



# SCC DOCUMENT 016

REQUIREMENTS FOR SGU TRAINING AND EXAMINATION  
FOR OPERATIVE EMPLOYEES OF CONTRACTORS

**EXPLANATIONS TO QUESTION 3.2 OF DOCUMENT 003 AND DOCUMENT 023**

**Please note:**

The programme names SCC-VAZ 2021 and SGU Personnel VAZ 2021 are described below as SCC and SGU Personnel for ease of reading.

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## Chapter 1 Introduction

In documents 003 and 023, mandatory question 3.2 requires a successfully completed, recognized SGU examination for operational contractor employees.

This document 016 contains explanations on how to fulfil this requirement. The German occupational safety system makes it possible to draw on the expertise, experience and reliability of trained occupational safety specialists in employee training and examination companies.

As a precautionary measure, it is pointed out that some clients require an examination acceptance by an accredited certification bodies for persons. There are also companies that would like to have the examinations of operative employees carried out externally on their own initiative. In order to be able to systematically fulfil such requirements and standards, the possibility of an optional examination by accredited certification bodies for persons according to document 018 was created. Such certification bodies for persons are accredited by the DAkkS for the SGU programme.

## Chapter 2 SGU examination questionnaire

VAZ e.V. is the owner of the SGU list of examination questions for operative employees and managers at the operational level and is responsible for its maintenance. The SGU examination questionnaire is revised at regular intervals, and is therefore adapted to the results of the workplace and activity analysis in consultation with interested parties and on the basis of the latest occupational safety and environmental protection legislation and appropriate findings from practice.

The current version of the SGU list of examination questions is binding for the internal SGU examination of operative employees by occupational safety specialists.

The SGU examination questionnaire can be obtained from VAZ e.V. in German or English only. Users and other persons receive the SGU list of examination questions with the solutions for the employee questions.

## Chapter 3 Participants

All employees (at least 90 %) who are operatively active within the scope of the SCC or SCP certificate and who have been employed in the company for longer than 3 months must have completed SGU training and an examination. Operative employees are involved in service provision (e.g. worker, skilled worker, fitters). This also includes – insofar as they perform operational activities – marginal and part-time employees and trainees who have reached the age of 18, as well as one-man subcontractors who are involved in order processing<sup>1,2</sup>.

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<sup>1</sup> As part of question 11.1 or 11.3 of document 003, the successfully completed, recognised SGU examination is also required for all operative employees of subcontractors ( $\geq 2$  employees) or for all temporary workers of personnel service providers who are involved in order processing.

The following are exempt from this requirement within the scope of SCC and SCP certification:

- Operative employees who have successfully completed a recognised SGU examination at an accredited certification body for persons in accordance with document 018 or who can present the qualification as a specialist for occupational safety.
- Senior managers at the operational level who have successfully completed a recognised SGU examination in accordance with document 017 or who have a qualification as a specialist for occupational safety.
- Operative employees and senior managers at the operational level who hold an Austrian SGU certificate according to document A18 or who hold a VCA diploma – provided it is listed in the Central Diploma Register, see <http://www.vca.ssvv.nl>

It is up to the company to decide whether employees who have not yet reached the age of 18 are trained and examined in accordance with document 016.

## Chapter 4 Training and examination

Training and examination can be carried out internally by the company if the person commissioned to carry out the training and examination can prove that he or she is qualified as an occupational safety specialist in accordance with the ASiG (Occupational Safety Act). It is advisable to commission the in-house appointed occupational safety specialist, the supervising safety service or qualified private providers for this purpose. It is possible to include subcontractor employees or temporary workers from personnel service providers in training and examination.

Under certain conditions, DGUV (German statutory accident insurance) Regulation 2 offers companies the option of alternative needs-oriented occupational medical and safety care (company model). If a company has made use of this alternative, the entrepreneur is allowed to carry out the training and examination of operative employees if he or she has completed the appropriate training provided by the employers' liability insurance association. The employer's training certificate must be kept at hand.

In-house training and examination of employees may be carried out by the same person. However, it is recommended that training and examination is separate for the personnel.

