency response protocols, fire safety).

Divide students into small groups. Each group will select a specific safety topic (e.g., fire safety, proper use of PPE, ergonomics).

Each group will prepare and deliver a brief safety training session on their assigned topic. They can use presentations, demonstrations, or role-playing to engage the audience. The training should include clear instructions, safety tips, and any relevant regulatory information.

Each group presents their training to the class, simulating a real-world workplace safety training session. Encourage classmates to ask questions and discuss the information presented.

Discuss the effectiveness of the training sessions and the importance of communication in creating a safety culture at the workplace. Highlight key points learned from each group's session.

### 3.4.6. Notes for Facilitation

Summarize the important points and terms explained in the session.

- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions

### 3.4.7. Summary

#### **Identifies Health Hazards Issues at Work Sites**

The identification of health hazards on work sites is important to ensure a safe environment for all workers. This includes the recognition of potential risks such as chemical exposure, poor ergonomics, biological hazards, or environmental factors that could impact health. By identifying these hazards early, appropriate measures can be taken to mitigate risks and prevent health issues, ensuring the overall well-being of the workforce.

#### **Maintaining Personal Health and Well-being at Work**

Ensure Cleanliness and Safety of Work Area and Proper Disposal of Wastes. It also requires the individual to take care of their own health but contribute to a clean and safe work environment. This involves proper hygiene, use of PPE, and the safe disposal of hazardous and non-hazardous waste. A clean and well-maintained worksite prevents accidents, enhances productivity, and contributes to overall worker safety and health.

#### **Provide safety training and education to co-workers to enhance awareness and knowledge.**

The provision of safety training is one of the very important factors for the promotion of the workplace safety culture. Educating the co-workers on safety procedures, emergency procedures, and recognizing hazards increases the information and capability to avoid accidents among the workers. This ensures a general improvement in workplace safety since all the individuals understand their responsibilities, proper safety equipment use, and ideal practices for a safe work environment. Training employees regularly makes them proactive about safety and increases vigilance among workers, further elevating their safety practice continually.

### 3.4.8. Exercise

1. Which of the following is an example of a health hazard on a construction site?
  - a) Poor lighting
  - b) Lack of ventilation
  - c) Improperly stored chemicals
  - d) All of the above
2. Identifying and addressing health hazards on-site is essential for preventing long-term health problems for workers. (T/F)
3. Which of the following practices helps maintain personal health in the workplace?

- a) Taking breaks for exercise
  - b) Eating junk food at work
  - c) Ignoring safety regulations
  - d) Overworking without rest
4. \_\_\_\_\_ health practices, such as regular handwashing and using PPE, are essential for maintaining personal health in the workplace.
5. Workers must ensure that \_\_\_\_\_ is sorted, stored, and disposed of properly to prevent accidents and health hazards
6. What is the main goal of providing safety training to co workers?
- a) To increase work speed
  - b) To ensure workers understand safety protocols and can prevent accidents
  - c) To improve worker morale
  - d) To make workers feel more comfortable
7. It is important to create a culture where safety education is viewed as a continuous \_\_\_\_\_, not just a one-time event.(T/F)

## 4. Unit 4 NOS 3: SSD/N0903 v 1.0 : Traffic management at entry and exit & work site

### 4.1. Key Learning Outcomes

**At the end of this module, the trainees will be able to:**

- Safe and efficient movement of the vehicle by regulating the entrance and exit gates with control over incoming and outgoing traffic.
- Pedestrian traffic should be managed at entrance and exit points to ensure safety along with proper flow of entry and exit of workers into and out of the site.
- Ability in maintaining accurate records of incoming and outgoing vehicles and pedestrians, ensuring proper tracking and security.
- Understanding of parking area management, ensuring proper parking of vehicles and maintenance of designated parking spaces.
- Ability to keep routes free from obstruction within the worksite, ensuring clear pathways for vehicles and pedestrians.
- Knowledge of directing vehicles and pedestrians to move on marked and defined routes, reducing accidents and enhancing site organization.
- Direct and guide incoming traffic into their work area and to their destination so that it can be gained access into the designated area.
- The ability to guide incoming traffic in accordance with security and safety procedures and ensure that all vehicles undergo the necessary procedure.
- Guide outgoing traffic out of exit gates in an organized and controlled manner to prevent congestion and guarantee safety.

- Compliance knowledge with vehicle and pedestrian entry/exit as well as documentation procedures and safety orders.

