Assessment Guide

Basics of Occupational Hazards and Risk Management

NSQF Level – 4

Sector: Cross Sectoral

Occupation: Occupational Safety Health & Environment (OSHE) Engineering & Management

MC Code: SSD/M0101

Version: 1.0

Table of Contents

Micro Credentials Structure

To achieve full certification as Basics of Occupational Hazards and Risk Management, trainees must complete all four units and pass assessments. The assessments will comprise of theory & practical tests.

Sl. no	Unit No.	Title	Assessment method
001	Module 1	Identify and assess potential hazard in a workplace	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of various types of workplace hazards, their identification, classification, and risk mitigation through planning and management. Candidates will be assessed on their ability to recognize hazards, and risk levels using standard methods.
002	Module 2	Evaluate the likelihood and severity of potential harm	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of evaluating the likelihood and severity of potential harm in the workplace. The assessment will be based on theory, viva-voice or practical.
003	Module 3	Monitor the health of workers who may be exposed to specific hazards. Address psychosocial risks & worker mental health issues	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of monitoring the health of workers who may be exposed to specific workplace hazards. The assessment will also evaluate the trainee's understanding of psychosocial

			risks. The assessment will be based on theory, viva- voice or practical.
004	Module 4	Consider physical layout & design of the workplace. Devise risk management strategies	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding of how workplace layout and design impact health and safety. Trainees will also be assessed on their ability to propose design-based risk mitigation strategies and engineering controls that improve overall safety. The assessment will be conducted through scenario-based questions, MCQs, practical & viva- voice

Guidance for assessors

This Micro Credential provides the performance criteria, skills and knowledge required to perform for the job role of Basics of Occupational Hazards and Risk Management at NSQF Level 4. The role is referred to as 'Basics of Occupational Hazards and Risk Management.'

Brief MC description: The Micro Credential describes the various workplaces risks & hazards, their identification, and remedial steps to ensure safety at workplaces and risk management. The MC helps management staff in understanding occupational hazards and timely mitigation through planning & management.

Personal attributes: He/She should be physically & mentally fit and should be able to provide design advice on the suitability of specialized scaffolds to meet the health and safety requirements regarding design and technical advice on scaffolding works.

Introduction to assessments:

The assessment will be made based on the competencies required by the trainees to perform the job role of Basics of Occupational Hazards and Risk Management. The assessment will be based on understanding, practical demonstration and on the job training as defined in the performance criteria & practical skill defined in the Micro Credential. The trainees will be required to complete a number of assignments to show their skills & understanding of the subject through theory, demonstration and practical performances.

Grading and pass percentage

1. The assessment consists of two categories:
    a. Practical Assessment – to assess the practical performance skills.
    b. Theory Assessment – to assess knowledge & understanding of the domain.
2. The weightage of the assessment will be:
    a. Practical Assessment – 50%
    b. Theory Assessment – 50%
3. Performance Criteria (PC) has been assigned marks proportional to its importance. Proportion of marks for Theory and Practical has been marked PC wise.
4. Questions on practical & theory will be formed in such a way as to provide an outcome on maximum Performance Criteria and in proportional way within the MC.
5. The assessment for the theory part will be based on written questions (short questions, multiple choice & viva, or a combination of them) created/approved by the SSDF.
6. 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.
7. The certificate on MC will be issued to successful candidates who score 50% or more than 50%
8. Any candidate can ask for re-assessment in the MC to improve his/her performance within three months from the date of publication of the results and after payment of the assessment fee. But if

any candidate wants re-assessment after three months from the date of publication of results, he/she will have to appear in the micro credential.

2.1 Performance/Skill Assessments

The performance/skill assessment will be conducted through demonstration/practical.

Module 1: Identify and assess potential hazard in a workplace

The trainee should demonstrate the ability to identify, assess, and manage workplace hazards by collecting relevant information, conducting regular inspections, and evaluating risks based on severity and likelihood. They must investigate incidents to uncover root causes, develop appropriate control measures, and engage workers in hazard identification and solution development.

Module 2: Evaluate the likelihood and severity of potential harm

The trainee should demonstrate the ability to evaluate workplace risks by accurately analyzing both the likelihood of occurrence and the potential severity of harm associated with identified hazards. This includes using standard tools such as risk matrices or scoring systems to categorize risks and prioritize them based on their impact on health, safety, and operations.

