



## Assessment Guide

Ergonomics Safety Steward

NSQF Level – 4

*Sector: Cross Sectoral*

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

*Qualification Pack Code: SSD/VSQ/Q0107*

*Version: 1.0*



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## Qualification Structure

To achieve full certification as Ergonomics Safety Steward, trainees must complete all six units (NOS) and pass assessments. The assessments will comprise of theory & practical tests.

Sl. no	Unit No. (NOS)	Title	Assessment method
001	SSD/VSQ/N0126	Ergonomics Hazard at Workplace	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding, identifying ergonomic hazards and associated risks in the workplace. The assessment will be based on theory, viva-voice or practical.
002	SSD/VSQ/N0127	Evaluation of risk associated with Ergonomic hazards	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding, assessing risks associated with ergonomic hazards. The assessor should engage the candidate in a simulated or real work environment where they systematically observe work tasks and identify ergonomic risk factors such as posture strain, repetitive actions, manual handling, and workstation layout. The assessment will be based on theory, viva- voice or practical.
003	SSD/VSQ/N0128	Hazard Identification & Risk Assessment	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding, identifying workplace hazards, assessing risk levels, and recommending appropriate control measures. The assessment will be based on theory, viva- voice or practical.



004	SSD/VSQ/N0129	Ergonomic Safety Training programs	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding to plan, implement, and evaluate ergonomic safety training programs, the assessor should observe the candidate conducting a structured training session or mock presentation on workplace ergonomics. The assessment will be based on theory, viva-voice or practical.
005	SSD/VSQ/N0104	Plan, Organize and Emergency protocols	The assessment will be made for the competencies required by the trainee on skills, knowledge, and understanding of planning and organizing work activities with a focus on ensuring a safe working environment and implementing emergency protocols. The assessment will be based on theory, viva-voice, or practical.
006	DGT/VSQ/N0102	Employability Skills	The assessment will be made for the competencies required by the trainee on skills, knowledge & understanding required by the professionals to generic skill in getting employment, financial dealing, digital literacy and communication with employer or customer. The assessment will be based on theory, viva- voice or practical.



## Guidance for assessors

This qualification provides the performance criteria, skills and knowledge required to perform for the job role of Ergonomics Safety Steward at NSQF Level 4. The role is referred to as 'Ergonomics Safety Steward.'

**Brief job description:** The Ergonomics Safety steward will be responsible for ensuring the safety and well-being of employees in the workplace by identifying, evaluating, and controlling hazards related to ergonomics safety. This role requires expertise in ergonomics safety and knowledge of relevant regulations, standards, and practice. He will develop and implement ergonomics safety programs, provide training and awareness to employees, and manage ergonomics safety incidents.

**Personal attributes:** The professional should be mentally and professionally fit to take responsibility for ergonomics health and safety standards and meet the health and safety standards at the workplace with his/her integrity, objectivity, independence, knowledge of law, expression, and code of ethics. He should have good analytical skills and understanding of dynamic working environments.

### Introduction to assessments:

The assessment will be made based on the competencies required by the trainees to perform the job role of Ergonomics Safety steward. The assessment will be based on understanding, practical demonstration and on the job training as defined in the performance criteria & practical skills defined in the qualification pack of the job role. 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. Each NOS for its Performance Criteria (PC) has been assigned marks proportional to its importance.  
Proportion of marks for Theory and Practical has been marked NOS wise.
4. Questions on practical & theory will be formed in such a way as to provide outcomes on maximum Performance Criteria and in a proportional way within NOS.
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 passing and grading criteria of each NOS & cumulative for QP will be as follows: -
  - a. 70% or more than 70% - Grade "A"
  - b. 60% or more than 60% but less than 70% - Grade "B"
  - c. 50% or more than 50% but less than 60% - Grade "C"
  - d. Less than 50% - Grade "Fail."
  - e. Any candidate can ask for re-assessment in any of the NOSs or all the NOSs 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 all the NOSs applicable for the qualification.

## 2.1 Performance/Skill Assessments

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

### **SSD/VSQ/N0126:- Ergonomics Hazard at Workplace- Performance/Skill Assessment**

The trainee should demonstrate the ability to recognize hazards related to poor equipment layout, manual handling (lifting, pushing, pulling), confined spaces, and exposure to vibration, extreme temperatures, or direct pressure. The assessment should also cover hazards arising from poor systems design, inadequate lighting, cold environments, and computer-related issues. Furthermore, the candidate must show a clear understanding of musculoskeletal disorders (MSDs), including their inflammatory mechanisms, chronic and acute conditions, and be able to identify high-risk jobs or tasks. They should recognize early symptoms and risk indicators such as muscle discomfort, tingling, numbness, stiffness, swelling, and pain.