## **4.2. Unit 4.1: Traffic & pedestrian management at entry and exits**

### **4.2.1. Unit Objectives**

**At the end of this unit, students will be able to:**

- Regulate the inward and outward traffic at the entrance and exit gates to allow smooth and safe movement of vehicles, avoiding accidents, and ensuring efficient site access control.
- Control incoming and outgoing pedestrian laborers at entry and exit gates so that these workers enter and leave the workplace safely with minimum risks and following safety measures.
- Keep records of incoming and outgoing vehicles and pedestrians to ensure proper tracking, security, and management of personnel and equipment on-site.

### **4.2.2. Resources**

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

### **4.2.3. Say**

- Describe how to regulate the inward and outward traffic at the entrance and exit gates to allow smooth and safe movement of vehicles
- Describe how to Control incoming and outgoing pedestrian
- Describe how to records of incoming and outgoing vehicles and pedestrians

### **4.2.4. Explain**

- Describe how to regulate the inward and outward traffic at the entrance and exit gates to allow smooth and safe movement of vehicles
- Describe how to Control incoming and outgoing pedestrian
- Describe how to records of incoming and outgoing vehicles and pedestrians

### **4.2.5. Role play**

- Explain the significance of managing pedestrian traffic at the entrance and exit gates to ensure safety and prevent overcrowding or accidents.
- Set up a designated entrance and exit point in the classroom or outdoors. Mark pedestrian pathways with cones, and place "Enter" and "Exit Only" signs at the gates.
- Students will take turns directing pedestrian workers entering and exiting through the gates. They will ensure that workers follow marked paths, adhere to safety guidelines, and maintain proper spacing. Pedestrians will be given tags to simulate different roles (e.g., "Supervisor," "Worker," etc.), which will help in managing different levels of priority during entry and exit.

- After some practice, students will simulate a busy shift change, with large groups of workers entering and exiting. The traffic manager must ensure the flow is smooth and organized, preventing bottlenecks or safety hazards.
- Discuss challenges faced in managing pedestrian traffic, the importance of clear signage, and effective communication to maintain safety.

#### 4.2.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

#### 4.2.7. Summary

##### **Inbound and Outbound Traffic Regulation at Entrance & Exit Gates**

This performance criterion deals with the aspect of managing incoming and outgoing vehicle movement on the site through designated gates. This is to ensure smooth, systematic traffic movement so that no congestion and accidents occur on the site. Proper regulation of movement will maintain safety, efficiency, and control over the access to the site with adherence to security protocols.

##### **Controlling Inward and Outward Foot Traffic Workers at Entrance and Exit Gates**

The application of this requirement indicates the use of handling pedestrian employees at the accesses and exit points. Such a method aims to assure that all employees enter or leave the site in a coordinated, orderly, and safe fashion. This eliminates the probability of accidents happening around it when pedestrian access is controlled with the intent of ensuring there's minimal congestion, crowding of access or confusion.

##### **Record in and Outcoming Vehicles Pedestrian**

Accurate records of entry and exit of vehicles and pedestrians to and from the site are important for security, tracking, and operational control. This includes recording identification, time of entry/exit, and purpose of visit. Proper documentation ensures compliance with security measures, provides a reliable audit trail, and helps in the management of site access, thus improving overall site security and efficiency.

#### 4.2.8. Exercise

1. What is the primary responsibility of regulating traffic at the entrance and exit gates?

- A) To ensure smooth and safe vehicle movement
- B) To check vehicle insurance
- C) To monitor the employees' attendance
- D) To collect toll fees

