



Certified Occupational Safety Specialist (COSS)

Duration: 5 Days

Method: Live Online Training

Certification: *Certified Occupational Safety Specialist*

Course Description

The course is designed to build core competencies in the field of safety & health. It examines safety theory and the application of these principles to safety-related knowledge, skills, and competencies. By learning how to promote safety on a job site, participants will know how to help lower fatalities, near misses and OSHA citations.

Target Audience

This course is intended for:

- Non-experienced, first-time safety personnel as well as experienced safety professionals.

Prerequisites

To attend this course, candidates **must**:

- Have a high school diploma or equivalent.
- Be at least 18 years of age.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Determine the true cost of an accident.
- Calculate the incident rates.
- Use the OSHA and BLS websites to identify SIC/NAICS Codes and search public records to access industry trends.
- Identify hazards, determine regulatory requirements, implement corrective actions.
- Perform risk analyses for key jobs and processes.
- Learn the basic steps and fundamentals of accident investigations.
- Differentiate between safety audits and inspections.
- Prepare and present effective safety training presentations.
- Communicate safety initiatives and goals.
- Develop and maintain company safety programs.
- Identify competent person requirements.





Assignment Overview

- Daily Homework
- Daily Quizzes
NOTE: Participants are tested on assigned readings.
- Daily Compliance Moments
NOTE: Participants will perform analyses of hazardous conditions.
- 10-minute Safety Presentation
NOTE: Participants will complete a safety presentation on the final day of class.
- Proctored Final Exam (1.5-hour time allotment)
- Safety-Related Strategy Development for Business Environments

Grading

ASSIGNMENT	PERCENT
Daily Quizzes	17.5%
Final Exam (70% minimum score)	75%
Ten Minute Safety Presentation (P/F)	75%
Final Compliance Moment (P/F)	
TOTAL	100%

NOTE: The course is graded on a pass/fail basis. An overall course grade of at least 70% **and** at least 70% on the final exam is required to pass. Participants' grades will be sent upon e-mail request **only**.

Course Standards

The COSS Adult Teaching/Learning Model specifies that participants achieve certain specified learning outcomes. All performance assessment depends upon the accomplishment of these outcomes. Participants are graded on the achievement of the objectives of the course, rather than on effort. *The COSS program requires each participant to maintain high standards of honesty and ethical behaviour.* All assignments submitted must be the participant's own work.

NOTE: Participants should contact the COSS Administration if there is a policy grievance.

Attendance Policy

Due to the concentrated nature of the work requirements for this course, participants are required to attend **all five sessions** of the live, online instruction. Participants must also complete **all daily assigned activities** by 7:00 p.m. Central Time. If a participant misses a live session or fails to complete the required activities, the participant will be dropped from the course without a refund. In case of an emergency, a participant may be given the option to make up the missed portion. Exceptions must be authorized by the instructor, and participants are required to sign a COSS Absence Form and make up the training within **90 calendar days of the absence**.

NOTE: The webcam must be on throughout the entire live session.



Failure Policy

If a participant fails the course, the participant will be given two opportunities for final exam retakes. The first final exam retake will be given at no charge, and the second will cost the participant. Participants can complete a final exam retake immediately after class or choose to schedule one another day. An instructor, location administrator, or proctor must be present for any final exam retakes. Before a final exam retake, the instructor can briefly remediate the participant and allow a short period for studying. All final exam retakes must be completed within **90 calendar days of the failure**. If a participant does not complete a final exam retake within 90 calendar days or if the participant fails the second final exam retake, the participant will fail the course. Participants are required to sign a COSS Failure Form at the time of the original failure.