### **SSD/VSQ/N0127: - Evaluation of risk associated with Ergonomic Hazards-Performance/Skill Assessment**

The trainee should demonstrate the ability to observe and recognize these factors in real or simulated workplace settings. They must then analyze these contributing factors using a structured and standardized risk evaluation method, incorporating ergonomic risk assessment tools, checklists, and evaluation parameters. Trainees must be able to systematically identify key ergonomic risk factors such as repetitive motion, awkward postures, prolonged static positions, vibration, forceful exertions, noise, lighting, temperature extremes, and equipment layout, along with situational and environmental conditions that contribute to ergonomic hazards.

### **SSD/VSQ/N0128: - Hazard Identification & Risk Assessment -Performance/Skill Assessment**

The trainee should demonstrate a clear understanding of hazards, unsafe acts and conditions, incidents, accidents (fatal and non-fatal), near misses, lost time injury (LTI), and first aid injury. This foundational understanding will be evaluated through written tests and oral questioning. They must identify specific hazard categories and apply suitable control measures. This includes hazard categories such as electrical and fire hazards, where the candidate should demonstrate an



understanding of short circuit risks, fire prevention strategies, and isolation protocols. The assessment will also cover mechanical hazards related to tools, equipment, and machinery, evaluating the individual's ability to spot issues like unguarded machines or improper use of tools. For health and workplace hazards such as working at height, in confined spaces, excavation activities, lone working, and slip-trip conditions, the candidate should suggest relevant control measures including fall protection, atmospheric testing, proper barricading, and buddy systems.

#### **SSD/VSQ/N0129: - Ergonomic Safety Training Programs-Performance/Skill Assessment**

The trainee should demonstrate the ability to assess existing safety gaps and training needs through observation, interaction, or review of records, and accordingly design an ergonomic safety training program tailored to the workforce. During the assessment, the individual should conduct a training session that effectively communicates ergonomic hazards, associated risks, and suitable control measures, using appropriate teaching aids and engagement techniques.

#### **SSD/VSQ/N0104: - Plan, Organize and Emergency Protocols-Performance/Skill Assessment**

The trainee should demonstrate the ability to plan safety resources, allocate tasks, and coordinate effectively with the team. They must organize and monitor work progress, communicate clearly, and report status accurately. For emergency preparedness, the trainee should set up medical and fire response protocols, identify evacuation routes, and ensure emergency signage and assembly points are in place.

#### **DGT/VSQ/N0102: Employability Skills**

The trainee should demonstrate awareness of employability skills and effectively use job and learning portals. They must understand constitutional values, practice ethical behaviour, and follow sustainable practices. The trainee should apply 21st-century skills like time management, critical thinking, and emotional awareness in the workplace. They must communicate clearly in basic English—spoken, written, and read—and prepare a career plan with defined goals. The trainee should follow communication etiquette, work well in teams, and behave inclusively with all genders and PwD, with awareness of the POSH Act.

#### **The 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 The Performance/Skill Assessments

NOS No.	Title	Performance & Knowledge Assessment	Assessment Marks	Min. Passing marks	Assessment Result (Total)
SSD/VSQ/N0126	Traffic movement & control at worksite	85	110	50% of individual NOS and 50% overall as per NOS weightage	50% of total NOS weightage $\geq$ Pass
SSD/VSQ/N0127	Basic Road safety regulations, Health & Safety	63	110		50% of total NOS weightage < Fail
SSD/VSQ/N0128	Traffic management at entry and exit & work site	63	120		
SSD/VSQ/N0129	Ergonomic Safety Training programs	46	110		
SSD/VSQ/N0104	Plan, Organize and Emergency protocols	46	100		
DGT/VSQ/N0102	Employability Skills	57	50		
<b>Total</b>		<b>360 Min</b>	<b>600 Marks</b>		

### 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 qualifications.

Quality assurance includes initial center approval, qualification 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 Qualification Pack.

### **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 Ergonomics Safety Steward are conducted to gauge and assess the trainees' competencies and professional expertise as well as their skill and knowledge in the specified job role.

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 qualification pack. They will be graded for all their assessments based on the approved assessment strategy of the Qualification Pack. The performance criteria checklist as a guide for all qualifications is given in Practical Observation Checklist. Assessment tools and sample set of practical, theory & viva questions for each NOS, assessment evidence, overall summary, and NOS wise summary are also listed.