### 4.1 Training delivery

SGU training of operative employees should normally comprise 3 days. The training course may be divided into separate training periods. Examination can also be divided up in the same way and taken after the respective training content has been delivered. The recognition of the overall examination takes place after completion of the last part of the examination. In exceptional cases, e.g. in the case of very well-trained employees, the training course can also be concentrated into one day, and the corresponding proof must be kept on hand. Electronic instruction systems are recognised as a teaching tool.

## 4.2 Training content

During SGU training, the listed fourteen subject areas with the corresponding training content must be dealt with in a practical manner, addressing both the trade-specific and the most important customer-specific requirements.

The SGU list of examination questions provides suggestions for the content of training measures for operative employees:

### **Subject area A: Legal provisions**

- Basics of the legal provisions on occupational health and safety
- Expert support (e.g. OSS, company doctor)
- State supervision and accident insurance institutions

### **Subject area B: Hazard and risk assessment**

- Particularly hazardous work
- Last minute risk analysis (LMRA)
- Risk assessment

### **Subject area C: Causes of accidents, accident prevention and accident reporting**

- Reporting accidents and near misses
- Accidents and occupational diseases

### **Subject area D: Safety behaviour**

- Cleanliness and order
- Stumbling, slipping, falling
- Alcohol, drugs, medication
- Behaviour and safety

### **Subject area E: Operational organisation**

- Tasks, rights and duties of employers and employees

### **Subject area F: Workplace and task specifications**

- Operating instructions and briefings
- Safeguarding the workplace and facilities
- Safety labels
- Permit procedure

### **Subject area G: Emergency measures**

- Terms
- Emergency facilities and resources
- Managing and combating emergency situations
- First aiders and company paramedics
- Evacuation

## **Subject area H: Hazardous substances**

- Dangers of having an oxygen content in the air that is too high or too low
- Hazardous substances and dangerous goods
- Activities with hazardous substances, absorption and effects
- Legal requirements and significance of the limit values
- Special hazardous substances
- Leakage
- Labelling, storage and hazards of technical gases
- Carriage of dangerous goods
- Labelling, safety data sheets and operating instructions

## **Subject area I: Fire and explosion protection**

- Fire and explosion hazard
- Fire classes and extinguishing agents
- Preventive fire protection and procedures in case of fire
- Explosion protection

## **Subject area J: Work equipment**

- Systems, machinery, equipment and tools
- Stationary machines and systems
- Power-driven hand tools
- Hand tools
- Lifting work
- Lifting gear
- Slings
- Hand-operated winches, lifting and pulling equipment
- Forklift
- Lift truck
- Construction machinery
- Liquid emitter

## **Subject area K: Working methods**

- Welding and flame cutting
- Demolition work and work in contaminated areas
- Working around wall and floor openings
- Soil excavation work and work on and in pits and trenches
- Working at heights
- Working in confined spaces and containers
- Passenger transport
- Working on the water

## **Subject area L: Electricity and radiation**

- Dangers due to electricity
- Safety measures when working with electric current
- Work on electrical installations and in their surroundings
- Ionising radiation
- Non-ionising radiation

## **Subject area M: Workplace design**

- Noise exposure
- Workplace and vibrations
- Workplace and weather influences
- Workplace and lighting
- Physical and mental stress at work

## **Subject area N: Personal protective equipment (PPE)**

- Use of PPE, responsibilities and duties
- Eye and face protection
- Hearing protection
- Breathing protection
- Head protection
- Hand and arm protection
- Foot, leg and knee protection
- Protective clothing
- PPE against falls from a height

### **4.3 Examination**

The training manager must ensure that the instructed training content has been understood. A written examination is carried out on the basis of the following specifications:

The examiner must ensure that only the current SGU list of examination questions is used.

The SGU examination questionnaire contains 14 subject areas, identified by the letters A - N. There are learning objectives for each subject area. For the SGU examination of operative employees, 40 learning objectives shall be selected by the examiner according to the distribution specifications in Table 016-1. When selecting the learning objectives, it is possible to take into account the particular qualifications and intended activities of the examination candidates.