2. Which of the following is essential for regulating inbound and outbound traffic?

- A) Random checks on vehicles
- B) Use of traffic signals and barriers

C) Allowing free movement of vehicles

D) Monitoring vehicles by radio communication

3. What is the main concern when regulating pedestrian workers at the entrance and exit gates?

A) Ensuring workers' arrival times

B) Managing pedestrian flow safely

C) Checking workers' performance

D) Ensuring workers take breaks

4. It is important to provide \_\_\_\_\_ for pedestrians to avoid accidents at the gates.

5. Regulating the movement of \_\_\_\_\_ helps prevent overcrowding and ensures safe entry and exit at worksite gates.

6. What is the primary purpose of maintaining records of vehicles and pedestrians?

A) To check workers' schedules

B) To ensure proper security and site management

C) To determine the number of workers on-site

D) To track fuel consumption of vehicles

7. It is not necessary to record the time of entry or exit of vehicles and pedestrians. (T/F)

### **4.3. Unit 4.2 Traffic management & parking inside the work site**

#### **4.3.1. Unit Objectives**

**At the end of this unit, students will be able to:**

- Ensure that the parking areas are well maintained, organized, and clearly marked, with the vehicles parked in designated spots to avoid obstruction and ensure safe, efficient movement
- Maintain high safety standards to prevent accidents and facilitate smooth access.
- Worksites must have clear routes free of obstructions and potential risks that may cause congestion and accidents, with frequent inspecting to ensure safety, free movement of vehicles as well as pedestrians.
- Ensure that the vehicles and pedestrians follow the allocated routes to reduce the risks and confusion, directing traffic along marked paths to ensure safety and operational efficiency while monitoring and controlling the flow of traffic.

#### **4.3.2. Resources**

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

#### **4.3.3. Say**

- Describe how to maintain parking areas
- Describe safety standards to prevent accidents and facilitate smooth access
- Describe how to maintain routes free of obstructions and potential risks

- Describe how to directing traffic along marked paths to ensure safety and operational efficiency

#### 4.3.4. Explain

- Describe how to maintain parking areas
- Describe safety standards to prevent accidents and facilitate smooth access
- Describe how to maintain routes free of obstructions and potential risks
- Describe how to , directing traffic along marked paths to ensure safety and operational efficiency

#### 4.3.5. Role Play

Divide the class into small groups (3-4 people per group).

Assign each group one of the following roles:

- **Parking Inspectors:** Responsible for managing the parking area.
- **Route Supervisors :**Responsible for ensuring there are no obstructions in the work site routes.
- **Route & Traffic Coordinators :**Responsible for ensuring vehicles and pedestrians use the correct routes.

Describe about how they do their job in group

#### 4.3.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

#### 4.3.7. Summary

##### **Maintain Parking Areas and Ensure Proper Vehicle Parking**

This performance criterion highlights the significance of effective management of parking facilities at a work site. It is essential to ensure that vehicles are parked in designated areas to prevent congestion and facilitate smooth traffic flow. Regular upkeep of parking zones is vital to avert accidents and guarantee that vehicles are parked safely and efficiently. This includes maintaining an organized layout, keeping spaces clear of debris, and ensuring access is restricted to authorized vehicles only.

##### **Maintain Clear Pathways Within the Work Site**

This criterion underscores the necessity of keeping routes within the work site free from obstructions. It is imperative to ensure that pathways, roads, and walkways are devoid of any hindrances—such as equipment, materials, or debris—to uphold safe and efficient operations. Obstructions can lead to accidents, delays, and impede the movement of both vehicles and pedestrians. Routine inspections should be performed to confirm that routes remain clear, and prompt action should be taken to eliminate any obstacles that may occur.

##### **Facilitate Safe Movement of Vehicles and Pedestrians on Designated Routes**

It enters on the organized and safe movement of vehicles and pedestrians within the work site by utilizing marked and clearly defined routes. It ensures that vehicles adhere to designated traffic paths while pedestrians utilize separate, marked walkways to reduce the risk of accidents. Effective communication and monitoring are essential to ensure compliance with these routes. Adequate signage, barriers, and consistent supervision can help maintain safety and prevent interactions between vehicles and pedestrians.

##### **Key Points**

**Safety:** The primary objective is to guarantee the safety of both vehicles and pedestrians. By structuring parking and pathways, the likelihood of accidents is significantly reduced.

**Efficiency:** Well-defined routes and systematically arranged parking spaces enhance operational efficiency, contributing to a more effective and productive work environment.

**Maintenance:** Consistent inspections and upkeep are crucial for maintaining these standards, ensuring that both routes and parking facilities remain in optimal condition.

#### 4.3.8. Exercise

1. What is the primary purpose of maintaining a parking area at a work site?
  - a) To maximize the number of vehicles
  - b) To ensure vehicles are parked safely and do not obstruct traffic
  - c) To provide space for storage
  - d) To allow for random parking
2. Which of the following actions is essential for keeping worksite routes free of obstruction?
  - a) Allowing materials to be placed in any available space
  - b) Regularly inspecting and removing obstacles from pathways
  - c) Blocking off certain routes for safety
  - d) Ignoring blocked routes during work hours
3. Which of the following should be avoided to maintain a proper parking area?
  - a) Parking vehicles in designated spaces
  - b) Regularly cleaning the parking area
  - c) Parking vehicles haphazardly in any available space
  - d) Ensuring that parking areas are clearly marked
4. Routes inside a worksite must be kept \_\_\_\_\_ to allow safe and efficient movement of both vehicles and pedestrians.
5. Vehicles and pedestrians should always follow \_\_\_\_\_ routes to prevent accidents and ensure smooth operations within the worksite.
6. Parking areas should be clearly marked and maintained to ensure that vehicles do not obstruct the flow of traffic.(T/F)