<b>Ergonomics Safety Steward</b>
1. Learner Name: _____ 2. Enrolment No: _____ 3. Centre: _____
<b>Guidance to assessors:</b>
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.



NOS/Module Name	Assessment Criteria for Performance Criteria /Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
SSD/VSQ/N0126 Ergonomics Hazards at Workplace	PC-1 Understand the concept of ergonomics, associated hazards, its importance, the moral C financial importance; safety against the ergonomics hazards at the workplace.	5	5	10	-
	PC-2 Understand the principles of ergonomics and its importance in promoting worker well-being.	5	5		-
	PC-3 Understand the application of ergonomic principles in design of workplace, tools & equipment.	5	5		-
	PC-4 Ergonomics hazards at the workplace like repetition, awkward posture, stationary position noise, and work stress.	7	7		-



	PC-5 Understand ergonomics hazards due equipment layout, lifting, pushing, and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature,	7	7		-
	PC-6 Ergonomics hazards due to systems and computer programs, work stress, workplace design, lighting, cold temperature.	6	6		-
	PC-7 Understand musculoskeletal disorders, inflammatory mechanism behind development of musculoskeletal disorders, chronic and acute	5	5		-
	PC-8 Identify jobs/tasks associated with MSDs hazards.	5	5		-
	PC-9 Recognize MSDs symptoms and risk factors; muscle weakness or	5	5		-



	discomfort, tingling or numbness; swelling, inflammation, stiffness, pain or burning sensation.				
	<b>NOS Total Marks</b>	<b>50</b>	<b>50</b>	<b>10</b>	<b>-</b>
<b>SSD/VSQ/N0127</b> <b>Evaluation of risk associated with ergonomic hazard</b>	PC-1 Identify basic factors affecting ergonomics risks & hazards; repetition, awkward posture, stationary position noise, work stress, equipment layout, lifting, pushing, and pulling, confined space, forceful motion, direct pressure, vibration, extreme temperature, work stress, lighting etc.	5	5	10	-
	PC-2 Identify condition, situation and working environment affecting or contributing towards risk factors.	5	5		-
	PC-3 Learn analysis of contributing risk factors in ergonomics risks and hazards. Develop a	5	5		-



	standard method of standard risk evaluation for risk factors.				
	PC-4 Develop evaluation parameters of risk factor, learn risk assessment tools, risk assessment checklist.	5	5		-
	PC-5 Develop review methodology of workplace processes and tasks to identify potential ergonomic hazards.	5	5		-
	PC-6 Analyze factors and determine level of risk of ergonomic hazard (low, medium, high)	5	5		-
	PC-7 Develop appropriate ergonomic controls to mitigate the identified risks and prioritize control measures based on the severity of identified risks.	5	5		-
	PC-8 Develop implementation plans for recommended control measures and interventions in	5	5		-



	accordance with the implementation plan.				
	PC-9 Develop monitoring methodology to check effectiveness of control measures and to ensure that control measures are achieving the desired outcomes.	5	5		-
	PC-10 Learn to measure outcome and modify control measures to achieve desired outcomes.	5	5		-
	<b>NOS Total Marks</b>	<b>50</b>	<b>50</b>	<b>10</b>	<b>-</b>
<b>SSD/VSQ/N0128 Hazard Identification and Risk Assessment</b>	PC-1 Understand ergonomic principles to design workstations and equipment to reduce ergonomic risk factors and identify gaps in existing workplace by gap analysis.	5	5		-
	PC-2 Analyze the need and prepare ergonomics safety scheme for solutions.	5	5	20	-



	PC-3. Develop an action plan for implementing control measures and hierarchy of controls.	5	5		-
	PC-4 Design workplace to reduce ergonomics risk repetition, awkward posture, stationary position noise, and work stress.	5	5		-
	PC-5 Design workplace to reduce ergonomics risk in equipment layout, lifting, pushing, and pulling (manual handling), confined space, forceful motion, direct pressure, vibration, extreme temperature,	5	5		-
	PC-6 Carryout periodic evaluations of the ergonomic safety scheme.	5	5		-
	PC-7 Analyzing and interpreting data to evaluate the effectiveness of the ergonomic safety	5	5		-



	program and carry out improvement measures.				
	PC-8 Developing a hierarchy of controls for ergonomic hazards and risks. (Hierarchy of control- 1. Elimination,2. Substitution,3. Isolation,4. Engineering and Administration control, 5.PPE control)	5	5		-
	PC-9 Developing and maintaining documents of ergonomic safety programs.	5	5		-
	PC-10 Developing methodology & procedures for maintaining continual ergonomic safety solutions & standard.	5	5		-
	<b>NOS Total Marks</b>	<b>50</b>	<b>50</b>	<b>20</b>	<b>-</b>
<b>SSD/VSQ/N0129 Ergonomic safety training programs</b>	PC-1 Understand practical and theoretical aspects of ergonomic principle; physical, cognitive, and organizational ergonomics.	7	7		-