Module 3: Monitor the health of workers who may be exposed to specific hazards. Address psychosocial risks & worker mental health issues

The trainee should demonstrate the ability to monitor the health of workers who may be exposed to physical, chemical, biological, or ergonomic hazards by identifying at-risk individuals and ensuring regular health surveillance, screenings, and medical evaluations are conducted in accordance with regulatory guidelines. The trainee must also recognize psychosocial risks such as work-related stress, harassment, fatigue, or isolation, and promote mental health by fostering a supportive work environment, encouraging open communication, and referring affected individuals to appropriate support services.

Module 4: Consider physical layout & design of the workplace. Devise risk management strategies

The trainee should demonstrate the ability to evaluate the physical layout and design of the workplace to identify design-related risks that may impact safety, efficiency, or accessibility. They must assess

factors such as space utilization, equipment placement, lighting, ventilation, workflow, and emergency access. The trainee should apply ergonomic and human-centered design principles to reduce risk and enhance worker comfort.

Performance/Skill Assessments

The assessment will be conducted in a simulated working environment. Due to this fact, the assessors must note that the naturally occurring evidence of competence is unavailable or infrequent. Simulation must be undertaken in a Realistic Working Environment which provides an environment that replicates the key characteristics of the workplace in which the skill to be assessed is normally employed.

Scheduling the practical observations is flexible but to retain integrity of the assessment, they should be conducted as closely as possible to the written assessments.

Trainees are not permitted to use the observation checklist to work when completing the practical tasks but may familiarize themselves with it prior to an assessment.
It will be beneficial to take trainees through what is required in the practical assessments and the way in which each part will be graded. Trainees should have an opportunity to familiarize themselves with the way the tasks are graded.

Trainees may refer to their faculty for guidance on parts of the practical assignments only, though they should be aware that, especially for the practical assessments, the amount of guidance and support they are given may be reflected in the feedback and performance.

Knowledge Assessment

Synoptic test is an MCQ (Multiple Choice Question) test to assess the underpinning knowledge. The synoptic MCQ tests are externally set and externally marked.

This test is to be taken by the trainee after completion of all the units under controlled and invigilated conditions as closed-book test under the supervision of an assessor. Trainees can only achieve whole marks; half marks for partially answered questions are not permitted. Selection of two or more options will be marked as wrong.

The answers should be marked by pen only. The test may be conducted by the assessor in the oral mode, if required, considering the lack of reading and comprehending acumen (skills) of trainees. In such cases, the assessor will mention it on top of the MCQ submitted.

Grading criteria for Performance/Skill Assessments

MC No.	Title	Performance & Knowledge Assessment	Assessment Marks	Min. Passing marks	Assessment Result (Total Passing Marks)
SSD/M0101	Basics of Occupational Hazards and Risk Management	1 hour	100	50%	50 marks or more than 50 marks-Pass ; Less than 50 marks-Fail

2.2 Viva Assessment

Trainees may be required to take the viva test for their theory or their practical observation test which is an extended part of the practical observation and assessment. The viva assessments are externally set and externally marked.

2.3 Question papers for synoptic test

The question paper of the synoptic test is a confidential document. It will be held under the custody of SSDF/Assessment Agencies. The assessment agencies can be permitted to prepare the question papers and get them approved from SSDF. The centers need to follow the indenting process to obtain the question paper to administer the test.

2.4 Authenticity

Centers are reminded to check for authenticity of work where trainees may be using texts and the internet to complete tasks.

2.5 Feedback

Assessors must provide feedback on every occasion when a skills observation takes place. A proforma for feedback is included in this assessment guide.

2.6 Trainee records of coursework

Trainees should be encouraged to keep their work carefully in a portfolio or scrapbook. This may be an unfamiliar form of record keeping for some, but it is a good discipline which will benefit them when they progress in their learning and training.

2.7 Assessment sheets

The assessment records will be maintained as per the assessment sheet given in this document.

2.8 Codes of practice

Safe working practices, health and safety and codes of practice associated with the industry must always be adhered to.

2.9 Health and safety

The requirement to follow safe working practices is an integral part of all assessments and it is the responsibility of centers to ensure that all relevant health and safety requirements are in place before trainees start practical assessments.

Should a trainee fail to follow health and safety practice and procedures during an assessment, the assessment must be stopped and the trainee be advised of the reasons. In case of doubts, guidance should be sought from the SSDF.

2.10 Verification of assignments

By using marking checklists, verifiers can check that evidence for an assignment is complete and can ensure that allocation of marks has been fair and beyond dispute.