### 4.4. Unit 4.3 : Directing road traffic when vehicles enter or exit the site

#### 4.4.1. Unit Objectives

**At the end of this unit, students will be able to:**

- Manage and direct incoming traffic based on their operational needs and intended destinations.
- Oversee and direct incoming traffic in accordance with security and safety regulations and guidelines.
- Direct outgoing traffic to the appropriate exit points.
- Verify adherence to protocols and maintain documentation for all vehicles and pedestrians entering and leaving, in line with established procedures..

#### 4.4.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart

- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

#### 4.4.3. Say

- Describe how to Manage and direct incoming traffic based on their operational needs and intended destinations.
- Describe security and safety regulations and guidelines for incoming traffic & outgoing traffic
- Describe about how to maintain documentation for all vehicles and pedestrians entering and leaving, in line with established procedures..

#### 4.4.4. Explain

- Describe how to Manage and direct incoming traffic based on their operational needs and intended destinations.
- Describe security and safety regulations and guidelines for incoming traffic & outgoing traffic
- Describe about how to maintain documentation for all vehicles and pedestrians entering and leaving, in line with established procedures..

#### 4.4.5. Activity

- Set up a mock exit area in the classroom, complete with signage for different exit gates.
- Assign students roles as outbound vehicles and traffic officers.
- Traffic officers must guide outbound vehicles to the correct exit gate while maintaining smooth flow and preventing accidents.
- Discuss strategies for managing high-volume outbound traffic, how to handle vehicles with special needs, and the importance of keeping the exit area clear.
- Conduct a debrief to discuss the challenges faced during the exercise and ways to improve the flow.

#### 4.4.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions.

#### 4.4.7. Summary

##### **Direct and Manage Inbound Traffic According to Work Requirements and Destinations**

This criterion emphasizes the importance of directing inbound traffic to the correct areas based on their specific tasks or destinations. It aims to ensure that vehicles are efficiently routed to their assigned locations, thereby facilitating smooth operations and minimizing traffic congestion.

##### **Ensure Compliance and Direct Inbound Traffic According to Security and Safety Protocols**

This aspect focuses on ensuring that inbound traffic adheres to all security and safety regulations. It includes inspecting vehicles for security compliance, providing clear safety instructions, and ensuring that both drivers and passengers follow the necessary guidelines for safe entry.

#### **Manage and Direct Outbound Traffic to Designated Exit Gates**

This criterion pertains to the management of outbound traffic, ensuring that vehicles exit through the appropriate gates in a safe and organized manner. Traffic officers are tasked with directing vehicles to the correct exit points, thereby preventing delays and accidents while promoting a smooth flow of traffic during departures.

#### **Ensure Compliance and Maintain Records for All Vehicles and Pedestrians Entering and Exiting**

This criterion emphasizes the importance of keeping accurate records for all vehicles and pedestrians entering and leaving the premises. It ensures adherence to all entry and exit protocols and involves maintaining detailed logs of each movement for security, safety, and operational efficiency. Record-keeping aids in tracking traffic patterns and ensuring accountability.

### **4.4.8. Exercise**

#### **1. What is the primary responsibility of a traffic officer when directing inbound traffic?**

- A) Ensuring vehicles follow speed limits
- B) Directing vehicles to their designated work areas or destinations
- C) Checking vehicle registration
- D) Ensuring vehicles always remain stationary

#### **2. When guiding inbound traffic, what must a traffic officer prioritize?**

- A) Security and safety protocols
- B) Vehicle speed
- C) Comfort of passengers
- D) Number of vehicles in line

**3. Inbound traffic must be checked for compliance with \_\_\_\_\_ protocols before being allowed entry.**

#### **4. What is the main goal when guiding outbound traffic to exit gates?**

- A) To direct vehicles to available parking spaces
- B) To ensure vehicles exit the premises efficiently and safely
- C) To issue exit tickets
- D) To record vehicle registration details