	PC-2 Analyze the safety needs & gaps and prepare ergonomics safety training program.	7	7	10	-
	PC-3. Develop an action plan for implementing training program and hierarchy of controls.	6	6		-
	PC-4 Conduct training to employees on ergonomic hazards and risks and control measures	5	5		-
	PC-5 Carryout periodic evaluations of the ergonomic safety training program.	5	5		-
	PC-6 Analyzing and interpreting data to evaluate the effectiveness of the ergonomic safety training program and carry out improvement measures.	5	5		-
	PC-7 Developing a hierarchy of controls for implementing and measuring the effectiveness.	5	5		-
	PC-8 Developing and maintaining documents	5	5		-



	of ergonomic safety programs.				
	PC-9 Developing methodology & procedures for maintaining continual ergonomic safety training program & maintenance of standard.	5	5		-
	<b>NOS Total Marks</b>	<b>50</b>	<b>50</b>	<b>10</b>	<b>-</b>
<b>SSD/VSQ/N0104</b> <b>Plan, Organize and Emergency protocols</b>	PC-1 Planning of safety resources, schedules, measures, and timelines for readiness as per overall work timelines.	5	5	-	-
	PC-2 Communicate to other team members, co-workers, subordinates & superiors, and coordination with other team members.	5	5	-	-
	PC-3 Task identification and allotment to subordinates, supervision, and coordination among the team members for readiness in sync with overall task & timelines.	5	5	-	-



	PC-4 Resource collection, provisioning of resources to team members as per task & timelines.	6	6	-	-
	PC-5 Communicate & brief to concerned co-workers, subordinates & superiors, provide guidance to subordinate & co-workers for timely and correct completion.	6	6	-	-
	PC-6 Supervision & monitoring progress of work, reporting the progress & completion, preparation of reports & documents.	6	5	-	-
	PC-7 Set up medical emergency measures, in case of accidents/incidents at the workplace.	6	6	-	-
	PC-8 Set up fire emergency measures as per plans in case of any fire accidents at the workplace.	6	6	-	-
	PC-9 Set up emergency assembly area,	5	6	-	-



	evacuation plan, sign boards and guidance.				
	<b>NOS Total Marks</b>	<b>50</b>	<b>50</b>	-	-
<b>DGT/VSQ/N0102 Employability Skills</b>	PC- 1 Identify employability skills required for jobs in various industries	0.5	0.5	-	-
	PC- 2 Identify and explore learning and employability portals	0.5	0.5	-	-
	PC- 3 Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	0.5	0.5	-	-
	PC- 4 Follow environmentally sustainable practices	0.5	0.5	-	-
	PC- 5 Recognize the significance of 21st Century Skills for employment	1	2	-	-



PC- 6 Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	1	2	-	-
PC- 7 Use basic English for everyday conversation in different contexts, in person and over the telephone	0.5	1	-	-
PC- 8 Read and understand routine information, notes, instructions, mails, letters etc. written in English	1	1	-	-
PC- 9 Write short messages, notes, letters, e-mails etc. in English	1	1	-	-
PC- 10 Understand the difference between job and career	0.5	1	-	-



	PC- 11 Prepare a career development plan with short- and long-term goals, based on aptitude	0.5	1	-	-
	PC- 12 Follow verbal and non-verbal communication etiquette and active listening techniques in various settings	1	1	-	-
	PC- 13 Work collaboratively with others in a team	1	1	-	-
	PC- 14 Communicate and behave appropriately with all genders and PwD	0.5	1	-	-
	PC- 15 Escalate any issues related to sexual harassment at workplace according to POSH Act	0.5	1	-	-
	PC- 16 Select financial institutions, products, and services as per requirement	0.5	0.5	-	-
	PC- 17 Carry out offline and online financial transactions, safely and securely	0.5	1	-	-
	PC- 18 Identify common components of salary and	0.5	1	-	-



	compute income, expenses, taxes, investments etc.				
	PC- 19 Identify relevant rights and laws and use legal aids to fight against legal exploitation	0.5	0.5	-	-
	PC- 20 Operate digital devices and carry out basic internet operations securely and safely	1	2	-	-
	PC- 21 Use e- mail and social media platforms and virtual collaboration tools to work effectively	1	1	-	-
	PC- 22 Use basic features of word processor, spreadsheets, and presentations	1	1	-	-
	PC- 23 Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	0.5	1	-	-
	PC- 24 Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	1	1	-	-