2.11 Internal quality assurance

Approved centers must have effective quality assurance systems to ensure optimum delivery and assessment of MC

Quality assurance includes initial center approval, Micro Credential approval and the Centre's own internal procedures for monitoring quality. Centers are responsible for internal quality assurance and SSDF and Assessment Agency are jointly responsible for external quality assurance.

Full details and guidance on the internal and external quality assurance requirements and procedures are provided by SSDF from time to time.

The Assessment Agencies are required to retain copies of trainees' assessment records and photographic evidence (in presence of trainee performing task) for three years after assessment. They can be asked by SSDF to provide these evidences as proof of assessment.

2.12 Evidence Collection by the Assessor

- The assessor needs to collect a copy of the attendance for the training done. The attendance sheet needs to be signed by the Training Centre Head.
- The Centre head also needs to declare that all the students appearing in the assessments have a minimum attendance of 70% for the training.
- The assessor needs to verify the authenticity of the candidate by checking the photo ID card issued by the institute as well as any one Photo ID card issued by the Central/ State Government.
- The same needs to be mentioned in the attendance sheet. Wherever required, the assessor can authenticate, and cross verify trainee's credentials in the enrollment form.
- The assessor needs to punch the trainee's roll number on all the final job pieces of learners. Different sections can have alpha numbering such as if a student's roll number is 123 then the three pieces submitted by that student can be numbered as 123a, 123b and 123c.
- The assessor needs to take a group photograph of all the students along with the assessor standing in the middle and with the Centre name/banner at the back, as evidence.
- The assessor needs to carry a camera to click photographs of the trainees working on the job and give theory exam as evidence with geo tagged, timestamp.
- The assessor also needs to carry a photo ID card.
- In the Assessment Evidence Form (provided after the practical marks sheet), the assessor should place the final photographic evidence in the space provided as evidence, from appropriate angles/sides of the final job piece submitted.

Trainee Guidance

Information for trainees

The assessment requires a trainee to perform a combination of tasks as given below:

The trainee will be required to demonstrate the occupational skills, knowledge, understanding and competencies mentioned in the Micro Credential.

Before the final assessments

The training partner (TP) will ensure that the trainees are ready for the assessment. The date and time of assessment would be intimated by the SSDF.

The trainee is required to reach the assessment venue at the scheduled date and time. TP is required to circulate/download the information regarding the assessment to the trainee. Failure to reach the assessment venue for the theory or the practical test as per the schedule would be considered absent. In exceptional cases, an assessor can give a maximum of half an hour of concession time for late coming.

The trainee is required to carry their Institutes photo ID card as well as a government issued photo ID card for verification on all days of assessments.

Any misbehavior/unethical practice by a trainee would lead to disqualification of the trainee.

The first assessment will have the theory test followed by practical and may be viva in smaller batches. (20- 30 trainees)

Assessments

Assessments for the job role of Basics of Occupational Hazards and Risk Management are conducted to gauge and assess the trainees' competencies and professional expertise as well as their skill and knowledge in the specified job role for Basics of Occupational Hazards and Risk Management.

During the practical task, trainees will be assessed on their workmanship, quality of finished products, time management, etc., based on the performance criteria (PC), knowledge and understanding and

their professional and soft skills as specified in the Micro Credential. They will be graded for all their assessments based on the approved assessment strategy of the Micro Credential. The performance criteria checklist as a guide for all Micro Credential is given in Practical Observation Checklist. Assessment tools and sample set of practical, theory & viva questions for each MC, assessment evidence, overall summary, and MC wise summary are also listed.

Practical Observation Checklist

Basics of Occupational Hazards and Risk Management				
1. Learner Name: _____2. Enrolment No: _____3. Centre:_____				
Guidance to assessors: 1. The assessor must exhibit the observation checklist to the learners before the commencement of the practical and explain to them how the learners will be observed and graded during the practical assessment. However, the learners are not allowed to use the practical observation checklist during the assessment or task. 2. The assessor must ensure that all the tools listed in the "List of Tools" are made available by the center to every learner being assessed.				
Performance Criteria	**Theory marks**	**Practical marks**	**Project Marks**	**Viva marks**
PC-1: Collect and review information about the hazards present or likely to be present in the workplace.	5	5	-	-
PC-2: Identify potential risks to the workers due to hazards and measures for safety to be taken.	5	5	-	-
PC-3: Conduct initial and periodic workplace inspections of the workplace to identify new or recurring hazards.	5	5	-	-
PC-4: Investigate injuries, illnesses, incidents, and close calls/near misses to determine the underlying	5	5	-	-

