

A certificate that will provide you necessary skills for occupational hazards identification, risks assessment and minimizing workplace harms.

# SAFETY OFFICER CERTIFICATE

*STAYING  
SAFE  
FROM  
HAZARDS*

## What is a Hazard?

	<b>Physical Hazards</b>		<b>Biological Hazards</b>		<b>NATURAL HAZARD</b>
	<b>Chemical Hazards</b>		<b>Ergonomic Hazards</b>		<b>ANTHROPOGENIC HAZARD</b>
	<b>Safety Hazards</b>		<b>Psychological Hazards</b>		<b>TECHNOLOGICAL HAZARD</b>

**Something which has the potential to cause harm.**

### WHO

#### should attend Safety Officer Certificate?

People interested in pursuing their career in the health and safety of industries and organizations. You will have an opportunity to get knowledge, information, skills, and training in occupational safety and health. This course is equally useful for students, supervisors, officers, managers, laborers, contractors, etc. This rigorous theory and practical certificate will provide you necessary skills like hazards identification, risk assessment, safe use of tools and equipment, working ergonomically, proper use of personal protective equipments, control of near misses, incidents, and accidents, use of fire-fighting equipment's, accident investigation, and report writing.

## ABOUT

### Safety Officer Certificate

The Pakistan Occupational Health and Safety Act (draft) mandates "to ensure safe and healthy working conditions for the people at work; by authorizing enforcement of the rules and regulations developed under the Act; by assisting and encouraging the organizations, institutions and geographic areas governed by the federal government in their efforts to ensure healthy and safe working conditions; by providing for research, information, education, and training in the field of occupational health and safety."

Participation in this certificate will enable you to work on different occupational health and safety projects aligning with the national priorities. You will have an opportunity to learn different skills under the supervision of competent trainers and industry professionals. Participants will undertake professional training in workplaces ranging from government agencies to industrial settings. Each module in this certificate has been prepared by experts from academia and industry.

#### POTENTIAL JOB OPPORTUNITIES ON COMPLETING SAFETY OFFICER CERTIFICATE

- Biosafety Officer
- Health Safety & Environment Officer
- Fire Marshall
- Hygiene Officer
- Safety Supervisor/Manager
- Safety & Health Inspector



## COURSE DELIVERY

Delivery of all courses at the National Skills University involves instructor-led three modes.

- i. On-campus learning
- ii. Practical experience in relevant industry
- iii. Online learning (only if needed in emergent situations like COVID-19 etc.)

We have all the standard operating procedures in place for the safety of students, teachers, and employees.

Providing state of the art skills is our priority. Practical training is provided in our laboratories as well as relevant industry collaborations.

- This course is taught by professionals having industry experience.
- You will learn how to work in a group with fellow students. Always observe ethical and social behavior during class and practicals.
- This course involves both supervised and self-directed learning built in your timetable. However, most of the time you will have an instructor with you.
- Violation of safety or university rules is strongly prohibited, you have to always manifest ethical behaviour, protect equipment available to you at the university laboratories.



**Saving Future and Promoting Good Health  
Through Occupational Safety**

## **SKILLS YOU WILL LEARN FROM SAFETY OFFICER CERTIFICATE**

- Identification of hazards at workplace
- Common safety practices & standards at workplaces
- Safer use of common tools and equipment
- Ergonomic safety
- Personal protective equipment usage
- Safeguards for incidents and accidents
- Usage of fire-fighting equipment
- Accident investigation and reporting at workplaces
- Technical report writing
- Hazards communication
- Risk assessment and their appropriate control techniques

## **TASKS YOU CAN PERFORM (COMPETENCIES) ON CERTIFICATE**

### **COMPLETION**

- Identify and assess risk and possible hazards at the workplace
- Understanding and implementing Material Safety Data Sheets (MSDS)
- Creating analytical reports of safety data
- Inspecting equipment and processes safety
- Training staff with safety principles
- Assessing equipment and products safety
- Devising and implementing safety plans
- Leadership in safe practices at workplaces
- Meeting organizations health and safety goals
- Accidents investigation at workplaces
- Liaisoning with law enforcement agencies
- Designing best practices for accidents prevention
- Safety compliance review in an organization

Kindly see admission rules  
Candidate should have passion for  
Safety Management with  
at least intermediate second division  
or  
equivalent

**SKILLS ORIENTED LEARNING MODULES  
FOR  
SAFETY OFFICER CERTIFICATE**

The certificate offered by the National Skills University has eleven modules. Each module has been prepared by professionals working in the field. Each module's primary focus is to provide students with the necessary skills and abilities of safety management practices.

<b>Module 1:</b> Introduction to course and OSH	(Two weeks)
<b>Module 2:</b> Common workplace hazards	(Two weeks)
<b>Module 3:</b> Construction safety	(One week)
<b>Module 4:</b> Fire and Electricity	(One week)
<b>Module 5:</b> Personal Protective Equipment	(One week)
<b>Module 6:</b> First Aid and accident investigation	(One week)
<b>Module 7:</b> Occupational Health and Safety Management System (OHSMS)	(One week)
<b>Module 8:</b> Risk assessment	(One week)
<b>Module 9:</b> Industrial visits and field assessments	(One week)
<b>Module 10:</b> Technical writing and presentations	(One week)
<b>Module 11:</b> Exam and assessment	(One week)

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# Examination Week

## **FACILITIES**

The department of occupational safety and health at the National Skills University Islamabad has access to fully equipped science, material testing, mechanical & production, electronics, heating, ventilation & air conditioning, industrial processing, civil technology automotive technology laboratories. In these state-of-the-art skill learning centers, the course participants will have the opportunity to practically get involved in first aid provision exercises, mock fire drills, proper use of personal protective equipment, and fire extinguishers. Hazards identification and risk assessment, real-time safe working procedures, log out tag out, safe use of machinery, tools, and equipment, workplace inspections, etc. This course is designed to prepare you for employment in the expanding areas of occupational safety and health. Meanwhile, the NSU is continually upgrading its labs and establishing collaborations with the industry to catering our course participants' future needs.

### **FURTHER DETAILS**

#### **E-mail**

**[admissions@nsu.edu.pk](mailto:admissions@nsu.edu.pk)**

#### **Web**

**[www.nsu.edu.pk](http://www.nsu.edu.pk)**

#### **In Person**

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Sector H8/1  
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