PC- 25 Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	0.5	1	-	-
PC- 26 Identify different types of customers	-	0.5	-	-
PC- 27 Identify and respond to customer requests and needs in a professional manner.	0.5	1	-	-
PC- 28 Follow appropriate hygiene and grooming standards	0.5	0.5	-	-
PC- 29 Create a professional Curriculum vitae (Résumé)	0.5	0.5	-	-
PC- 30 Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	1	-	-
PC- 31 Apply to identified job openings using offline /online methods as per requirement	0.5	0.5	-	-



	PC- 32 Answer questions politely, with clarity and confidence, during recruitment and selection	0.5	0.5	-	-
	PC- 33 Identify apprenticeship opportunities and register for it as per guidelines and requirement	-	0.5	-	-
	<b>Total Marks</b>	<b>20</b>	<b>30</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>270</b>	<b>280</b>	<b>50</b>	<b>-</b>



## 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	Chairs	Nos	5
2	Standard Workstation	Nos	3
	Classroom Aids The aids required to conduct sessions in the classroom are: <ol style="list-style-type: none"><li>1. Blackboard/ White board</li><li>2. Marker</li><li>3. Projector</li><li>4. Laptop with relevant software</li></ol>		

## Assessment Method/Tools

### SSD/VSQ/N0126: Ergonomics Hazard at Workplace

#### A. Practical Questions

Total Marks:50

You are assigned to inspect a workspace (e.g., manufacturing area, warehouse, or workshop) to identify ergonomic hazards and present your findings for safety improvement.

#### B. Multiple Choice Questions (50 marks)

01	<p>What ergonomic issue is most clearly visible in the image? (10 Marks)</p> 			
	<input type="checkbox"/>	A. Excessive lighting	<input type="checkbox"/>	B. Incorrect monitor height
	<input type="checkbox"/>	C. Armrest misalignment	<input type="checkbox"/>	D. Leg support too high
02	<p>An assembly line worker repeatedly bends to pick tools placed below waist level, leading to lower back strain. What is the most appropriate ergonomic improvement? (5 Marks)</p>			
	<input type="checkbox"/>	A. Replace the tools with smaller versions	<input type="checkbox"/>	B. Relocate the task to another worker
	<input type="checkbox"/>	C. Introduce adjustable tool trays at waist height	<input type="checkbox"/>	D. Provide a schedule for more frequent stretching breaks
03	<p>What is a recommended ergonomic control when using vibrating tools? (5 Marks)</p>			
	<input type="checkbox"/>	A. Work without gloves for better grip	<input type="checkbox"/>	B. Use both hands to hold tightly
	<input type="checkbox"/>	C. Use anti-vibration gloves and take frequent breaks	<input type="checkbox"/>	D. Increase tool speed to finish quickly



04	A painter is assigned to paint ceilings without a scaffold or adjustable ladder. What MSD hazard does this pose? (5 Marks)			
	<input type="checkbox"/>	A. Neck and shoulder strain due to overhead work	<input type="checkbox"/>	B. Eye fatigue from looking up
	<input type="checkbox"/>	C. Reduced grip from wet paint	<input type="checkbox"/>	D. Risk of inhaling paint fumes
05	Excessive work pressure and tight deadlines are examples of _____ergonomic hazards. (5 Marks)			
	<input type="checkbox"/>	A. Cognitive	<input type="checkbox"/>	B. Environmental
	<input type="checkbox"/>	C. Psychological	<input type="checkbox"/>	D. Biological
06	Which combination of symptoms is most likely linked to early-stage musculoskeletal disorders (MSDs)? (10 Marks)			
	<input type="checkbox"/>	A. Fever, dry mouth, sweating	<input type="checkbox"/>	B. Tingling, swelling, muscle stiffness
	<input type="checkbox"/>	C. Nausea, dizziness, cramping	<input type="checkbox"/>	D. Headache, blurred vision, sore throat

**SSD/VSQ/N0127: Evaluation of risk associated with Ergonomics hazards**

<b>A. Practical Questions</b>		<b>Total Marks:50</b>		
<p>You are working as an Ergonomic Safety Steward in a manufacturing unit. During recent inspections, several workers have reported discomfort due to repetitive tasks, awkward postures, and prolonged standing. Demonstrate how you will identify ergonomic risks, prioritize them based on severity, and implement appropriate control measures to improve workplace safety and comfort.</p>				
<b>B. Multiple Choice Questions (50 marks)</b>				
07	<p>A warehouse worker frequently lifts boxes stored at floor level and overhead racks. The task requires twisting and reaching beyond shoulder height.</p> <p>What is the most relevant ergonomic hazard in this case? (5 Marks)</p>			
	<input type="checkbox"/>	A. Awkward posture and forceful movements	<input type="checkbox"/>	B. Improper PPE usage
	<input type="checkbox"/>	C. Slippery floor	<input type="checkbox"/>	D. Loud instructions from supervisor