hazards, their causes, and safety and health program shortcomings.				
PC-5: Assess the consequences of a potential risk and determine the likelihood of a risk occurring & reoccurring.	5	5	-	-
PC-6: Develop measures and response to each risk based on its severity & impact.	5	5	-	-
PC-7: Involve workers in measures & control, provide employees with opportunities to identify and solve workplace problems.	5	5	-	-
PC-8: Analyze the workplace & consult employees in ergonomic design to reduce the risk of injury and promote long- term health and well-being.	5	5	-	-
PC-9: Plan & implement preventive measures to reduce risks and reporting of any incidents.	4	3	-	-
PC-10: Prepare to have multiple plans or options based on various scenarios & by leveraging best practices.	3	3	-	-
PC-11: Plan for emergency situation & rescue plans.	3	4	-	-
MC Total Marks	**50**	**50**	**-**	**-**

Tools, materials, and consumable list

List of Tools and Equipment

Batch Size: 30

S. No	Tools/Equipment Name	Specifications	Quantity for specified Batch Size
1.	Safety goggles	Nos	2
2.	Full face shield	Nos	1
3.	Leather gloves	Nos	2
4.	Puncture resistant gloves	Nos	2
5.	Chemical resistant gloves	Nos	2
6.	Electrically insulated latex gloves	Nos	2
7.	Safety helmet/hard hats	Nos	2
8.	Ear plugs	Nos	2
9.	Safety shoes	Nos	2
10.	Safety gumboots	Nos	2
11.	High visibility jackets	Nos	2
12.	N95 masks	Nos	2
13.	Double filter half face mask	Nos	2
14.	Double filter full face mask	Nos	2
15.	SCBA- Self-contained breathing apparatus	Nos	1

16.	Safety harness	Nos	1
17.	Lanyard	Nos	1
18.	Fall arrestor	Nos	1
19.	CO2 Fire extinguisher	Nos	1
20.	Dry Chemical Powder Fire extinguisher	Nos	1
21.	Fire hydrant system	Nos	1
22.	Multiple gas detector	Nos	1
23.	TDS Meter	Nos	1

Classroom Aids:

The aids required to conduct sessions in the classroom are:

1. Black/White board
2. Marker
3. Projector
4. Computer with relevant software

Assessment Method/Tools

PC-1: Collect and review information about the hazards present or likely to be present in the workplace.

A. Practical Question **(5*1=5 Marks)**

Scenario:
You are newly assigned to a paint manufacturing facility. Before any work starts, the supervisor instructs you to assess the potential hazards in the environment.
Question:
Describe the step-by-step approach you would take to collect and review hazard-related information. Include the key sources you would consult and how you would ensure the accuracy and relevance of the data collected.

B. Multiple Choice Question **(5*1=5 Marks)**

01	Which of the following is the most comprehensive approach for identifying hazards in the workplace?			
	☐	A. Employee surveys	☐	B. Workplace walkthroughs
	☐	C. Historical accident records	☐	D. Hazard identification through risk matrix
02	When reviewing a workplace for potential hazards, what is the most crucial initial action?			
	☐	A. Assessing the adequacy of personal protective equipment (PPE)	☐	B. Reviewing past incident reports
	☐	C. Inspecting workstations for ergonomic risks	☐	D. Identifying potential sources of energy release
03	Which data source is most dependable when reviewing chemical hazards in a workplace?			
	☐	A. Safety Data Sheets (SDS)	☐	B. Employee reports
	☐	C. Environmental impact assessments	☐	D. Regulatory compliance reports
04	What is a key element of hazard review for a construction site?			

	☐	A. Evaluating noise levels	☐	B. Assessing machinery vibration
	☐	C. Ensuring proper ventilation.	☐	D. Identifying structural integrity risks
05	How do you prioritize the hazards identified during a workplace review?			
	☐	A. Based on the frequency of occurrence	☐	B. Based on severity and likelihood of impact
	☐	C. Based on historical data alone.	☐	D. Based on the ease of mitigation

PC-2: Identify potential risks to the workers due to hazards and measures for safety to be taken.

A. Practical Question **(5*1=5 Marks)**

Scenario:
You are working in a woodcutting workshop where sawdust is accumulating near cutting machines, and workers are not wearing dust masks.
Question:
Identify the potential risks to the workers in this situation. What immediate and long-term safety measures would you recommend controlling these risks?

