

## Abstract

### Towards harmonized European Safety Card Training

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## Background

Global challenges in working life necessitate global cooperation also in occupational health and safety. The advance of globalisation has resulted in cross-border mobility of workers becoming an important topic in occupational safety and health (OSH). Aspects such as migration, multi-national corporations and free movement of workers have an increasingly important role to play in health and safety.

Safety Card / Passport Training Systems have become a popular and effective way to complete the basic training in safety and health at work in many European countries. Voluntary Safety Cards for common and specific industry sectors are in place in many member states. The target populations are workers and supervisors of contractor companies at construction and maintenance worksites, shop floor workers and supervisors of industrial and service companies and personnel of public agencies, institutions and educational bodies. These different safety passport schemes have been developed to provide a way for ensuring that employees have the basic knowledge on occupational safety and health.

There is currently no system for the mutual recognition of different safety cards, which results in individuals often requiring several passport cards as they move from one employment or contract to another. The content of training in the various passport schemes differs from each other somewhat, but there is a common core which can form the basis for certification of comparable schemes (VTT Uusitalo 2007). There is a need for a system that would ensure that safety passport holders do not have to repeat the core training if they move from one employer, contract or country to another. This can be achieved by a process of assessment against agreed criteria covering the arrangements made by a card issuing organization for the training and examining of the card holders

The European Network of Safety and Health Professional Organizations (ENSHPO) has taken up this challenge to develop an European-wide recognition system for certification of safety passport schemes.

## **ENSHPO briefly**

The European Network of Safety and Health Professional Organizations (ENSHPO) brings together health and safety professional organizations from across Europe. ENSHPO represents 19 major professional associations active in occupational safety and health in as many countries and links them with EU institutions. ENSHPO is also an official partner of the European Agency for Safety and Health. One of ENSHPO's most important successes is the launch of its voluntary European professional certification for European Occupational Safety and Health Managers (EurOSHM) and Technicians (EurOSHT).

The main objectives of **ENSHPO** are:

- to ensure participation from all of the professional organizations across Europe, including current Member States, new Member States, applicant countries and other European countries. ENSHPO represents the views, opinions and concerns of this group
- to operate as a dialogue partner with relevant national and international authorities
- to co-operate with other organizations, institutions, and federations within Europe and beyond
- to act as a forum where practitioners can exchange information, experiences and good practice on a wide variety of pertinent topics
- to develop European-wide recognition of qualifications and training of people with significant tasks relevant to safety (OSH practitioners, supervisors, workers in risky jobs, etc.)

## **The ENSHPO Safety Card Certification Scheme objective**

The objective of the ENSHPO Safety Card Certification Scheme is to certify that those people holding a safety card which has received ENSHPO certification know and are able to apply the basic elements of workplace safety based on harmonized criteria throughout Europe. The main goal is that those holding an ENSHPO approved safety card are not obliged to repeat the core training if they move from one country or employment sector to another. The Safety Card will target Europe-wide recognition by market.

The safety card training system needs to be supplemented with training on site/workplace-specific issues and, where appropriate, specific national regulations to give complete coverage of safe work. This has to be taken care of by each employer. The safety card can be an integral part of a company's safety management system (OHSAS 18001, VCA, MASE, or own design etc).

## **The Certification**

The certification is totally voluntary. It is also consistent with local and EU regulations on harmonized criteria. The ENSHPO-certified safety card/passport is at the minimum level a generic card for all types of work in all countries and needs endorsements for specific additional sector and workplace related training to cover more unusual circumstances and hazards. The criteria for approving a safety card/passport scheme cover:

1. the content and depth of the training required to acquire that card,
2. the examination of the candidates,
3. the method for assessing and monitoring the training,
4. the approval of the training course and trainers
5. the interval before retraining is required,

The approved certified card/passport schemes have the right to use the ENSHPO logo. The ENSHPO Safety Card Certification Committee (ESCCC) is responsible for the development and quality of the ENSHPO Safety Card system.

### **The Training**

The safety card training should fulfil specified training requirements based on the content list below and be provided by qualified providers.

The training must be monitored to ensure good practice and quality. The training can be carried out face to face or by e- learning and in any European language appropriate to the trainees. The extent of the training is corresponding to 8 hours study. The renewal and the certification of the test must take place at the latest every 5 years.

### **Objectives of the training**

#### **Overall objective and learning objectives**

Reduce incidents and accidents at shared workplaces by setting common standards and improving competence level of all involved employees in the field of health, safety and environment.