08	In ergonomic risk assessment, the combination of severity and frequency of exposure is used to calculate the _____. (10 Marks)			
	<input type="checkbox"/>	A. Tool usage time	<input type="checkbox"/>	B. Posture rating
	<input type="checkbox"/>	C. Risk level	<input type="checkbox"/>	D. Shift timing
09	<p>Why is the second method (using a trolley) considered ergonomically safer than the first? (10 Marks)</p> 			
	<input type="checkbox"/>	A. It requires less manpower	<input type="checkbox"/>	B. It reduces the effort required to carry the load
	<input type="checkbox"/>	C. It increases work speed	<input type="checkbox"/>	D. It avoids direct lifting stress on the spine
10	A company identifies a low-severity, high-frequency ergonomic risk and a high-severity, low-frequency risk. Which should be addressed first and why? (5 Marks)			
	<input type="checkbox"/>	A. High-severity risk, due to potential for serious injury	<input type="checkbox"/>	B. Low-severity risk, as it affects more workers
	<input type="checkbox"/>	C. Whichever is cheaper	<input type="checkbox"/>	D. Based on worker preference
11	Who should ideally be involved in implementing ergonomic interventions? (10 Marks)			
	<input type="checkbox"/>	A. Only the HR department	<input type="checkbox"/>	B. Safety officers and affected workers
	<input type="checkbox"/>	C. Administrative interns	<input type="checkbox"/>	D. External vendors only
12	What is the purpose of assigning a risk level (low, medium, high) to an ergonomic hazard? (10 Marks)			
	<input type="checkbox"/>	A. To organize the safety file	<input type="checkbox"/>	B. To decide which hazard to address first
	<input type="checkbox"/>	C. To monitor worker attendance	<input type="checkbox"/>	D. To improve visual appeal of reports



**SSD/VSQ/N0128: Hazard Identification s Risk Assessment**

**A. Practical Questions**

**Total Marks:50**

Workers at a workstation report discomfort due to frequent bending, awkward postures, and heavy manual lifting. Apply the hierarchy of controls to improve ergonomic safety.

**B. Multiple Choice Questions (50 Marks)**

13	Maintaining documentation of ergonomic safety programs is essential for _____ (10 Marks)			
	<input type="checkbox"/>	A. Verifying attendance records	<input type="checkbox"/>	B. Legal compliance and audit readiness
	<input type="checkbox"/>	C. Organizing team-building events	<input type="checkbox"/>	D. Tracking cafeteria usage
14	A worker frequently bends and twists to access tools placed under the workstation. As part of your action plan using the hierarchy of controls, what is the most appropriate response? (5 Marks)			
	<input type="checkbox"/>	A. Provide back support belts	<input type="checkbox"/>	B. Ask the worker to work slower
	<input type="checkbox"/>	C. Rearrange the workstation layout to eliminate awkward movements	<input type="checkbox"/>	D. Increase the number of tasks assigned
15	Which of the following best supports reducing awkward posture in a work environment? (10 Marks)			
	<input type="checkbox"/>	A. Providing adjustable chairs and tables	<input type="checkbox"/>	B. Installing fixed-height workstations
	<input type="checkbox"/>	C. Assigning longer shifts	<input type="checkbox"/>	D. Increasing screen time
16	Which of the following controls helps reduce strain from pushing and pulling tasks?(10 Marks)			
	<input type="checkbox"/>	A. Using smooth-rolling wheels and appropriate handle heights	<input type="checkbox"/>	B. Increasing floor friction
	<input type="checkbox"/>	C. Asking workers to drag loads	<input type="checkbox"/>	D. Assigning more breaks