B. Multiple Choice Question **(5*1=5 Marks)**

06	What is the most effective method for identifying risks associated with electrical hazards?			
	☐	A. Insulating the wiring	☐	B. Conducting a risk assessment based on exposure.
	☐	C. Using non-contact voltage testers	☐	D. Installing warning signage on equipment
07	Which of the following measures is most effective in preventing fall-related accidents on elevated surfaces?			
	☐	A. Personal fall arrest systems	☐	B. Warning signs at entrances
	☐	C. Using guardrails only.	☐	D. Installing non-slip surfaces on floors
08	Which risk control measure is considered most effective in the hierarchy of controls for chemical exposure			

	☐	A. Substitution of hazardous materials	☐	B. Administrative controls (e.g., job rotation)
	☐	C. Providing personal protective equipment (PPE)	☐	D. Installing local exhaust ventilation systems
09	Which method is best for identifying risks due to manual handling of materials in a warehouse?			
	☐	A. Ergonomic assessment of workstation setups	☐	B. Reviewing accident logs
	☐	C. Employee feedback through interviews	☐	D. Monitoring load weights and handling frequencies
10	When evaluating risks from biological hazards in a laboratory, which of the following is essential?			
	☐	A. Ensuring laboratory layout conforms to safety standards	☐	B. Using a risk matrix to rank exposure levels
	☐	C. Regularly disinfecting surfaces	☐	D. Identifying potential vectors of transmission
PC-3: Conduct initial and periodic workplace inspections of the workplace to identify new or recurring hazards.				
A. Practical Question				**(5*1=5 Marks)**
"Why are periodic workplace inspections necessary, and what key elements would you include while performing such inspections?"				
B. Multiple Choice Question				**(5*1=5 Marks)**
11	During a periodic workplace inspection, which of the following should be prioritized to assess recurring hazards			
	☐	A. High-risk machinery operations	☐	B. Previous injury and incident locations
	☐	C. Office ergonomics and workstation setup	☐	D. Personal protective equipment availability
12	Which of the following is the most effective way to ensure recurring hazards are identified during inspections?			

	☐	A. Randomly inspect different departments	☐	B. Reviewing past inspection reports
	☐	C. Asking employees for immediate feedback	☐	D. Using a checklist designed for specific hazards
13	Which inspection technique is most appropriate for identifying chemical hazards in storage areas?			
	☐	A. Visual inspection for spills or leaks	☐	B. Gas detector monitoring
	☐	C. Manual checks of storage containers for proper labelling	☐	D. Auditing the safety training records
14	How frequently should workplace inspections be conducted to ensure that new hazards are identified?			
	☐	A. Annually	☐	B. Quarterly
	☐	C. Monthly	☐	D. Continuously, on an ongoing basis
15	What is the primary purpose of conducting both initial and periodic inspections?			
	☐	A. Ensure employee compliance.	☐	B. Evaluate the effectiveness of previous controls
	☐	C. Create reports for regulatory compliance.	☐	D. Implement new safety policies

PC-4: Investigate injuries, illnesses, incidents, and close calls/near misses to determine the underlying hazards, their causes, and safety and health program shortcomings.

A. Practical Question **(5*1=5 Marks)**

"When investigating a workplace incident, what steps would you take to identify the root cause and prevent it from recurring?"

B. Multiple Choice Question **(5*1=5 Marks)**

16	Which of the following is the most effective way to investigate the underlying cause of a workplace injury?			
		A. Reviewing the incident report		B. Interviewing the injured employee and witnesses.
		C. Implementing corrective actions immediately.		D. Assessing historical safety data for trends
17	Which method is most appropriate for investigating a near-miss incident?			
		A. Incident root cause analysis		B. Analysing work shifts and schedules
		C. Implementing immediate changes to procedures.		D. Documenting and filing an incident report.
18	After investigating an incident, what should be the first step in addressing safety program shortcomings			
		A. Identifying corrective actions		B. Enhancing worker training programs
		C. Revising safety policies		D. Auditing management involvement
19	Which tool is commonly used to trace the root cause of an incident in a systematic manner?			
		A. Fishbone diagram (Ishikawa)		B. Risk matrix
		C. Job Safety Analysis (JSA)		D. Failure Mode and Effects Analysis (FMEA)
20	In the investigation of workplace illnesses, what is the most critical aspect to examine?			
		A. Personal hygiene practices of the affected employee		B. The chemical composition of substances managed

	☐	C. Patterns in previous illness incidents	☐	D. The ergonomic setup of workstations

PC-5: Assess the consequences of a potential risk and determine the likelihood of a risk occurring & reoccurring.