One multiple-choice question is to be selected for each of the 40 learning objectives selected according to Table 016-1. For each multiple-choice question, 4 answers are offered, of which only one is correct. In the questionnaire, multiple-choice questions relevant to employee examinations are marked with an M after the hyphen (e.g., A01-M01). The multiple-choice questions marked with an F after the hyphen (e.g. A02-F01) are intended exclusively for examining senior management and are not relevant here.

The 40 multiple-choice questions selected in this way are to be compiled in a task booklet in random order without naming the question number.

The examination booklet is to be completed by the candidates in 60 minutes without any aids.

Table 016-1: Distribution of the learning objectives to the individual subject areas

Subject area		EMPLOYEES	
		Time: 60 min Default: 40 LOs / questions Passed: 28 correct	
		Learning objective actual	Learning objective target
A	Legal provisions	10	2
B	Hazard and risk assessment	5	2
C	Causes of accidents, accident prevention and accident reporting	2	1
D	Conduct in compliance with the safety regulations	4	2
E	Operational organization	3	1
F	Workplace and activity specifications	8	4
G	Emergency measures	6	1
H	Hazardous substances	23	4
I	Fire and explosion protection	10	3
J	Work equipment	12	6
K	Working procedures	15	6
L	Electricity and radiation	5	3
M	Workplace design	8	1
N	Personal protective equipment (PPE)	9	4
<b>Total</b>			<b>40</b>

#### 4.4 Examination evaluation

At the end of the examination, the results are evaluated by the examiner. The examination is considered passed if at least 70% of the questions have been answered correctly, i.e. if at least 28 correct answers have been given.

For examination candidates who answered less than 70% of the questions correctly in the written examination, the company may schedule a follow-up training session with a new written examination with a changed question selection as often as necessary until the examination candidate achieves a pass rate of at least 70%.



## **Chapter 5 Foreign language employees / foreign companies**

To examine employees who are not or not sufficiently proficient in German, it is recommended that examination questions are translated or an interpreter is used for an oral examination. The basis is always the current SGU list of examination questions in German, which may have to be translated.

Foreign companies that want to be certified according to SCC or SCP can also make use of the regulation in document 016 and have their operative employees trained and examined in-house. This is provided that the person commissioned with its implementation can prove they are qualified as a specialist for occupational safety. The basis is always the current SGU list of examination questions in German, which may have to be translated.

## **Chapter 6 Internet-based examinations**

Internet-based examinations are possible upon proof of compliance with appropriate measures to prevent fraud and abuse, such as the following security settings:

- Lockdown shell (communication in the background is prevented; browser virtually frozen; email services/chat rooms cannot be opened)
- SSL encryption (standardised security protocol)
- Examination time window (outside a defined time, the test is not feasible)
- Allocation of multi-level input codes
- Limitation of the examination (no repeatability e.g. by restarting with the same examination questions)
- Test release by the exam invigilator (the test cannot be started without appropriate verification of the identity of the test candidate and the additional registration by the exam invigilator)

An exam invigilator must be on site to ensure that the above conditions are met. This can be the OSS or the representative of a commissioned data processing company. Written proof of this must be provided with supporting documents.

The company must enter into a contractual agreement with the online provider in which compliance with the above requirements is ensured.

## Chapter 7 Documentation

For each operative employees, proof of participation in the training and of successfully passing the examination must be kept and archived within the company. The personal certificates are valid for 5 years and must contain the following information for each employee:

- Name of the trained employee
- Topic blocks taught with number of teaching units as well as day, place and lecturers
- Validity date
- Proof of completed training as a specialist for occupational safety for all instructors used
- Examination documents with examination result
- Possible follow-up training with examination documents and examination results

If employees who are not or not sufficiently proficient in German have been examined, the following additional proof must be provided:

Translation of the examination questions and/or minutes of the oral examination if an interpreter is used (including the selected examination questions and contractual arrangements with the interpreter).

It is advisable to use the personal safety pass to enter the successfully passed examination.