17	<p>Based on the image, which type of ergonomic control is being applied? (10 Marks)</p> 			
	<input type="checkbox"/>	A. Administrative control	<input type="checkbox"/>	B. Engineering control
	<input type="checkbox"/>	C. Personal Protective Equipment (PPE)	<input type="checkbox"/>	D. Elimination
18	<p>A factory introduces adjustable workstations and a training module on proper lifting techniques. What does this indicate about their ergonomic safety approach? 5</p>			
	<input type="checkbox"/>	A. They are focusing only on productivity	<input type="checkbox"/>	B. They are eliminating all workplace hazards
	<input type="checkbox"/>	C. They are implementing a proactive ergonomic safety strategy	<input type="checkbox"/>	D. They are relying solely on PPE
<b>SSD/VSQ/N0129.Ergonomic Safety Training programs</b>				
<b>A. Practical Questions</b>				<b>Total Marks:50</b>
<p>Workers in your unit report frequent strain due to repetitive movements and poor posture. How will you develop and present a training scheme that enables workers to identify ergonomic hazards and apply suitable control measures to reduce risks.</p>				
<b>B. Multiple Choice Questions (50 Marks)</b>				
19	<p>A worker is consistently stressed due to unrealistic deadlines and lack of support. Which type of ergonomic issue is this? (10 Marks)</p>			
	<input type="checkbox"/>	A. Physical	<input type="checkbox"/>	B. Cognitive
	<input type="checkbox"/>	C. Visual	<input type="checkbox"/>	D. Organizational



20	Arrange the steps in the correct order for analyzing ergonomic safety needs and implementing a training program with proper controls. (5 Marks)			
	1. Identify ergonomic risk factors and task-related gaps.			
	2. Define training objectives aligned with hierarchy of controls			
	3. Develop and deliver the ergonomic training program			
	4. Implement selected control measures			
	5. Review effectiveness and make improvements			
	<input type="checkbox"/>	A. 1 → 2 → 3 → 4 → 5	<input type="checkbox"/>	B. 2 → 1 → 3 → 5 → 4
	<input type="checkbox"/>	C. 3 → 2 → 1 → 4 → 5	<input type="checkbox"/>	D. 1 → 3 → 2 → 5 → 4
21	Which of the following is not typically part of ergonomic hazard training? (10 Marks)			
	<input type="checkbox"/>	A. Identifying risk from repetitive motion	<input type="checkbox"/>	B. Stretching and posture awareness
	<input type="checkbox"/>	C. Equipment handling techniques	<input type="checkbox"/>	D. Emergency exit drill
22	A factory identifies that workers lifting heavy boxes frequently suffer lower back injuries. You propose introducing lifting trolleys and redesigning the layout. Which level of the hierarchy of controls does this solution fall under? (5 Marks)			
	<input type="checkbox"/>	A. PPE	<input type="checkbox"/>	B. Administrative Control
	<input type="checkbox"/>	C. Engineering Control	<input type="checkbox"/>	D. Substitution



23	Training content must be updated based on _____ to ensure it addresses current ergonomic risks effectively. (10 Marks)			
	<input type="checkbox"/>	A. Personal opinion	<input type="checkbox"/>	B. Risk reports
	<input type="checkbox"/>	C. Company branding	<input type="checkbox"/>	D. Market trends

24	Which of the following is a key activity during the evaluation of an ergonomic training program? (10 Marks)			
	<input type="checkbox"/>	A. Checking attendance sheets only.	<input type="checkbox"/>	B. Changing trainers every session.
	<input type="checkbox"/>	C. Conducting interviews about unrelated topics.	<input type="checkbox"/>	D. Reviewing injury and discomfort trends post-training.

**SSD/VSQ/N0104.Plan, Organize and Emergency protocols**

**A. Practical Questions**

**Total Marks:50**

A fire breaks out in the pantry. The fire alarm sounds, but a few employees remain at their desks trying to finish tasks. Demonstrate how to set up and implement emergency protocols at workplaces to minimize loss in case of an incident or accident.

**B. Multiple Choice Questions (50 Marks)**

24	You are the Ergonomic Safety Steward on a factory floor. The project timeline has shifted forward by two weeks. What is your BEST course of action? (5 Marks)			
	<input type="checkbox"/>	A. Wait for new safety instructions from the upper management.	<input type="checkbox"/>	B. Reallocate safety equipment only if accidents increase.



	<input type="checkbox"/>	C. Communicate with the team and update the safety schedule immediately.	<input type="checkbox"/>	D. Maintain the original safety schedule and monitor for any issues.
25	Which of the following is MOST essential for coordination among team members during ergonomic safety planning? (10 Marks)			
	<input type="checkbox"/>	A. Regular team meetings	<input type="checkbox"/>	B. Frequent task switching
	<input type="checkbox"/>	C. Clear communication and planning	<input type="checkbox"/>	D. Weekly recreation programs
26	What is the role of an Ergonomic Safety Steward in resource provisioning? (10 Marks)			
	<input type="checkbox"/>	A. Ensure each team member gets the right resources for their task	<input type="checkbox"/>	B. Only provide resources after the task is done
	<input type="checkbox"/>	C. Let team members pick whatever they want	<input type="checkbox"/>	D. Wait for HR to distribute materials
27	A subordinate reports an ergonomic issue that requires urgent action, but the upper management wants to delay implementation due to budget constraints. How do you manage this? (5 Marks)			
	<input type="checkbox"/>	A. Follow management orders without question	<input type="checkbox"/>	B. Ignore the issue until budget approval
	<input type="checkbox"/>	C. Inform management urgently, propose temporary solutions, and update the team.	<input type="checkbox"/>	D. Implement changes without informing management