A. Practical Question **(5*1=5 Marks)**

Scenario:

You are working in a fabrication workshop where a welding machine has short-circuited twice in the past month. The area around the machine has poor ventilation and there are flammable materials stored nearby.

Question:

As a safety officer, how would you assess the consequences and the likelihood of this risk reoccurring? What immediate actions would you recommend?

B. Multiple Choice Question **(5*1=5 Marks)**

21	Which model is commonly used to assess the likelihood and severity of a potential risk in the workplace			
	☐	A. Bowtie Analysis	☐	B. Risk Assessment Matrix
	☐	C. Root Cause Analysis	☐	D. Fault Tree Analysis
22	When assessing the consequences of a chemical spill, which factor is most important in determining the risk level?			
	☐	A. The quantity of chemical involved	☐	B. The toxicity of the chemical
	☐	C. The response time of emergency teams	☐	D. The weather conditions during the spill
23	What is the primary purpose of determining the likelihood of a risk reoccurring			

	☐	A. Decide on the necessary level of insurance coverage	☐	B. Allocate resources for risk mitigation effectively
	☐	C. Meet regulatory compliance requirements	☐	D. Design workplace training programs
24	Which of the following is essential when assessing the consequences of a high-risk scenario?			
	☐	A. The fiscal impact of potential losses	☐	B. The availability of backup resources
	☐	C. The reputation damage to the organization	☐	D. The potential for worker injury or fatality
25	Which technique is used to predict the reoccurrence probability of a risk in a high-hazard industry?			
	☐	A. Monte Carlo Simulation	☐	B. Delphi Method
	☐	C. Event Tree Analysis	☐	D. Sensitivity Analysis

PC-6: Develop measures and response to each risk based on its severity & impact

A. Practical Question **(5*1=5 Marks)**

"How do you decide what control measures to implement when a risk is identified in the workplace? What factors influence the type and urgency of the response?"

B. Multiple Choice Question **(5*1=5 Marks)**

26	Which risk response strategy involves transferring the risk to a third party?			
	☐	A. Risk avoidance	☐	B. Risk retention
	☐	C. Risk reduction	☐	D. Risk transfer

27	What is the primary goal of the mitigation measures for high-impact risks			
	☐	A. Reduce the cost of safety equipment.	☐	B. Eliminate the risk entirely
	☐	C. Reduce the likelihood and severity of the risk	☐	D. Transfer the responsibility to contractors
28	When assessing the effectiveness of risk mitigation, which factor is most crucial			
	☐	A. The cost of implementing mitigation strategies	☐	B. Employee training hours on risk
	☐	C. Post-mitigation incident frequency	☐	D. Speed of risk response actions
29	Which approach is most effective for mitigating risks associated with high-risk machinery?			
	☐	A. Implementing machine guards and safety interlocks	☐	B. Providing extensive PPE to operators
	☐	C. Conducting regular training sessions on machinery operation	☐	D. Installing warning signs in high-traffic areas
30	When developing response measures, which factor should primarily determine the type of response?			
	☐	A. Employee involvement in the response process	☐	B. The severity and impact of the potential risk
	☐	C. The number of workers exposed to the risk	☐	D. The location of the hazard within the workplace

PC-7: Involve workers in measures & control, provide employees with opportunities to identify and solve workplace problems				
A. Practical Question				**(5*1=5 Marks)**
"How would you encourage your team to report hazards and suggest improvements in a workplace safety meeting?"				
B. Multiple Choice Question				**(5*1=5 Marks)**
31	Which of the following is the most effective way to involve employees in identifying hazards in the workplace			
	☐	A. Creating a suggestion box for anonymous feedback	☐	B. Hosting regular safety meetings and brainstorming sessions
	☐	C. Mandating all employees to submit hazard reports	☐	D. Assigning safety officers to individual teams
32	Which approach best supports employees in identifying potential risks in their work environment?			
	☐	A. Conducting routine safety audits without employee involvement	☐	B. Encouraging employees to monitor the safety of coworkers and report concerns
	☐	C. Using only management feedback for risk assessments	☐	D. Providing workers with formal reports on the risks identified by safety officers
33	What is the main benefit of involving workers in solving workplace safety issues			
	☐	A. Reduces the time needed for risk assessments	☐	B. Increases employee compliance with safety protocols
	☐	C. Encourages a culture of safety and shared responsibility	☐	D. Minimizes the need for ongoing training programs
34	Which tool is commonly used to facilitate worker involvement in safety improvements			
	☐	A. Fishbone diagram (Ishikawa)	☐	B. Root cause analysis
	☐	C. Hazard reporting and suggestion systems	☐	D. Risk probability matrix