**5. Accurate record-keeping is important for ensuring \_\_\_\_\_ with instructions for vehicles and pedestrians.**

**6. It is important to keep the \_\_\_\_\_ area clear while guiding outbound traffic.**

## **5. Unit 5 NOS 4: Employability Skills (DGT/VSQ/N0102)**

### **5.1. Key Learning Outcomes**

- 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

## 5.2. Unit 5.1: Preparing for Employment & Self Employment

### 5.2.1. Unit Objectives

**At the end of this unit, students will be able to**

1. **Develop Job Readiness Skills:**
2. **Create Effective Job Search Strategies:.**
3. **Prepare for job interviews and networking opportunities.**
4. **Identify potential self-employment ideas and business opportunities.**
5. **Understand Employment Rights and Responsibilities:**
6. **Enhance Personal Branding:**
7. **Develop Financial and Organizational Skills:**

### 5.2.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

### 5.2.3. Say

Tell the participants that when an interviewer asks you to say something about yourself, he/she is not asking you to present your life history.

Introduction should be short and crisp and should present you in a positive light. It should include the following points:

Any work experience that you might have

A brief summary of your educational qualifications

Your strengths and achievements

Any special projects that you might have been part of

The following topics should be avoided during an introduction:

Detailed description of your family (unless you are specifically asked to do so)

Too much information about your weaknesses

Information that is not true

#### 5.2.4. Do

- Congratulate each participant for making their first attempt towards creating an effective resume.
- As a follow up activity, you can suggest them to prepare their own resume and show it to you the next day.

#### 5.2.5. Role Play

Conduct a role play for the situation given.

##### **Role Play –**

- The interviewer will start by asking the interviewee a few generic questions such as:
  - o What is your name?
  - o Tell me something about yourself?
  - o Can you tell me something about your family?
- Then, at the end of the interview, ask the interviewee:
  - o There are over 200 people who have applied for this job, some with excellent work experience. Why should I hire you?

#### 5.2.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions

#### 5.2.7. Summary

##### **Job Readiness:**

Develop skills for seeking and securing employment or starting a business.

##### **Job Search Tools:**

Create a professional resume, cover letter, and online presence.

Prepare for job interviews and networking.

##### **Self-Employment:**

Identify and explore potential self-employment or business ideas.

Understand the basics of starting and managing a small business.

##### **Workplace Rights**

Learn about employment laws, rights, and responsibilities.

##### **Personal Branding:**

Build a strong personal brand for career or business growth.

##### **Financial Planning:**

Develop essential financial and organizational skills for employment or entrepreneurship.

#### 5.2.8. Exercise

1. What is the first step in preparing for employment?
  - A) Writing a resignation letter

- B) Creating a resume
  - C) Opening a business
  - D) Networking with friend
2. Which of the following is NOT typically required for self-employment?
- A) A business plan
  - B) An employer to answer to
  - C) Financial management skills
  - D) Marketing and sales strategies
3. What should be included in a self-employment business plan?
- A) The business idea and goals
  - B) A list of personal contacts
  - C) A resume
  - D) A job offer letter
4. True or False: In self-employment, you are responsible for your own business operations, including financial management and legal compliance.
5. True or False: Having relevant qualifications and work experience is the only factor to consider when preparing for employment.
6. True or False: Personal branding is important for both self-employment and traditional employment opportunities.

### 5.3. Unit 5.2. Understanding Entrepreneurship

#### 5.3.1. Unit Objectives

**At the end of this unit, students will be able to**

1. Discuss the concept of entrepreneurship
2. Discuss the importance of entrepreneurship
3. Discuss the characteristics of an entrepreneur
4. Describe the different types of enterprises
5. List the qualities of an effective leader
6. Discuss the benefits of effective leadership
7. List the traits of an effective team
8. Discuss the importance of listening effectively
9. Discuss how to listen effectively
10. Discuss the importance of speaking effectively
11. Discuss how to speak effectively
12. Discuss how to solve problems
13. List the important problem solving traits
14. Discuss ways to assess problem solving skills

### 5.3.2. Resources

- Whiteboard, erasable marker, board cleaner, projection screen, laptop, speaker, notebook, pen, participant handbook, etc
- Flip chart
- Participant Manual
- Projection screen and PowerPoint presentations.
- Activities (role plays)

### 5.3.3. Say

- Describe some key characteristics of successful entrepreneurs
- How important is innovation in entrepreneurship?

### 5.3.4. Do

Tell them that you will ask them few questions about a few entrepreneurs.

- Divide the class in to two groups.
- In turns ask the quiz questions to the groups.
- If the answer is incorrect pass the question to the other group.
- Share the answer if the groups are not able to answer.
- Congratulate the participants who answered correctly

### 5.3.5. Team Activity

Have each group develop a basic business plan. The plan should include:

Business Name and Mission Statement – What does your business do, and what problem does it solve?