28 What is the purpose of having an AED device accessible in the workplace? (10 Marks)



<input type="checkbox"/>	A. To treat minor cuts and bruises	<input type="checkbox"/>	B. To provide oxygen to workers
<input type="checkbox"/>	C. To measure blood pressure	<input type="checkbox"/>	D. To deliver an electric shock to someone experiencing sudden cardiac arrest

29 Identify the signage given and what does it represent? (10 Marks)



<input type="checkbox"/>	A. To mark the location of the restroom	<input type="checkbox"/>	B. To guide people to the nearest safe exit during emergencies
<input type="checkbox"/>	C. To display the company logo	<input type="checkbox"/>	D. To indicate a meeting room

**DGT/VSQ/N0102. Employability Skills (60 Hours)**

**A. Practical Questions Total Marks:30**

You are part of a team assigned to prepare a presentation for a surprise management visit. You have 30 minutes. Demonstrate well-mannered communication and effective teamwork in a stressful, time-sensitive situation.

**B. Multiple Choice Questions (20 Marks)**

30 \_\_\_\_\_ involves the activities that communicate the product’s benefits to customers and encourage sales. (5 Marks)

<input type="checkbox"/>	A. Price	<input type="checkbox"/>	B. Promotion
<input type="checkbox"/>	C. Product	<input type="checkbox"/>	D. Place



31	What should you do with hazardous materials to follow environmental sustainability? (5 Marks)			
	<input type="checkbox"/>	A. Dispose of them with regular waste	<input type="checkbox"/>	B. Follow proper hazardous waste disposal procedures
	<input type="checkbox"/>	C. Dump them into drains	<input type="checkbox"/>	D. Burn them openly
32	Which of the following is NOT allowed under the POSH Act? (5 Marks)			
	<input type="checkbox"/>	A. Providing a safe work environment	<input type="checkbox"/>	B. Conducting awareness programs
	<input type="checkbox"/>	C. Ignoring complaints of harassment	<input type="checkbox"/>	D. Protecting the confidentiality of the complainant
33	In an interview, the panel asks about your weakness. What is the most appropriate approach?			
	<input type="checkbox"/>	A. Say "I have no weaknesses" – it shows confidence	<input type="checkbox"/>	B. Mention a weakness and explain how you're working to overcome it
	<input type="checkbox"/>	C. Blame your previous employer for your shortcomings	<input type="checkbox"/>	D. Avoid the question by changing the topic



## 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:

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Trainee's name (please print):

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Assessor's signature:

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Assessor's name (please print):

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Centre Head's seal and signature:

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## 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 Ergonomics Safety Steward

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

 <b>SAFETY SKILL DEVELOPMENT FOUNDATION</b> <b>ASSESSMENT SUMMARY SHEET</b> <b>Qualification Pack - Ergonomics Safety Steward</b> 												
Training Provider: Affiliation No.					Batch ID:				Training Centre Name & Address:			
Candidate Detail:					Roll No.:				Roll No.:			
Name:					Name:				Name:			
Assessment Summary:												
NOS No.	Weightage of the NOS	Allotted (Marks)			Marks Obtained				Marks Obtained			
		Skill (Practical)	Knowledge		Skill (Practical)	Knowledge			Skill (Practical)	Knowledge		
			Theory	Project		Theory	Project	% per Nos		Theory	Project	% per Nos
SSD/VSQ/N0126	20%	50	50	10								
SSD/VSQ/N0127	20%	50	50	10								
SSD/VSQ/N0128	20%	50	50	20								
SSD/VSQ/N0129	14%	50	50	10								
SSD/VSQ/N0104	13%	50	50	0								
DGT/VSQ/N0102 (60 Hours)	13%	30	20	0								
Total Marks	100	280	270	50								
		600										
Minimum pass % to qualify	50%	50% in each NOS and 50% overall			Pass/Fail							
Assessors Name:								Signature:				
Assessing Body Representative Name:								Signature:				
Assessment Agency:								Signature:				