35	What is the most effective way to ensure continuous worker engagement in safety initiatives			
	☐	A. Holding mandatory monthly safety training sessions	☐	B. Providing regular feedback on identified hazards and implemented solutions
	☐	C. Offering incentives for completing safety courses	☐	D. Instituting penalties for non-compliance with safety standards

PC-8: Analyse the workplace & consult employees in ergonomic design to reduce the risk of injury and promote long-term health and well-being.

A. Practical Question **(5*1=5 Marks)**

"In your workplace, several workers have complained about back and neck pain after long hours of sitting at their workstations.

What actions would you take to address this issue through ergonomic improvements?"

B. Multiple Choice Question **(5*1=5 Marks)**

36	Which of the following is the most crucial factor in designing ergonomic workstations?			
	☐	A. Ensuring the workspace accommodates all employees.	☐	B. Using adjustable equipment to cater to various postures
	☐	C. Focusing on aesthetics and visual appeal	☐	D. Reducing the cost of furniture and equipment
37	What is the primary purpose of involving employees in ergonomic design consultations			
	☐	A. Meet regulatory compliance standards	☐	B. Reduce the risk of long-term health issues like musculoskeletal disorders
	☐	C. Promote organizational productivity	☐	D. Minimize workspace clutter
38	Which workplace design feature is most likely to reduce repetitive strain injuries in office environments?			
	☐	A. Adjustable chairs and desks	☐	B. Ergonomic keyboards and mouse setups

	☐	C. Implementing regular short breaks	☐	D. Providing training on body posture
39	Which type of employee feedback is most valuable when analysing ergonomic risks?			
	☐	A. Responses from medical professionals on employee injuries	☐	B. Direct input from employees regarding discomfort during their daily tasks
	☐	C. General workplace surveys on productivity	☐	D. Reports from safety auditors on equipment use.
40	What is the main benefit of implementing ergonomic design changes in the workplace			
	☐	A. Immediate reduction in operational costs	☐	B. Increased worker satisfaction and productivity
	☐	C. Improved workplace aesthetics	☐	D. Minimization of the number of workstations needed

PC-9: Plan & implement preventive measures to reduce risks and reporting of any incidents.

A. Practical Question **(3*1 = 3 Marks)**

"You are assigned to a new section of the workshop. Before starting work, what steps will you take to ensure the area is safe and all preventive measures are in place?"

B. Multiple Choice Question **(4 Marks)**

41	Which strategy is most effective in preventing workplace accidents?			
	☐	A. Relying solely on personal protective equipment (PPE)	☐	B. Developing a comprehensive hazard identification and risk assessment process
	☐	C. Increasing the number of safety audits	☐	D. Providing employees with safety manuals
42	What is the primary focus of a preventive safety plan?			

	☐	A. React to incidents after they occur	☐	B. Identify and control risks before incidents occur
	☐	C. Allocate resources for emergency situations	☐	D. Educate employees on regulatory compliance
43	Which of the following is most crucial for a successful incident reporting system?			
	☐	A. Ensuring reports are submitted anonymously	☐	B. Maintaining a strict disciplinary approach for violators
	☐	C. Making incident reporting easy, accessible, and non-punitive	☐	D. Limiting the number of people who can submit reports
44	When planning preventive measures for a workplace, which factor is most important to consider?			
	☐	A. The age and experience of the employees	☐	B. The potential impact of the risk on health and safety
	☐	C. The industry-specific regulations and standards	☐	D. The available budget for implementing measures
45	How can the effectiveness of preventive measures be evaluated?			
	☐	A. By reviewing employee satisfaction surveys	☐	B. By tracking incident rates before and after implementation
	☐	C. By conducting regular internal audits	☐	D. By relying solely on external safety consultants' feedback

