

# Subject Outline of Knowledge for STS General Industry Practice

(Numbers in parenthesis indicate number of times the knowledge statement occurs.)

## GENERAL

### Mathematics, Statistics, Science

Basic mathematics

### Behavioral and Organizational Science

Coaching techniques

Conflict resolution techniques (2)

Appropriate disciplinary policies and procedures

Organizational structure for the organization (e.g., hierarchy, chain of command)

Leadership techniques

### Business and Management

Organizational policies and procedures (2)

### Training and Education

Training and qualifications necessary for specific jobs and/or tasks

### Communication

Facilitation and safety communication strategies

Organizational policies regarding communication with external entities

Facilitation techniques

Effective communication techniques (e.g., among shifts, simultaneous work groups, different levels of the hierarchy within the organization)

### Ethics

Ethical considerations concerning the accuracy of information, conflict of interests, etc.

Ethical considerations concerning sources of data, accuracy of data, preservation of evidence, application of investigation techniques, reporting, etc.

## SAFETY, HEALTH, ENVIRONMENT & ERGONOMICS

### General

Hazards (e.g., biological, chemical, physical, ergonomic) related to work process, equipment, and tools needed (7)

Safety, health, and environmental requirements relevant to the work performed (e.g., regulations, consensus standards, best practices) (10)

Principles and applications of hazard control (5)

### Risk Management and Insurance

Basic principles of risk assessment

Injury management/workers' compensation (working knowledge)

### Safety Management

Limitations of personal protective equipment (2)

Requirements for the selection of personal protective equipment (2)

Safety resources (e.g., material safety data sheets, key personnel, experts)

Documentation of job safety analyses and procedures derived from the analyses

Characteristics of proactive safety cultures and reactive safety cultures

Industry-accepted performance measures (e.g., incidence rates)

Organizational record keeping systems (2)

Organizational record keeping requirements (2)

Security and confidentiality requirements of record keeping processes

Strategies for evaluating safety behavior, participation in safety culture, etc.

Organizational safety performance measures for employees

Techniques for safety performance recognition and reward or correction

**Inspections, Investigations, Audits**

Inspection and documentation process

Observation techniques

Purpose and principles of accident/incident investigations

Investigation techniques

Lessons learned from incidents at the worksites

**Emergencies**

Emergency action plans and procedures

Emergency action plans

Emergency procedures

Terminology used in emergency action plans

Techniques for implementing exercises

# Subject Outline of Skills for STS General Industry Practice

(Numbers in parenthesis indicate the number of times the skill statement occurs.)

## **General and Applied Interpreting Skills**

Making decisions (3)  
Determining actions needed

## **Ethics Application Skills**

Resolving ethical conflicts related to record keeping  
Resolving ethical conflicts

## **General and Applied Mathematical, Analytical and Scientific Skills**

Using basic mathematical formulas  
Analyzing

## **General and Applied Verbal and Written Communication Skills**

Communicating hazards  
Communicating to employees effectively (3)  
Using open, clear, and interactive communication (3)

## **General and Applied Training Skills**

Assessing training needs based on requirements and hazards

## **Applied Safety and Health Skills**

Recognizing hazards and mitigating exposure (4)  
Facilitating job safety analyses (identifying job steps)  
Communicating the purpose and effectiveness of job safety analyses  
Selecting, using, and maintaining personal protective equipment  
Using safety resources  
Recognizing and evaluating high risk problems  
Comparing safety performance to applicable standards  
Accessing lessons learned at the worksite and in the industry  
Recognizing the nature and severity of incidents  
Using techniques for minimizing risk

## **Inspection and Investigative Skills**

Using observation to identify unsafe behaviors (4)  
Conducting worksite inspections  
Selecting correct investigation techniques  
Applying investigation techniques correctly  
Analyzing and protecting evidence  
Facilitating post exercise/incident evaluations

## **General and Applied Human Behavior Skills**

Exercising leadership  
Resolving conflicts  
Listening to concerns and suggestions

## **General and Applied Business, Organization and Leadership Skills**

Coaching safe behaviors (3)  
Keeping records (5)  
Distinguishing types of safety cultures  
Resolving conflicts  
Using facilitation skills  
Facilitation techniques  
Implementing organizational and regulatory requirements  
Implementing organizational performance measurement procedures  
Executing the emergency action plan