Course Topics

DAY 1

- **Module 1: Introduction to COSS**
 - Review the COSS Course Structure
 - List the Training Objectives for Each COSS Module
- **Module 2: Introduction to OSHA**
 - Describe the Importance of OSHA
 - Explain the Rights Employees Have Under OSHA
 - Explain the Responsibilities Employees Have Under OSHA
 - Demonstrate the Use of OSHA Standards and Guidelines
 - Summarize How OSHA Inspections are Covered
 - Identify Where You Can Go for More Assistance
- **Module 3: Recording and Reporting Occupational Injuries and Illnesses**
 - Summarize the OSHA Recordkeeping Requirements
 - Describe the Rule's Organization, Purpose and Scope
 - Identify Work-Related Exemptions
 - Describe Recording Criteria
 - Learn to Identify a First-Aid Case
 - Describe OSHA Reporting Requirements
- **Module 4: Incidence Rates and Research**
 - Calculate Incidence Rates
 - Identify Your Industry's NAICS and SIC Codes
 - Compare Your NAICS/SIC Code to Other Industries



Course Topics *Continued*

DAY 2

- **Module 5: Real Cost of Workplace Injuries**
 - Differentiate Between Direct and Indirect Costs of Workplace Injuries
 - Calculate the Effect Injuries Have on Workers' Compensation Premiums
 - Measure the Impact of Injuries on Profitability
- **Module 6: Worksite Analysis/Hazard Prevention and Control**
 - Define "Hazard"
 - Describe the Basic Hazard Types
 - Describe Hazard Control Measures
 - Identify Tools for Analysing Workplace Hazards
- **Module 7: Subpart Review: Walking/Working Surfaces**

DAY 3:

- **Module 8: Multi-Employer Policy and Focused Inspections**
 - Identify Categories of Employers that can be Cited by OSHA
 - Identify the Five Elements of a Multi-Employer Citation Defence
 - Evaluate and Assess Responsibilities in a Multiemployer Setting
 - Describe Conditions to Qualify for Focused Inspections
- **Module 9: Subpart Review: Electrical**
- **Module 10: Subpart Review: Scaffolds**
- **Module 11: Subpart Review: Emergency Action Plans**
- **Module 12: Psychology and Safety/Behaviour-Based Safety (BBS)**
 - Define Psychology Terminology
 - Explain Safety Motivation Concepts
 - Discuss the Pros and Cons of Safety Incentive Programs
 - Describe the Importance of a Safety Culture
 - Explain Principles and Strategies of BBS
 - Discuss Steps in BBS Implementation
- **Module 13: Risk Assessment/Accident Causation and Investigation**
 - Define Accident Terminology
 - Describe the Risk Assessment Process
 - Identify the Basic Causes of Accidents
 - Describe the Accident Investigation Process



Course Topics *Continued*

DAY 4:

- **Module 14: Subpart Review: Fall Protection**
- **Module 15: Occupational Health**
 - Identify Occupational Health Hazards
 - Describe Occupational Health Controls
 - Describe the Duties/Responsibilities of an Industrial Hygienist
 - Discuss OSHA's Silica Rule
- **Module 16: Hazard Communication**
 - Describe Basic Requirements of the Hazard Communication Standard
 - Explain the Changes of the Globally Harmonized System (GHS) of Classification and Labelling of Chemicals
- **Module 17: Management of a Safety and Health Program**
 - Describe and Explain the Functions of Safety & Health Program Management
 - Differentiate Between Line and Staff Functions
 - Differentiate Between Audits and Inspections
 - Describe the Characteristics of an Audit
 - List the Steps of an Audit
- **Module 18: Subpart Review: Cranes**
- **Module 19: Subpart Review: Personal Protective Equipment**
- **Module 20: Subpart Review: Machine Guarding**

DAY 5:

- **Module 21: Subpart Review: Lockout/Tagout**
- **Module 22: Safety and Health Program**
 - Set Up an Effective Safety and Health Program
 - List the Elements of a Safety and Health Program
 - Describe Management Leadership and Employee Involvement
 - Implement a Worksite Analysis Program
 - Define Hazard Prevention and Control
 - Describe How Safety and Health Training Should Be Designed