PC-10: Prepare to have multiple plans or options based on various scenarios & by leveraging best practices.				
A. Practical Question				**(3*1 = 3 Marks)**
Why is it necessary to prepare multiple plans for different workplace risk scenarios instead of relying on a single plan?"				
B. Multiple Choice Question				**(3 Marks)**
46	Which of the following is the best approach for preparing multiple safety plans for various scenarios?			
	☐	A. Developing a single plan that covers all potential risks	☐	B. Creating specific response plans for diverse types of emergencies
	☐	C. Relying on employee discretion during emergencies	☐	D. Limiting planning to high-risk scenarios only
47	What is the main benefit of having multiple emergency response plans?			
	☐	A. It simplifies the training process for all employees	☐	B. It ensures the organization can adapt to a wide range of emergency scenarios
	☐	C. It reduces the cost of emergency supplies	☐	D. It guarantees the elimination of all risks
48	Which of the following is an example of a best practice in emergency response planning?			
	☐	A. Relying on a single escape route for all emergencies	☐	B. Testing and revising plans regularly based on simulated scenarios
	☐	C. Providing employees with emergency plans once and not updating them	☐	D. Avoiding complexity in the plans to minimize confusion
49	How should an organization prioritize the development of multiple safety plans?			
	☐	A. By considering the incidents first and then addressing others	☐	B. By creating the most detailed plans for rare incidents
	☐	C. By focusing only on regulatory compliance	☐	D. By consulting with external experts for each specific scenario
50	In a complex workplace environment, what is the primary purpose of having multiple contingency plans			

		A. Provide a clear plan for every situation		B. Allow flexibility and adaptability in responding to unforeseen events
		C. Allocate resources based on historical incidents		D. Minimize the cost of training employees on emergency preparedness

PC-11: Plan for emergency situations & rescue plans

A. Practical Question **(4*1 = 4 Marks)**

"Demonstrate how you would respond to a fire emergency in your work area. What steps would you follow and what equipment would you use?"

B. Multiple Choice Question **(3 Marks}**

51	Which is the most crucial factor when planning an emergency evacuation plan?			
		A. The number of employees in the workplace		B. The design and layout of the building or work area
		C. The availability of first-aid kits		D. The cost of evacuation equipment
52	When developing a rescue plan for confined spaces, which aspect is most important to address?			
		A. Employee training on confined space entry and exit protocols		B. Establishing clear communication lines between rescuers and workers
		C. Ensuring availability of protective gear for rescuers		D. All the above
53	What is a critical consideration when planning for fire emergencies in a workplace?			
		A. The presence of fire extinguishers		B. The design of fire exits and their accessibility
		C. The frequency of fire drills		D. The number of fire marshals in the workplace
54	Which of the following is a primary element in an effective emergency response plan?			
		A. Detailed instructions for managing all types of incidents		B. Roles and responsibilities clearly defined for all employees.
		C. Exclusive reliance on automated systems for emergency response		D. Overlapping responsibilities for all employees.

55	In the context of rescue operations, what is the most important consideration for ensuring the safety of rescuers			
	☐	A. Ensuring rescuers are trained in first aid	☐	B. Using appropriate rescue equipment for the specific hazard
	☐	C. Setting up safe zones to manage hazards effectively	☐	D. All the above

Assessment Evidence Form

Trainee name: **Trainee roll number:**

Centre name/ Code Date:

This is to confirm that the trainee has handed over the final job to the assessor. (For each task separate sheet can be used).

Assessor to affix photographs of the practical output (end product)

Trainee's signature:

_____

Trainee's name (please print):

_____

Assessor's signature:

_____

Assessor's name (please print):

_____

Centre Head's seal and signature:

_____

Assessment summary

Assessor's comments

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This is to confirm that the trainee has undertaken the assessment for the job role of Basics of Occupational Hazards & Risk Management

Trainee's signature:

_____

Trainee's name (please print):

_____

Assessor's signature:

_____

Assessor's name (please print):

_____

Centre Head's seal and signature:

_____

Trainee's photo ID (other than the Institute ID):

_____

Assessment completion date:

_____

Assessment Summary Sheet

Safety Skill Development Foundation Result Analysis Summary						
Batch ID						
Micro Credential Code						
Micro Credential/Code Name						
Training Centre Name & Address:						
Program Date						
Master Trainer/SME Name						
Master Assessor/SME Name						
S. No.	**Candidate Name**	**Roll No.**	**Theory (50 Marks)**	**Skills (Practical) (50 Marks)**	**Total (Theory + skills)**	**Result**
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

(Note : Passing Criteria will be overall 90% and above for Master Trainer / Master Assessor).