Target Market – Who are your customers?

Product/Service Offering – Describe the product or service in detail.

Revenue Model – How will the business make money?

Marketing Strategy – How will you attract customers? (Consider digital marketing, word-of-mouth, etc.)

Initial Costs and Funding Needs – What resources will you need to get started, and how will you raise funds?

Risk and Challenges – What risks might you face, and how will you overcome them?

Encourage the groups to be realistic and thoughtful in addressing potential risks (e.g., competition, customer acquisition) and solutions (e.g., securing funding, managing cash flow).

### 5.3.6. Notes for Facilitation

- Summarize the important points and terms explained in the session.
- Ask participants if they have any doubts. Encourage them to ask questions.
- Answer questions, as needed, providing concrete and brief answers.
- Tell participants to complete the questions at the end of the unit.
- Ensure that every participant answers all the questions

### 5.3.7. Summary

Entrepreneurship is the act of recognizing opportunities, embracing risks, and coordinating resources to establish and oversee a new business initiative. This process entails transforming innovative concepts

into concrete products or services that address market demands or resolve issues. Entrepreneurs are those who possess a blend of vision, creativity, risk tolerance, and managerial expertise necessary for building successful enterprises.

### **Essential Aspects of Entrepreneurship:**

#### **Innovation and Creativity:**

Entrepreneurs introduce novel ideas, products, or services into the marketplace. They often act as problem solvers, pinpointing market deficiencies and developing creative solutions. Innovation is vital for setting a business apart from its competitors and drawing in customers.

#### **Risk-Taking:**

The nature of entrepreneurship is inherently risky. Entrepreneurs face financial, market, and operational uncertainties. Embracing risk is a fundamental aspect of the entrepreneurial journey, as individuals invest their time, effort, and resources into ventures with unpredictable results.

#### **Opportunity Recognition:**

Successful entrepreneurs possess the skill to identify market opportunities that others may overlook. This entails recognizing unmet demands, emerging market trends, or technological innovations that can pave the way for new business initiatives.

#### **Resource Management:**

Effective resource management is crucial for entrepreneurs, encompassing time, finances, and personnel. This includes securing funding, assembling a capable team, and utilizing available resources efficiently to grow and maintain the business.

#### **Business Planning:**

A well-defined and strategic business plan is essential for achieving success. It delineates objectives, target demographics, products or services, and growth strategies. A robust plan serves as a roadmap through initial challenges and attracts potential investors or partners.

#### **Persistence and Adaptability:**

Entrepreneurship demands resilience in the face of failures or obstacles. Successful entrepreneurs are those who can adapt to changes, learn from their experiences, and continuously adjust their strategies to remain competitive in the marketplace.

#### **Value Creation:**

At the heart of entrepreneurship lies the creation of value for customers, employees, and other stakeholders. Entrepreneurs address problems, enhance lives, and contribute to economic development through their offerings.

#### **Significance of Entrepreneurship:**

##### **Economic Advancement:**

Entrepreneurs play a vital role in economic progress by generating employment opportunities, promoting innovation, and enhancing competition. Their enterprises invigorate both local and international markets by launching new sectors and refining established ones.

##### **Social Contribution:**

Entrepreneurs frequently tackle social, environmental, and cultural challenges. By establishing businesses that prioritize sustainability or address community requirements, they facilitate meaningful societal transformation.

**Individual Growth:**

Engaging in entrepreneurship fosters personal development by honing essential skills such as leadership, decision-making, communication, and problem-solving.

**5.3.8. Exercise****1. Which of the following is a good practice for writing a professional email?**

- A) Using a casual tone and slang
- B) Including a clear subject line
- C) Writing long paragraphs without breaks
- D) Not using a greeting

**2. Which research method is often used to assess market opportunities for a new business?**

- A) Historical analysis
- B) Surveys and questionnaires
- C) Personal opinions
- D) Guesswork

**3. Which of the following is a primary motivation for entrepreneurs?**

- A) Seeking a stable salary
- B) Solving problems and creating value
- C) Avoiding risk
- D) Working within a corporate structure

4. True or False: An entrepreneur's role in the economy is limited to running a business for profit.

5. True or False: The entrepreneurial mindset involves risk-taking, resilience, and the ability to adapt to challenges.

6. True or False: Entrepreneurship only applies to individuals who start their own businesses and does not include individuals who work within large corporations.