#### **This will be achieved by:**

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| 1. Helping to provide a safer work environment for all employees at the workplace.  |
| <ul style="list-style-type: none"> <li>• Providing basic information on occupational health and safety to be able to carry out the procedures to keep hazard scenarios under control.</li> <li>• Improving understanding of the concept of welfare and also purpose and applicability of health</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Improving safety culture.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Increasing motivation and strengthening the right attitude for safety issues of all actors.</li> <li>• Arousing interest and motivation for the OHS skills of the whole personnel.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Improve efficiency of the safety training.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Occupational Safety card Training to be implemented as a part of the Occupational Health and Safety (OHS) Management and Human Resource (HR) training systems in companies.</li> <li>• Supporting job introduction at the shared workplaces.</li> <li>• Reducing overlapping training provided by different employers.</li> <li>• Understanding the need for sector and workplace specific introduction</li> </ul> |
| <ul style="list-style-type: none"> <li>• Improve understanding of typical general rules at a shared workplace</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Traffic and mobility arrangement and rules</li> <li>• Rules concerning intoxicants and smoking</li> <li>• Rules regarding photographing and use of IT equipment</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Clarify responsibilities between contractors and principals</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Ensuring the understanding of responsibilities at a shared workplace including the key role of the Contractor Company.</li> <li>• Enhancing practical collaboration between employers and contractors at the shared workplaces.</li> <li>• Fostering good relations and cooperation between employer and employees on OHS.</li> <li>• Safety inspections and responsibilities</li> </ul>                           |

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| <ul style="list-style-type: none"> <li>• Improving the understanding of risk and hazard identification and management of risks</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Recognizing risk and dangers</li> <li>• Measures to prevent accidents</li> <li>• Reporting of near misses and accidents</li> <li>• Carrying out risk analysis and last minute risk analysis (LMRA)</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Be prepared for an emergency situation</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Safety and emergency planning</li> <li>• Equipment used in emergency situation</li> <li>• The basic principles of first aid</li> <li>• How to act in the event of a fire</li> <li>• Evacuation</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Improved understanding about requirements and permits for work with higher risks</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Hot work</li> <li>• Working in enclosed spaces</li> <li>• Electrical work</li> <li>• Safe stops, lock and tag system</li> <li>• Use of chemicals</li> <li>• Scaffolding</li> <li>• Hoist work</li> <li>• The use of personal protective equipment</li> </ul> |
| <ul style="list-style-type: none"> <li>• Improved understanding of the use of equipment with higher risks</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Ladders</li> <li>• Hoisting in general</li> <li>• Forklift trucks</li> <li>• Machinery, powered tools and hand tools</li> <li>• The use of personal protective equipment</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Being aware of areas or circumstances with higher risks</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Areas with chemical handling</li> <li>• Spaces with danger of fire and explosion, EX areas</li> <li>• High storage areas</li> <li>• Hoisting areas</li> <li>• Areas with specific traffic situation</li> <li>• Working alone</li> </ul>                      |
| <ul style="list-style-type: none"> <li>• Safety and environmental concerns</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Good housekeeping routines</li> <li>• Sorting of waste in fractions</li> <li>• Use of chemicals</li> </ul>   |

## The examination

The training required to gain the card is assessed on the basis of a multiple choice assessment test based on the learning objectives recognised by ENSHPO. The test must be carried out in a controlled environment to ensure its reliability. The testing can be done either on paper or by computer. A procedure should be in place to continuously improve the testing quality.

## The Criteria to assess the training providers /trainers:

- Pedagogic skills and experience in either e- learning or face to face training
- Experience in Occupational Health and Safety training
- Experience in Occupational Health and Safety activities

## ENSHPO Safety Card Scheme Management and Administration

The Scheme is owned by ENSHPO and accepted by the local ENSHPO member organisation. The ENSHPO Safety Card Certification Committee (ESCCC) makes the final decision related to the approval.

| Organizational body  | Role and responsibility  |
|--|--|
| ENSHPO Safety Card Certification Committee (ESCCC) with stakeholder representation | <ul style="list-style-type: none"><li>• Overall structure</li><li>• European Harmonization</li><li>• Setting common certification standards</li><li>• Setting interval before retraining is required</li><li>• Quality control and acceptance of national schemes</li></ul>  |
| ENSHPO National Member or other National Administrative Body                       | <ul style="list-style-type: none"><li>• Interpretation of ENSHPO standard<ul style="list-style-type: none"><li>• Training content, procedures</li><li>• Certification procedures</li></ul></li><li>• Qualification of national providers</li><li>• Quality control of national providers</li><li>• Administration of Safety cards<ul style="list-style-type: none"><li>• Database, printing, distribution etc.</li></ul></li></ul> |
| Industry Stakeholders  | <ul style="list-style-type: none"><li>• International advisory committee</li><li>• Collecting views from industry and contractors representing participating sectors</li></ul>   |
| Certification provider (Can be either training provider or independent)            | <ul style="list-style-type: none"><li>• Follow certification process set by ESCCC</li><li>• Report into system when certification of student is approved</li></ul>   |
| Funding and fees   | For each safety card issued an administrative fee to:  |
|  | <ul style="list-style-type: none"><li>• ENSHPO (ESCCC) – fixed</li><li>• National ENSHPO member – set by each member</li><li>• Cost for training and certification set by each provider</li></ul>  |